



**TERRORS**

**JR/SR HIGH SCHOOL**

Activity Calendar & Student Policies

# August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Athletic Mtg	4	5	6
7	8	9 School Board Mtg @ ES 7 pm	10	11	12	13
14	15	16	17	18	19	20 FB @ Ridgway & Brookville 10:30 am
21	22 In-Service Day 7th Gr Orientation	23 In-Service Day	24 In-Service Day VB - ECC (scrimmage) 6 pm	25 First Day of School Picture Day	26 FB @ Brockway 7 pm Fall Sports & Group Shots	27 JrHFB @ ECC 10 am
28	29	30 VB @ Johnsonburg (scrimmage) 5 pm	31	JULY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

# OTTO-ELDRED JR / SR HIGH SCHOOL — Information for Students and Parents

The purpose of these pages is to provide guidelines to aid students of the Otto-Eldred Junior/Senior High School in adjusting to and functioning successfully within the school setting. It is, therefore, extremely important that all students become familiar with the information contained in this document and conduct themselves accordingly.

These pages are designed to help the school community achieve an orderly, quiet atmosphere for proper study and instruction. We all can contribute to a more efficient and pleasant school setting, making Otto-Eldred a school of which we are proud. Please share these pages with your parents as some of the material pertains directly to them. Also it is important that they know what is expected of you as a student and learner.

## ANNUAL PUBLIC NOTICE

The Otto-Eldred School District has prepared their Annual Public Notice relating to all screening and evaluation procedures that district students may be eligible to obtain. A copy of the Annual Public Notice may be obtained by calling the high school (814-817-1380), or by picking up a copy of the Notice at all local post offices. The Notice is also available on our website at [www.oehs.org](http://www.oehs.org).

## EQUAL RIGHTS AND OPPORTUNITIES POLICY

The Otto-Eldred School District declares itself to be an **Equal Rights and Opportunities District**. It does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.

This statement is in compliance with federal laws (including Title IX of Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and the Americans with disabilities Act of 1990), state laws, and State Department of Education regulations concerning equal rights and opportunities. To assure compliance within our community, the Compliance Officer is the high school principal. Please phone the high school office at 814-817-1380.

## HOMELESSNESS

The Otto-Eldred School District is dedicated to supporting and educating children and youth experiencing homelessness in our community. The McKinney-Vento Act provides guidelines followed by the district, including the definition of homelessness which includes families living under any of the following conditions.

- Public or private shelters
- Sleeping in vehicles, parks, hotels, motels, campgrounds, or any other space not ordinarily used for regular sleeping accommodations
- Domestic violence shelters
- Living with friends or relatives due to lack of housing

- Transitional housing
- Migrant families
- Children abandoned in hospitals or awaiting foster care

If you have any needs or questions regarding homelessness contact Mr. Ramsey, High School Principal for assistance.

## SPECIAL EDUCATION TESTING & SERVICES

The Education for All Handicapped Children Act (Public Law 94-142) guarantees that all exceptional children be given free, public education suited to their own specific needs. The law also requires that all exceptional children receive an Individualized Education Plan (I.E.P.). All handicapped children, gifted children and children receiving speech, vision or hearing therapy must receive an I.E.P. No child will be placed in an educational program for exceptionalities without written parent consent.

As a parent, you have a right for your child to be tested for special education services. If you wish to request testing for your child or you would like further information, please contact Mrs. Burns (817-1380).

A behavior management program will be developed for those seriously emotionally disturbed, as well as those eligible students whose actual or anticipated behavior as determined by an IEP team is a manifestation of the student's disability.

As part of the behavior planning the IEP team will review the District's Procedure for Behavior Management as well as those relevant portions of the student discipline policies for possible inclusion into the plan. The application of the agreed upon plan will not constitute a change in educational placement. A complete copy of the District's Procedure for Behavior Management is available upon request.

## ACCESS TO STUDENT RECRUITING INFORMATION:

All local educational agencies (LEAS) must provide to military recruiting institutions of higher education, upon request, access to secondary school (i.e. juniors and seniors) and directory information on those students. The military affairs law requires the release of directory information consisting 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 is compiled by the first day of the academic year in which the senior students graduate.

A secondary school student or the parent of the student may request the student's name, address and telephone listing be excluded from the list and not be released without prior written consent. Otto-Eldred High School may notify the students and parents of the option to make such a written request at least 21 days prior to compilation and shall comply with any request.

## RELATIONSHIP TO BOARD POLICY

The student handbook and school board policy manual are two separate entities. However, the student handbook should be a reflection of school board policies. It is a concise guide to board policies that governs student behavior while at school, school-sponsored events, or traveling to and from school or school-sponsored events.

## MARKING SYSTEM

It is important that all grades are computed accurately and fairly. For this reason every faculty member uses the following grading scale when reporting student progress.

- A** ..... **Excellent work**, consistently goes beyond minimum requirements, is helpful and leads in class discussions.
- B** ..... **Above average work**, usually goes beyond minimum requirements, often helps and participates in class discussions.
- C** ..... **Average work**, usually completes required assignments, and contributes at times to class discussions.
- D** ..... **Passing work**, completes some assignments, occasionally participates in class discussions.
- F** ..... **Failing work**, does not complete assignments, rarely participates in or contributes to class discussions.

Activities Participation..... 18	Detention & Suspension ..... 16	Health/Guidance Office Visits..... 8	Peer Helpers Policy ..... 25
Alcohol & Other Drug Awareness Policy ..... 22	Dress Guidelines ..... 10	Lockers..... 16	Telephone Use..... 10
Athletic Events Policy ..... 18	Electronic Devices ..... 16	Marking System..... 2	Tobacco ..... 22
Attendance Procedures ..... 6	Emergency School Closings..... 14	Progress Reports/Honor Roll..... 6	Transportation Guidelines ..... 24
Cafeteria Accounts ..... 10	Fund Raising Policy..... 14	Student Conduct Code ..... 12	Visitors ..... 14
Dances ..... 18	Graduation Requirements ..... 4	Summer School Grading Policy..... 25	Weapon Possession or Use ..... 25

# September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AUGUST 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	OCTOBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<b>1</b>  JrHFB @ Coudy & Bradford 6 pm	<b>2</b>  Eligibility Check FB @ Kane 7 pm VB @ Bradford 6 pm	<b>3</b>  CC @ McDowell Invite
<b>4</b>	<b>5</b>  NO SCHOOL Labor Day	<b>6</b>  VB - Galeton 6 pm JrHVB - Galeton 6 pm JrHFB @ ECC 4 pm CC @ Smethport 4:30 pm	<b>7</b>  JrHVB @ Smethport 6 pm	<b>8</b>  VB @ Smethport 6 pm JrHFB @ Smethport 6 pm	<b>9</b>  Eligibility Check VB - Allegany-Limestone 6 pm	<b>10</b>  FB @ ECC 7 pm
<b>11</b>  Patriot Day Grandparent's Day	<b>12</b>  JVFB - Bradford 6 pm	<b>13</b>  School Board Mtg @ HS 7 pm VB - Coudy 6 pm JrHVB - Coudy 6 pm CC @ Coudy 4:30 pm	<b>14</b>  Open House 6 pm	<b>15</b>  VB @ Port Allegany 6 pm JrHVB @ Port Allegany 6 pm JrHFB - Port Allegany 6 pm	<b>16</b>  Eligibility Check FB @ Bradford 6 pm VB - Portville 6 pm	<b>17</b>  CC @ Bradford Invite (GGB) 8 am
<b>18</b>	<b>19</b>  JVFB - Kane 6 pm	<b>20</b>  VB - NoPo 6 pm JrHVB - NoPo 6 pm CC - Otto-Eldred 4:30 pm	<b>21</b>	<b>22</b>  JrHFB @ Kane 6 pm JrHVB - Bolivar-Richburg 6 pm	<b>23</b>  Eligibility Check FB - Port Allegany 7 pm	<b>24</b>
	<b>Yearbook Sales</b>					
				Autumn Begins		
<b>25</b>	<b>26</b>  Mid Marking Period JrHVB @ Oswayo 6 pm JrHFB @ ECC 6 pm	<b>27</b>  VB @ Oswayo 6 pm CC @ NoPo 4:30 pm	<b>28</b>	<b>29</b>  VB - CamCo 6 pm JrHVB - CamCo 6 pm JrHFB @ Sheffield 4 pm	<b>30</b>  Eligibility Check FB - Sheffield 7 pm (Homecoming)	

## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

### Marking Period Incomplete

Student has work or tests that are not complete. The work or test must be completed within a two-week period, or a grade of zero will be assigned to the incomplete work or tests. The zero grades will be factored in with other grades to determine the nine (9) weeks final grade. The principal may grant special consideration for extenuating circumstances. Students will be allowed to make up incomplete work for excused absences only.

Any grade assessment missed due to excused absence must be made up within three (3) days of the students return to school. The building principal will allow exception in extenuating circumstances.

**Educational Travel** must be approved by the Superintendent. Students are to meet with teachers prior to leaving for the trip. Work is to be made up within one week of returning.

### CLASS RANK - ALL STUDENTS

At the end of each year, every student's final average is calculated. As the student progresses through junior high school (grades 7 and 8) final averages are averaged together resulting in a cumulative average. The junior high cumulative average ends with grade 8. The student starts over in grade 9 and the senior high cumulative average includes 9, 10, 11 and 12.

Every year, after the cumulative averages are calculated, they are arranged in order from highest to lowest. This is the class ranking and includes all students in each grade. Only end of year GPA reflect weighted courses.

### CLASS RANK - BY CURRICULUM

Students are also ranked by curriculum. This method compares only the students in a particular curriculum. The curricula are: academic, practical arts, and vocational-technical.

### KEYSTONE EXAMS

All students must be proficient with the state standards. To ensure that our students are competent in all state standards, Otto-Eldred Jr. Sr. High School requires that each graduate successfully complete **24** credits from grades nine through twelve in standards-aligned courses. To earn an Otto-Eldred High School diploma, students must score proficient on the Biology, Algebra, and Literature Keystone Exams. Students that are not able to successfully pass each Keystone Exam will be required to successfully complete

supplemental instruction and a project based assessment prior to graduation. Requirements will be in accordance with the most current PDE regulations. In addition, a graduation project must be completed for a student to be eligible for graduation. Components of the graduation project are completed in a student's junior and senior year.

### Overview of Junior-Senior Graduation Project

In accordance with the state of Pennsylvania's High School Graduation Requirements, a requirement of graduation from Otto-Eldred High School will be the completion of a Culminating Graduation Project. Details of the project may be found at [www.oehs.org](http://www.oehs.org)

(from) Chapter 4: **Pennsylvania Academic Standards and Assessment**

### PSSA TESTING

PSSA tests are administered each spring to 7th, 8th, and 11th grade students. Any senior not achieving proficiency in reading, math, or writing as a junior will be required to take the retest in the fall of his or her senior year. A student's level of proficiency on the PSSA may affect his or her scheduling or tutoring requirements.

Proficient on PSSA Math, Reading and Writing (or equivalent) are a requirement for graduation.

### OTTO-ELDRED JR/SR HIGH SCHOOL GRADUATION REQUIREMENTS

Updated January 2013

Below is a listing of graduation requirements approved by the Otto-Eldred School Board of Directors. These Course and credit requirements meet the expectations set in Chapter 4 of the PA School Code. In order to graduate from Otto-Eldred Jr/Sr High School, a student must Complete the following minimum Credits of approved study:

ENGLISH.....	4.00
HISTORY.....	4.00*
S.T.E.M.....	8.00*^
PHYSICAL EDUCATION.....	1.3+
HEALTH EDUCATION.....	.5
ELECTIVES.....	6.2
MINIMUM GRADUATION CREDITS.....	24.00

**All students must complete the school board approved graduation project. All students must score proficient on available Keystone Exams or meet the requirement through demonstration of proficiency in locally designed curriculums.**

Credit for Career & Technical Center (CTC) program is 3 credits per year.

\* Because of period limitations, the number of Math, Science, and History credits required of CTC and co-op students is one less than listed. For every year in a CTC program, the four (4) core credit requirement is dropped to three (3).

+ Physical Education is required each year.

^ Students **MUST** take at least 2 credits of science and 2 credits of math including biology, algebra I, and geometry. The remaining 4 S.T.E.M. credits can come from courses in math, science, or technology.

### GRADUATION REQUIREMENTS

**The following are the minimum course requirements in grades 9 through 12 for each Curricular area.**

### MINIMUM GRADUATION REQUIREMENTS:

The minimum requirements to receive an Otto-Eldred High School diploma are outlined in the previous section. To be eligible for a mantle in the academic curriculum, practical arts curriculum, or CTC curriculum see the requirements listed below.

### ACADEMIC CURRICULUM:

language arts each year, social studies each year, physical education each year, driver education, Health 9 and 11, at least a two-year sequence of a foreign language, a four-year sequence of math including Algebra 1, Geometry, Algebra 2 and Advanced Math, a four-year sequence of science including Biology 1, Chemistry 1, and Physics, and at least two of the following: Calculus, Spanish 3 and 4, French 3 and 4, Biology 2, Chemistry 2.

Activities Participation.....	18
Alcohol & Other Drug Awareness Policy .....	22
Athletic Events Policy .....	18
Attendance Procedures .....	6
Cafeteria Accounts .....	10
Dances .....	18

Detention & Suspension.....	16
Dress Guidelines .....	10
Electronic Devices .....	16
Emergency School Closings.....	14
Fund Raising Policy.....	14
Graduation Requirements .....	4

Health/Guidance Office Visits.....	8
Lockers.....	16
Marking System.....	2
Progress Reports/Honor Roll.....	6
Student Conduct Code .....	12
Summer School Grading Policy.....	25

Peer Helpers Policy .....	25
Telephone Use.....	10
Tobacco .....	22
Transportation Guidelines .....	24
Visitors.....	14
Weapon Possession or Use .....	25

# October 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	NOVEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					<b>1</b>  SAT Testing CC @ McQuaid Invite
<b>2</b>	<b>3</b>  JVFB @ Smethport 6 pm JrHVB @ Austin 6 pm	<b>4</b>  VB @ Austin 6 pm CC @ Port Allegany 4:30 pm	<b>5</b>  Picture Retakes JrHVB @ Galeton 6 pm	<b>6</b>  JrHFB @ Bolivar-Richburg 6 pm VB @ Galeton 6 pm JrHVB - Smethport 6 pm	<b>7</b>  Eligibility Check FB - CamCo 7 pm	<b>8</b>  CC @ Ridgway Invite
<b>9</b>	<b>10</b>  NO SCHOOL JVFB - Sheffield 6 pm  Columbus Day	<b>11</b>  School Board Mtg @ ES 7 pm VB - Smethport 6 pm JrHVB - Smethport 6 pm	<b>12</b>	<b>13</b>  JrHFB @ Port Allegany 6 pm VB @ Coudy 6 pm JrHVB @ Coudy 6 pm	<b>14</b>  Eligibility Check FB @ Coudy 7 pm	<b>15</b>  CC @ Cuba-Rushford Invite
<b>16</b>	<b>17</b>  VB - Austin 6 pm	<b>18</b>  VB - Port Allegany 6 pm JrHVB - Port Allegany 6 pm CC @ NTL Oswayo 4:00 pm	<b>19</b>  PSAT Testing	<b>20</b>  VB @ NoPo 6 pm JrHVB @ NoPo 6 pm JrHFB @ Coudy 6 pm	<b>21</b>  Eligibility Check FB - Smethport 7 pm (Senior Night)	<b>22</b>  United Nations Day
National Boss' Day	<b>Yearbook Sales</b>					
<b>23</b>	<b>24</b>  VB @ CamCo 6 pm	<b>25</b>  VB @ Portville 4:30 pm	<b>26</b>  JrHVB - Austin 6 pm	<b>27</b>  JrHFB - ECC 6 pm VB - Oswayo 6 pm (Senior Night) JrHVB - Oswayo 6 pm	<b>28</b>  Eligibility Check End of Marking Period	<b>29</b>  CC @ Districts
<b>30</b>	<b>31</b>  Halloween					

## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

**PRACTICAL ARTS CURRICULUM:**

Four credits of English, four years of physical education, four credits of history, eight Credits of S.T.E.M., health, Drafting & Design I, Drafting & Design II, Drafting & Design III, Wood I, Wood II, and Metal Shop.

**CTC CURRICULUM:**

Language arts each year, three years of social studies, physical education each year, driver education, health, biology, three years of math and three years of science, and your vo-tech program.

**Students whose individual course of study deviates from the above will qualify for graduation by meeting minimum credit requirements.**

**WEIGHTED COURSES**

**Purpose:** To recognize the increased difficulty level of upper level courses and to provide more incentive for students to take challenging courses.

**Weighting Calculation:** Each high school course credit will be assigned a weighted factor of 1.0, 1.03, and 1.06. A weighting of 1.0 acts as a multiple of 1, and thus does not change the grade. A multiple of 1.06 would increase quality points by 6%. A committee consisting of department heads, guidance counselor, and principal will determine the weighting factor for each course. Quality points = course average x credits earned.

**Weighted Course Criteria:** The committee will assign a weighting factor of greater than 1.0 for courses that meet the following standards.

- \* Courses receiving a factor greater than 1.0 (weighted course) are substantially more challenging in terms of skills to be acquired or intellectual accomplishments to be demonstrated than typical courses offered at the same grade level (un-weighted courses).
- \* Instructors expect that students in weighted courses are able to work and learn independently.
- \* Weighted courses require a mastery of material of greater depth, require greater creativity, require greater breadth of understanding, or require more intense and focused effort than un-weighted courses.
- \* The expected rate of learning in weighted courses substantially exceeds that of un-weighted courses.

- \* Weighted courses include those comparable in intellectual challenge and student level of effort to Advanced Placement or College in the High School courses.

**Weighted Grade Reporting:**

**Weighted grades will be used in the calculation of:**

- \* Class rank (including Mantle winners)
- \* Grade Point Average (on end of year transcripts)

**Initial Classes to be weighted Starting with the class of 2007:**

Advanced Math .....	6%	Spanish.IV.....	3%
Biology II .....	6%	College Civics/Govt.....	6%
CADD II, III.....	3%	College English.....	6%
Calculus .....	6%	College Env. Science.....	6%
Chemistry II.....	6%	College History.....	6%
Physics.....	6%	College Literature.....	6%
Psychology.....	3%		

- \* Additional Dual Enrollment Courses will automatically be considered for weighting.

**HONOR ROLL**

In order to be eligible for the honor roll for a particular marking period, a student must have no mark below a 76% in any subject for that marking period. The student must also have at least an 87% average for honor roll and at least a 94% average for high honors.

The school office sends the honor roll listing to the local newspapers regularly and in a timely manner as each marking period ends. The newspapers themselves determine the timing of the publishing of the information.

**PROGRESS REPORTS**

Parents may view their student's grades at any time by accessing [www.oehs.org](http://www.oehs.org). For those who do not have access to an online computer, we will provide a paper copy upon written request at the midpoint of each marking period. To obtain your user name and password, you may contact Mrs. Julie Cochran, our technology coordinator, at [jcochran@ottoeldred.org](mailto:jcochran@ottoeldred.org).

**RETENTION POLICY/ACADEMIC STANDING**

**Retention Policy for 7th and 8th Grade:**

To pass 7th and 8th grade, a student must accumulate a total of 5 credits (non band/choir or remedial course). A PSSA score of "proficient" may eliminate math or reading from the list of failed classes.

**Requirements for Senior High Standing:  
To be academically considered a:**

- Freshman** ..... Student must meet requirements for 8th grade.
- Sophomore**.... Student must accumulate more than a total of 5 credits.
- Junior**..... Student must accumulate more than a total of 11 credits.
- Senior** ..... Students must accumulate a minimum total of 17 credits.
- Graduate**..... Student must accumulate a minimum total of 24 credits.

**NATIONAL HONOR SOCIETY**

Induction into the National Honor Society is one of the highest honors to be bestowed upon an Otto-Eldred student. Selection for membership in the National Honor Society is based on out-standing scholarship, character, leadership, and service. To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Otto-Eldred the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 90%. They shall then be evaluated on the basis of service, leadership, and character. The high school faculty will do this evaluation. Once the NHS advisor has compiled this evaluation, the faculty council consisting of all department heads shall make the final decision of those to be inducted.

Being academically eligible does not automatically insure induction. If one who is eligible as a junior is not inducted, he or she again has an opportunity, if still eligible, as a senior.

**ATTENDANCE PROCEDURES**

Regular school attendance is essential for successful student achievement. We believe students should take pride in a good

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# November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY														
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> Eligibility Check	<b>5</b> SAT Testing														
<b>6</b>  Daylight Savings Time Ends "Fall Back One Hour"	<b>7</b>	<b>8</b>  Winter Sports Physicals 3 pm  Election Day	<b>9</b>	<b>10</b>	<b>11</b>  Eligibility Check  Veteran's Day	<b>12</b>														
<b>13</b>	<b>14</b>	<b>15</b>  School Board Mtg @ HS 7 pm	<b>16</b>  NHS Banquet	<b>17</b>	<b>18</b>  Eligibility Check	<b>19</b>														
<b>Yearbook Sales</b>																				
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>  NO SCHOOL  Thanksgiving	<b>25</b>  NO SCHOOL	<b>26</b>														
<b>27</b>	<b>28</b>  NO SCHOOL	<b>29</b>  BBB @ Cowanesque Valley 6 pm	<b>30</b>  GGB - Allegany-Limestone 5:30 pm	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">OCTOBER</td> <td style="width: 50%; text-align: center;">DECEMBER</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1 2 3</td> </tr> <tr> <td style="text-align: center;">2 3 4 5 6 7 8</td> <td style="text-align: center;">4 5 6 7 8 9 10</td> </tr> <tr> <td style="text-align: center;">9 10 11 12 13 14 15</td> <td style="text-align: center;">11 12 13 14 15 16 17</td> </tr> <tr> <td style="text-align: center;">16 17 18 19 20 21 22</td> <td style="text-align: center;">18 19 20 21 22 23 24</td> </tr> <tr> <td style="text-align: center;">23 24 25 26 27 28 29</td> <td style="text-align: center;">25 26 27 28 29 30 31</td> </tr> <tr> <td style="text-align: center;">30 31</td> <td></td> </tr> </table>			OCTOBER	DECEMBER	1	1 2 3	2 3 4 5 6 7 8	4 5 6 7 8 9 10	9 10 11 12 13 14 15	11 12 13 14 15 16 17	16 17 18 19 20 21 22	18 19 20 21 22 23 24	23 24 25 26 27 28 29	25 26 27 28 29 30 31	30 31	
OCTOBER	DECEMBER																			
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30 31																				



## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

attendance record. Prospective employers are often as interested in attendance data as they are in the grades of those they are about to hire. Regular attendance certainly relates to the students reliability and dependability; two important traits. When it is necessary to miss school, an excuse for the absence must accompany the student on the day he or she returns. This excuse, containing the student's full name, date of days missed, specific reason for the absence and the parent or legal guardian's signature, must be presented to the attendance personnel at the high school office. It is best to schedule appointments with doctors, dentist, or other professionals after school hours. We realize however, that this is not always possible. When a student is scheduled for such an appointment before coming to school, or when a student must be excused early from school for such an appointment, the student must obtain a pink appointment confirmation form from the high school office. This form is to be signed by the doctor or a member of his or her office staff while the student is at the appointment, and it confirms the date and time of that appointment. This form must be returned before the excuse will be marked as a legal absence.

In addition, we must have a note signed by the parent or legal guardian

- a) informing us in the case of absence, or
- b) a note requesting the early release in the case of a mid-day appointment or
- c) a note explaining the late arrival to school in the case of a morning appointment.

When a student leaves for an appointment he or she is to obtain a pink appointment confirmation form at the front office and sign out at that time. In all cases, students are required to sign in at the front office upon their return to school. No students may be released on an excuse from any other person. **We may not excuse students without written permission. Phone calls will only be accepted as a parent's permission for excusal in extenuating circumstances.**

The nurse excuses students who become ill during the school day. They must contact the office or nurse. Students should not make phone calls home to report illness. The appropriate school personnel will notify the student's home when necessary. Excusable reasons for absence include illness, pre-approved educational trips, job and educational interviews, pre-approved religious activities, death in the family or impassable roads. Although no

student should attend school when truly ill, often students amass a large number of absences for minor ailments. **After a total of ten days of absence for minor ailments in the current school year, a doctor's excuse for further absences is required.** A notice will be sent home after ten such absences have occurred. Planned absences for educational travel must be submitted in writing to the **Superintendent of Schools** for approval. The student is responsible for alerting teachers to the impending absences and securing homework assignments to be done. The student is responsible for all make up work. All work is to be made up within one week of returning. When a student is late for school, he or she must check with all teachers for missed work. An excuse must be presented to cover the instance of tardiness. This note should be like one for illness and contain the student's full name, reason for being late, date arrived late, and the parent or legal guardian's signature.

**Failure to present an excuse within three days of the student's return to school will result in an absence being listed as unexcused and/or illegal. In addition students may be given a zero for assignments on any days of unexcused/illegal absences. In case of excessive absences, course credit may be affected. Three days of illegal absence constitutes truancy and will be referred to the District Magistrate.**

### TARDINESS to CLASS or HOMEROOM

Students are expected to be in class, homeroom, and study halls on time. Each teacher will keep account of the student's tardiness of his or her class, homeroom or study hall. Whenever a student has accumulated three tardies, he or she should be considered chronically tardy and be assigned a detention.

### GUIDANCE OFFICE VISITS

The purpose of the guidance office is to provide a place where students may seek information and help with problems. Students should obtain a pass from the counselor or the teacher before going to the guidance office. **However, in emergencies, a student may go to the guidance office at any time.**

### NURSE'S OFFICE VISITS

If a student is feeling ill, he or she may request to visit the school nurse. **Students should not make phone calls home to report illness during the school day.** The school nurse will assess the

situation and contact parents if necessary. Any student going to the nurse's office must first report to their scheduled class and obtain a pass from the subject teacher. A student may go to the nurse's office between classes with pre-approval from teacher or nurse.

The school nurse is not permitted to dispense any non-prescription medicine such as aspirin. **Students who are under a doctor's care and who need to take prescription medication during the school day are to notify the school nurse. The nurse will keep the medication safely stored and dispense the prescribed dosage at the proper time. Students are not to carry prescription medication in school.**

### HALL PASSES

Any student who needs to be traveling through the building at a time other than the regular change of classes is required to have hall passes which must be signed by an authorized person. Students seen in the halls may be asked to produce their pass.

### STUDY HALLS

The purpose of study halls is to study, no talking is permitted and students should have work out on their desk at all times. No food or drink is permitted in study halls. Every effort will be made to ensure that students are not assigned an excessive amount of study halls. (no more than 6 per cycle)

If a student's schedule permits, he or she may be assigned to a study hall period. Study halls are held in various rooms in the building, and are monitored by various teachers. Regardless of location or teacher, however, the study hall atmosphere should allow for quiet study. Music (with or without headphones) card playing, or any activities other than reading or writing are not appropriate during study hall time. Study hall seating arrangements are at the discretion of the study hall teacher. Once in a study hall, students are to stay there for the full period. Visits to the school library to obtain material for use in the study hall may be permitted with a teacher's signature on a hall pass from the study hall teacher.

### LIBRARY & COMPUTER LAB VISITS

Students are to report to study hall with a subject pass from the class requiring work in the computer lab or library. Students are expected to work the entire time in the library or computer lab. Students may use the library without a subject pass no more than once per cycle. Librarian may allow students into the library at her discretion.

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# December 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOVEMBER 1  2  3  4  5 6  7  8  9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JANUARY 1  2  3  4  5  6 7  8  9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<b>1</b>  Winter Sports Pictures	<b>2</b>  Eligibility Check Mid Marking Period	<b>3</b>  SAT Testing
<b>4</b>	<b>5</b>	<b>6</b>  School Board Mtg @ ES 7 pm GBB - Ridgway & Clarion 6 pm	<b>7</b>	<b>8</b>	<b>9</b>  Eligibility Check GBB @ Kane 6 pm	<b>10</b>
<b>Winter Keystone Exams (Dec. 5 - Jan. 23)</b>						
			Pearl Harbor Remembrance Day			
<b>11</b>	<b>12</b>  GBB - Eisenhower 6 pm	<b>13</b>  GBB - Bradford 6 pm	<b>14</b>	<b>15</b>  Wrestling - Sheffield 7 pm	<b>16</b>  Eligibility Check  OE Holiday Tournament	<b>17</b>
<b>Winter Keystone Exams (Dec. 5 - Jan. 23)</b>						
<b>Yearbook Sales</b>						
<b>18</b>	<b>19</b>  BBB - Galeton 6 pm	<b>20</b>  Wrestling - CamCo 7 pm GBB @ Galeton 6 pm	<b>21</b>  BBB @ Smethport 6 pm	<b>22</b>  Wrestling @ Bradford 7 pm GBB - Smethport 6 pm	<b>23</b>  Eligibility Check BBB - Sheffield 6 pm	<b>24</b>
<b>Winter Keystone Exams (Dec. 5 - Jan. 23)</b>						
			Winter Begins			Christmas Eve
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	Port Tournament		Coudersport Tournament			
<b>Christmas Vacation</b>						
Christmas Day Hanukkah						New Year's Eve

## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

### TELEPHONE USE

There are occasions when it is necessary for students to use the telephone during the day. **Students will not be excused from regular classes for this purpose.** Proper times would include lunch and study hall periods. Any call made during the day may not exceed five minutes. Except in emergency situations, students will not be called to the office to take phone calls. All efforts will be made by office personnel to take a message and relay it to the student when time permits. Students should not use any other phone in the building for any reason.

### CAFETERIA

Our school cafeteria is a place for all students to relax, eat breakfast or lunch, converse with friends, and take a break before beginning their afternoon schedule. Any behavior, which interferes with the proper operation of the cafeteria, will result in disciplinary action. This could range from being given an assigned seat during lunch, eating in the monitored ISS room, to being detained after school.

#### Cafeteria Guidelines:

1. Students are not to enter the cafeteria in an orderly fashion.
2. Students are to purchase only the lunch they intend to consume and not purchase for others. Rules regarding payment for lunches will be strictly enforced.
3. Students are not to crowd in line. If a student has created a mess, that student will be provided the means by which to clean it up. Common courtesy should be the guiding factor.
4. Students wishing to use the telephone or the rest room from the cafeteria are to secure a pass from the duty teacher in the cafeteria. No more than two students should be out of the cafeteria for these purposes at any one time.

### STUDENT CAFETERIA ACCOUNTS

A computerized system handles the purchase of all food items in our cafeteria. On the first day of school, each student will be issued a three or four digit Personal Identification Number (PIN) that will be used for items in the cafeteria. This number should be kept confidential by the student as it is used to draw on a student's lunch account. A student need only know his or her PIN to buy food. Students enter their PIN into a keypad on the cafeteria line. Deposits to a student's individual account will be accepted during breakfast or lunch. Students will deposit money into his or her own account upon arrival at school in the morning to establish the account. Lunches are currently \$1.75. A \$9.00 deposit will buy a

week worth of lunches. Breakfast is currently \$1.00. (Breakfast is provided at no cost to any student who qualifies for free OR reduced lunch.) Meal prices are subject to change. Whether a student is entitled to regular, reduced price, or a free meal, the computer will automatically make the necessary calculations in the student's account. Those receiving a free lunch need not place any money on account-unless a second lunch or extra items are desired. Those receiving reduced lunch will have the reduced price deducted from the account automatically. **(Please note: only a student's first full lunch is free or reduced. Second lunches or other extra items such as ice cream or extra pieces of pizza will be charged at full price and deducted from the account balance.)** To purchase lunch (or breakfast or any food item) a student must enter his or her PIN into a keypad at the end of the food line. Cafeteria personnel will then enter the cost of items purchased into the computer terminal and the proper amount will be deducted from the student's individual account.

All students must use their own PIN if they wish to purchase anything in our cafeteria. The computer keeps track of all purchases made with a student's pin. Parents may request a printout of pin activity if questions arise. Milk and ice cream as well as hot items are to be paid for with the pin.

A student's cafeteria account is NOT a credit account. PIN purchases will only be permitted if there is a money balance in an account. Parents will be notified if a student's account has a negative balance. Students will have one week from the notification to pay their debt. Students with excessive debt will be referred to the District Magistrate for collection purposes.

If a student's lunch account balance has a negative balance of over \$5.00, only a standard lunch will be provided. No extra or a la cart purchases will be permitted until the account is paid in full.

If a student's lunch account balance has a negative balance of over \$20.00, the account will automatically change to a cash basis only until the account balance is paid in full.

The school district subscribes to MyLunchMoney.com, which is a secure environment, in which parents can prepay for student meals using credit/debit cards, view current account balances, set up recurring payments when the account reaches a low balance threshold, view student meal purchases, and set spending limits. For information to set up this account please call the High School office.

### BREAKFAST & LUNCH

Our high school offers a daily breakfast program to all students. For those who qualify for free or reduced lunch, breakfast is provided at no charge. In any case, breakfast is available at a cost of \$1.25. The cost of lunch for secondary students is \$2.00. Students wishing to eat breakfast should report to the cafeteria. Students must be in homeroom by 8:08 am or they will be marked tardy.

The application for free and reduced lunches may be found at [www.paschoolmeals.com](http://www.paschoolmeals.com) and can be completed at any time of the school year if circumstances change. If you have questions or need help with the application please contact Chris Krott, Cafeteria Manager.

### OUTSIDE DELIVERY OF FOOD

The outside delivery of food and beverages is strictly prohibited without permission from the high school principal.

### DRESS

It is not the intent of the board of education to regulate the personal areas of the lives of its students and staff. However, in the best interest of all students and the educational program, certain standards of dress and behavior should be followed. In consideration of the fact that our school is a co-educational community of young people, the way we dress during school should reflect decency, good taste, modesty and a regard for others. Students and faculty should not wear clothing that disrupts the educational process by its design, style or imprinted message. Also, articles of clothing deemed to be unhealthy or a safety hazard should not be worn. This includes but is not limited to: **extremely long skirts, extremely short skirts, extremely tight clothing, Spandex leggings, sheer or low-cut blouses or shirts, tank tops or spaghetti strap tops (less than 2" thickness on shoulder "females"), boxer shorts, short shorts, sleeveless shirts (muscle), fishnet tops, bareback or midriff shirts, straps on pants, clothing with offensive or indecent advertising (including alcohol or tobacco products), inappropriate symbols or sayings, chains hanging off clothing, pins, excessively soiled clothing, clothes with holes, cleats on footwear, hats, head bands, or bare feet. Clothing style should not reveal undergarments. Also students and faculty must maintain acceptable personal hygiene habits.** Shorts are acceptable provided they are not cut too short, they are not too tight; and that they are not too

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# January 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																																																																												
<b>1</b>  New Year's Day	<b>2</b>  NO SCHOOL	<b>3</b>  BBB - Coudersport 6 pm	<b>4</b>  GBB @ Coudersport 6 pm	<b>5</b>  BBB @ Port Allegany 6 pm	<b>6</b>  Eligibility Check GBB - Port Allegany 6 pm	<b>7</b>  BBB @ Bradford 1 pm Wrestling @ Coudy Duals JrH Wrestling @ CamCo																																																																																																																																												
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## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

casual in appearance (**acceptable shorts should have pockets and a finished hem and be past mid –high length**).

**Footwear should not present a safety hazard to the student & should meet the requirements for specific classes as needed (wood shop, chemistry, etc).**

In recognition of changes in styles that occur from time to time, the intent here is not to measure with a ruler, but rather to rely on good judgement and common sense.

**Clothes used for gym class or outdoor activities are not appropriate for regular classroom time.**

**If a questionable situation should arise, it should be called to the attention of the principal. The principal will make a decision on the acceptability of the clothing in question.**

While every effort is made to maintain comfortable temperatures in the building during cold weather, sometimes students may feel the need to wear a jacket during the day. If a jacket or coat is needed it may be worn. If it is not needed, it should be in the student's locker. **At no time should a student carry a jacket or coat throughout the day.**

In summary, clothing should be worn as designed, as long as clothing properly fits and covers the student appropriately. Certain classes may require more specific dress requirements.

### STUDENT CONDUCT CODE

- A. Primarily, a student attends school to learn. To create an attitude and atmosphere conducive to learning, the student shall:
1. Meet all school obligations punctually and regularly;
  2. Report to each class with completed assignments and necessary materials;
  3. Devote energies to learning; make a sincere effort to do excellent work;
  4. Develop standards of personal conduct which produce acceptable behavior;
  5. Accept responsibility for his or her actions;
  6. Recognize and respond positively to authority of school personnel;
  7. Respect and consider the personal and property rights of others;
  8. Help to keep school property free from damage and defacement;
  9. Comply with school rules and regulations and with local, state, and federal laws;

B. Correcting and/or disciplining of students will result from actions of misconduct categorized below.

#### 1. Attendance

- a. Violation of compulsory school laws.
- b. Failure to attend school regularly if above compulsory school age (17 years).
- c. Repeated tardiness or absence without causes.
- d. Tardiness to or skipping of classes.

#### 2. Citizenship

- a. Violation of state laws, local ordinances, approved fire and safety codes, school rules and regulations.
- b. Disobedience, including insubordination and defiance.
- c. Gross misbehavior, including deliberate, malicious, or willful misconduct.
- d. Use of profanity, obscenities, or degrading epithets.
- e. Immoral conduct and/or indecency.
- f. Display, distribution, or sale of pornographic materials.
- g. Possession, use, sale, or distribution of intoxicants, illegal or unauthorized medicine, drugs or narcotics including by way of illustration and not limitation: alcohol, marijuana, heroin, opium, cocaine, LSD, barbiturates, and amphetamines.
- h. Possession or use of tobacco.
- i. Dress and appearance, which represent health or safety problems or cause disruption of the educational process.
- j. Fraudulently using the name of another person or falsifying times, dates, grades, residence, or other data used by the school.
- k. Unlawful interference with or intimidation of students or school employees.
- l. Any outward display of affection beyond the simple holding of hands.
- m. Cheating in any form on test, classwork, homework or any other school endeavors.

#### 3. Plagiarism/Cheating

School board policy lists the following penalties for student cheating (by category):

- a. Plagiarism/Cheating on major assessment (paper, test, AR test, project) – Student receives a zero for the assessment and can receive between a 50%-64% for a marking period grade, depending on how the zero for the assessment affects his or her marking period average. (Student may receive a zero for the final exam grade.
- b. Cheating on minor assessment (homework, worksheet) – student will receive a zero for the assessment but will not necessarily fail for the marking period.
- c. Cheating on Final Exam/Project – Student will receive a zero for the final exam grade.

\*\* Students will also serve a Saturday detention for cheating of any category.

Plagiarism is defined as the intentional or unintentional unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. **Second Offense:** As above, plus the student is suspended for three days.

#### 4. Safety

- a. Disruptive behavior on school buses.
- b. Bodily conditions: The condition under which a student is suspected of having a communicable disease or of neglecting personal hygiene to the point of disrupting the educational process.
- c. Threats or physical attacks to students or school employees.
- d. Violence or threat of violence.
- e. The act of possessing, using, or threatening to use any weapons or instruments capable of inflicting bodily harm
- f. The use of any object that is itself a projectile or that launches a projectile of any type (including water or other liquids) such as but not limited to rubber bands, squirt guns, and the like.

#### 5. Property

- a. Unauthorized possession of property not one's own.
- b. Being present in an unauthorized place or refusing to leave when ordered.

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Telephone Use.....	10
Tobacco .....	22
Transportation Guidelines .....	24
Visitors.....	14
Weapon Possession or Use .....	25

# February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY												
			<b>1</b> GBB @ Port Allegany 6 pm	<b>2</b> BBB @ NoPo 6 pm Wrestling @ Johnsonburg 7 pm  Groundhog Day	<b>3</b> Eligibility Check GBB - NoPo 6 pm Swim - DuBois 4 pm	<b>4</b>												
<b>5</b>	<b>6</b> Swim @ Brookville 6 pm	<b>7</b>	<b>8</b> BBB - Oswayo 6 pm Wrestling - Port Allegany 7 pm	<b>9</b> Swim @ St Marys 6 pm GBB @ Oswayo 6 pm	<b>10</b> BBB @ CamCo 6 pm	<b>11</b>												
				<b>District Choir</b>														
<b>12</b>  Lincoln's Birthday	<b>13</b> BBB - Austin 6 pm (Senior Night)	<b>14</b> School Board Mtg @ ES 7 pm Mid Marking Period GBB @ Austin 6 pm  St. Valentine's Day	<b>15</b> GBB - CamCo 6 pm (Senior Night)	<b>16</b>	<b>17</b> NO SCHOOL (Make-Up Day) Swim @ Clearfield 6 pm	<b>18</b>												
<b>19</b>	<b>20</b> NO SCHOOL (Make-Up Day) JrHBB - Galeton 6 pm  President's Day	<b>21</b> JrHBB - Eisenhower 6 pm (Boys Only)	<b>22</b> JrHBB @ Smethport 6 pm  Washington's Birthday	<b>23</b> Spring Sports Physicals	<b>24</b> Eligibility Check JrHBB - Coudy 6 pm	<b>25</b>												
				<b>Wrestling Districts @ Clarion, PA TBA</b>														
<b>26</b>	<b>27</b> JrHBB @ Port Allegany 6 pm	<b>28</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">JANUARY</td> <td style="width: 50%; text-align: center;">MARCH</td> </tr> <tr> <td style="text-align: center;">1 2 3 4 5 6 7</td> <td style="text-align: center;">1 2 3 4</td> </tr> <tr> <td style="text-align: center;">8 9 10 11 12 13 14</td> <td style="text-align: center;">5 6 7 8 9 10 11</td> </tr> <tr> <td style="text-align: center;">15 16 17 18 19 20 21</td> <td style="text-align: center;">12 13 14 15 16 17 18</td> </tr> <tr> <td style="text-align: center;">22 23 24 25 26 27 28</td> <td style="text-align: center;">19 20 21 22 23 24 25</td> </tr> <tr> <td style="text-align: center;">29 30 31</td> <td style="text-align: center;">26 27 28 29 30 31</td> </tr> </table>				JANUARY	MARCH	1 2 3 4 5 6 7	1 2 3 4	8 9 10 11 12 13 14	5 6 7 8 9 10 11	15 16 17 18 19 20 21	12 13 14 15 16 17 18	22 23 24 25 26 27 28	19 20 21 22 23 24 25	29 30 31	26 27 28 29 30 31
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# OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

- c. Willful destruction or defacement of property.
- d. Purposefully setting fire to school property.

Additions to misconduct listing may be made by the Board of Education or school administrators to insure an orderly and safe school system.

School officials are responsible for students' behavior in school buildings, on school property, and at school-sponsored events on or off school property. School officials are also responsible for the conduct of students on school buses.

- A. Disciplinary responses to student misconduct (see Appendix A).
- B. In addition to conforming to the Student Conduct Code, students involved with extra-curricular and co-curricular activities must conform to the eligibility standards established by the district or building. Attendance, scholastic achievement, and training/membership rules may affect student eligibility.

### AFTER SCHOOL ACTIVITIES

There are a number of regularly scheduled after school activities. (i.e. band and chorus rehearsals, sports practices, meetings, work sessions, etc.) Students involved in these programs are to be only in that area of the school building or grounds, which pertains to the activity at hand. **Under no circumstances are these students to be in unsupervised areas of the building or those areas away from their activity.** Students in extra-curricular activities are to take all materials with them following the school day. They are not to return to their lockers following practices.

### STUDENT DRIVING

The speed limit on school property is 5 miles per hour. Students who drive to school are to use the parking area beside the school to the right. Students are to enter the building as soon as possible after arriving at school. Students are not to gather in parking areas to wait for the late bell to ring.

As bus transportation is available, student driving and parking on school grounds is a privilege and as such may be revoked in the case of speeding or reckless or dangerous driving on school property or other behavior problems. Students must be up to date with his or her graduation project in order to receive a parking pass.

**Parking spaces behind the building are reserved for employees only.**

CTC students are required to use the bus transportation pro-

vided by the school to the Career and Technical Center **unless they have special permission to drive on a particular day because they are taking a car to the CTC for work in the automotive shop.** Prior approval (one day in advance) is required and must be done through the CTC instructor, the high school principal and by a note from the parent. No other student may accompany this driving student.

In order to insure your child's safety we need to closely monitor student's driving to and from school. Parents, students, and the principal will sign a written contract concerning the rules and regulations. A driving pass will be issued to each student wishing to drive. The pass will require a two-dollar deposit that will be reimbursed when the pass is returned. Students who drive must have the pass clearly displayed. Driving to school without a pass or any other violation of the driving policy will result in losing your driving privilege and riding the bus for the remainder of the marking period or one month, whichever is longer.

A second offense revokes driving privileges for the remainder of the year. Students must ride with a parent or on the bus for the remainder of the year. Any reported hazardous driving around school buses will result in immediate loss of driving privileges for the year. If a student receives their license during the school year, the student and a parent must make arrangements to meet with the principal. Together we can make driving to and from school safe.

### VISITORS

To avoid disruption of classes, the board of education has adopted a policy that states: Visitors from neighboring schools or not in school will not be permitted to attend classes with members of our student body.

Adult visitors who have legitimate business with the school are issued a visitor's pass by the high school office or the guidance office if they are meeting with students or if they intend to visit student areas.

### EMERGENCY SCHOOL CLOSINGS

When it is necessary to close or delay the opening of school, the school will notify by the automated phone calls and the local radio stations will be notified as early as possible. Students and parents should tune their radio to the Bradford, Olean or Port Allegany radio stations for the information. These local radio stations will also be

notified if school is dismissed early.

Students and Parents may also check [www.oehs.org](http://www.oehs.org) for school closing information.

### FUND RAISING

Many school groups finance their activities in large part by selling something. Whether it be pizza or subs, candy bars or jewelry, magazine subscriptions or greeting cards, there seems never to be a shortage of things for sale. The school district realizes the importance of such fund raising activities to both school and local community organizations that provide benefits for our children. The school building is not to be a public marketplace, however.

In an effort to be fair to all groups and to avoid overburdening our local community with multiple sales campaigns occurring at the same time, a school district-wide fund raising calendar is kept in both school buildings. Any group wishing to schedule a fund-raising sale must complete an application detailing the sale and have it approved by the principal of the school. The principal will then schedule the activity on the common calendar. Every attempt will be made to avoid overlap of fund-raisers.

The sale of any item by students (or any school personnel) to faculty, staff, or other students must be approved and scheduled by the principal before any such sale can take place on school property — building, grounds, and buses. The principal will use his judgment and may restrict or deny the sale of any items if such sale is determined to be disruptive to the learning atmosphere of the school. Lollipops, suckers, or any candy are examples of items not permitted to be sold in school. No food items sold for consumption will be allowed to be sold during the school day.

Our school provides a daily breakfast and lunch program for students and staff. The constant sale of candy, suckers and the like by students to students during the school day is to be avoided. **Eating food and snack items or drinking pop or other soft drinks during class time or between classes will not be allowed.** The principal may approve occasional exceptions for special events.

### HOMEWORK

Homework is necessary. It develops both accountability and responsibility. It fosters initiative and independence while helping the student learn to budget time. Parents and students are urged

Activities Participation.....	18	Detention & Suspension.....	16	Health/Guidance Office Visits.....	8	Peer Helpers Policy.....	25
Alcohol & Other Drug Awareness Policy .....	22	Dress Guidelines.....	10	Lockers.....	16	Telephone Use.....	10
Athletic Events Policy .....	18	Electronic Devices.....	16	Marking System.....	2	Tobacco.....	22
Attendance Procedures.....	6	Emergency School Closings.....	14	Progress Reports/Honor Roll.....	6	Transportation Guidelines .....	24
Cafeteria Accounts .....	10	Fund Raising Policy.....	14	Student Conduct Code.....	12	Visitors.....	14
Dances .....	18	Graduation Requirements .....	4	Summer School Grading Policy.....	25	Weapon Possession or Use .....	25

# March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>FEBRUARY</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28</p>	<p>APRIL</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p>		<p><b>1</b></p> <p>JrHBB - NoPo 6 pm</p> <p>Ash Wednesday</p>	<p><b>2</b></p>	<p><b>3</b></p> <p>Eligibility Check JrHBB @ Eisenhower 4 pm (Boys Only)</p> <p><b>Wrestling Regionals @ Sharon, PA TBA</b></p>	<p><b>4</b></p>
<p><b>5</b></p>	<p><b>6</b></p> <p>JrHBB @ Oswayo 6 pm</p>	<p><b>7</b></p>	<p><b>8</b></p> <p>JrHBB - CamCo 6 pm</p>	<p><b>9</b></p>	<p><b>10</b></p> <p>Eligibility Check JrHBB @ Austin 6 pm</p> <p><b>Wrestling States @ Hershey, PA TBA</b></p> <p><b>Regional Band</b></p>	<p><b>11</b></p> <p>SAT Testing</p>
<p><b>12</b></p> <p>Daylight Savings Time Begins "Spring Ahead One Hour"</p>	<p><b>13</b></p> <p>JrHBB @ Galeton 6 pm</p>	<p><b>14</b></p> <p>School Board Mtg @ HS 7 pm</p>	<p><b>15</b></p> <p>JrHBB - Smethport 6 pm</p>	<p><b>16</b></p>	<p><b>17</b></p> <p>NO SCHOOL (Make-Up Day) JrHBB @ Coudy 6 pm</p> <p>St. Patrick's Day</p>	<p><b>18</b></p>
<p><b>19</b></p>	<p><b>20</b></p> <p>NO SCHOOL (Make-Up Day) JrHBB - Port Allegany 6 pm</p> <p>Spring Begins</p>	<p><b>21</b></p>	<p><b>22</b></p> <p>Spring Sports Pictures JrHBB @ NoPo 6 pm</p>	<p><b>23</b></p> <p>End of Marking Period</p>	<p><b>24</b></p> <p>Eligibility Check</p> <p><b>Regional Choir</b></p>	<p><b>25</b></p>
<p><b>26</b></p>	<p><b>27</b></p> <p>JrHBB - Oswayo 6 pm BB @ Oswayo 4:30 pm SB @ Oswayo 4:30 pm</p>	<p><b>28</b></p>	<p><b>29</b></p> <p>JrHBB @ CamCo 6 pm BB @ Coudy 4:30 pm SB @ Coudy 4:30 pm</p>	<p><b>30</b></p>	<p><b>31</b></p> <p>JrHBB - Austin 6 pm</p>	



## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

to accept the responsibility of homework, realizing that it will aid the student's achievement. If a student misses an assignment due to an excused absence, the student has the same length of time he missed to make up the assignment.

### TEACHER-ASSIGNED CLASSROOM DETENTION

Individual classroom teachers may assign students to detention after school in their own rooms for infractions of classroom rules and/or policies. The teacher will supervise such sessions. The student will be given at least 24 hours notice of the detention and will be expected to provide for his or her own transportation. The student and the main office are notified of the detention when a teacher issues a detention slip.

**Failure to appear at a teacher-assigned detention session after proper notice has been issued to the student will result in the student being assigned a detention before school or after school with the principal.**

Further failure to appear will result in a student receiving in-school suspension or a Saturday detention.

### PRINCIPAL-ASSIGNED DETENTION

Students in violation of school rules and policies may be assigned after school detention sessions by the high school principal. These sessions may be held before school or after school beginning at 3:00 p.m. and will run until 4:00 p.m. Students must have books and assignments with them when they report to the detention area. Every parent will be notified by phone.

**This notification will be at least 24 hours prior to the detention date to allow the student an opportunity to arrange transportation home from the detention session.**

Students should also bring coats as well as books and other study materials since they may not return to lockers prior to going home. No excuse will be accepted for failure to attend assigned detention. Any student failing to report to detention will be assigned Saturday detention. Further failure to appear will result in in-school suspension.

### SATURDAY DETENTION

Students may be assigned Saturday detention by the high school principal for infractions of the school's rules and/or policies. Detention sessions will be three hours in length from 8:00 a.m. to 11:00 a.m. on specified Saturdays. Students must be punctual and have books and assignments with them when they arrive. Each student so assigned will have their parents contacted by phone notifying them of the date and time he or she is to report for Saturday study. This notification will be at least 24 hours prior to the detention date to allow the student an opportunity to arrange transportation to and from the detention session. Students should also bring coats since they may not go to lockers prior to going home.

No excuse will be accepted for failure to appear for assigned detention. Any student failing to report to detention will be assigned one day in-school suspension. Further failure will result in a suspension until a parent conference is scheduled to make arrangements to do the detention.

### SUSPENSIONS

School suspensions can be either in school or out of school. In either case, parents will be notified in writing of the infractions involved as well as the dates and type of the suspension.

When a student is under an in-school suspension (ISS), he or she will be assigned to the suspension room for the entire day(s). Teachers will monitor the in-school suspension room. The ISS room will be completely quiet and students must work on school assignments for the entire time they are under suspension. No music, sleeping, or trips to the telephone are allowed in the ISS room.

Out of school suspensions (OSS) are alternatives to ISS that may be warranted by circumstances and imposed by the high school principal. A student's return to school from OSS will be preceded by a parental conference with the principal.

### RADIOS, TAPE PLAYERS, VIDEO GAMES, CELLULAR PHONES, LASER LIGHTS, ELECTRONIC DEVICES

Radios, tape players, disk players, cellular phones, cameras, and other electronic entertainment devices are not to be used during the school day except in accordance with Policy #237. Music playing devices may be kept in each student's locker or in the main office. Any items confiscated during the day will be held in the office until the student (1st Offense) or parent (2nd Offense) is allowed to pick up the device.

### LOCKERS

Each student is assigned a locker in which to store books, coats, and other materials needed in school. **Students and parents should be aware that school lockers are school property and as such can be opened and searched by authorized school personnel as the case may warrant. Students assume responsibility for any valuables left in the locker. Students should not share lockers for any reason.**

The student may go to his or her own locker at the beginning of the day before homeroom, between classes and at the end day. Students need to organize locker visits so they are not late for class.

**STUDENTS (AND NOT THE SCHOOL) ARE RESPONSIBLE for items left in their lockers, including schoolbooks, activity sales items and cash.**

**As hallway locker areas are accessible during school events such as athletics, music concerts, and dances, great care should be used in locker use.**

Students are urged to secure their assigned locker with a school-issued lock. Locks may be rented from the office at a deposit fee of \$4.00 per year. This deposit will be refunded when the lock is returned. A record of combinations is kept at the office. A student may use his or her own lock; however, it will be necessary for the student to turn his or her combination or extra key in to the office.

Activities Participation.....	18	Detention & Suspension.....	16	Health/Guidance Office Visits.....	8	Peer Helpers Policy.....	25
Alcohol & Other Drug Awareness Policy .....	22	Dress Guidelines .....	10	Lockers.....	16	Telephone Use.....	10
Athletic Events Policy .....	18	Electronic Devices.....	16	Marking System.....	2	Tobacco .....	22
Attendance Procedures.....	6	Emergency School Closings.....	14	Progress Reports/Honor Roll.....	6	Transportation Guidelines .....	24
Cafeteria Accounts .....	10	Fund Raising Policy.....	14	Student Conduct Code .....	12	Visitors.....	14
Dances .....	18	Graduation Requirements .....	4	Summer School Grading Policy.....	25	Weapon Possession or Use .....	25

# April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
MARCH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					<b>1</b>  BB @ Bradford 11 am SB @ Bradford 11 am  April Fool's Day	
<b>2</b>	<b>3</b>  BB - NoPo 4:30 pm SB - NoPo 4:30 pm	<b>4</b>	<b>5</b>  BB - CamCo 4:30 pm SB - CamCo 4:30 pm	<b>6</b>	<b>7</b>  Eligibility Check BB - Bolivar-Richburg 5 pm SB - Sheffield 4:30 pm	<b>8</b>	
<b>PSSA English/Language (April 3 - 7)</b>							
<b>9</b>  Palm Sunday	<b>10</b>	<b>11</b>  School Board Mtg @ ES 7 pm	<b>12</b>  BB @ Austin 4:30	<b>13</b>  SB - Smethport 4:30 pm	<b>14</b>  NO SCHOOL  Good Friday	<b>15</b>	
<b>16</b>  Easter	<b>17</b>  NO SCHOOL  Passover Begins	<b>18</b>  NO SCHOOL	<b>19</b>  BB - Galeton 4:30 pm SB - Galeton 4:30 pm	<b>20</b>	<b>21</b>  Eligibility Check BB - Smethport 4:30 pm SB - Bradford 4:30 pm	<b>22</b>	
<b>Band &amp; Choir States</b>							
<b>23</b>	<b>24</b>  BB @ Port Allegany 4:30 pm SB @ Port Allegany 4:30 pm	<b>25</b>	<b>26</b>  BB - Oswayo 4:30 pm SB - Oswayo 4:30 pm	<b>27</b>	<b>28</b>  Eligibility Check Mid Marking Period	<b>29</b>  Earth Day	
<b>30</b>	<b>PSSA Math (April 24 - 28)</b>						
	Holocaust Remembrance Day		Administrative Professional's Day				

## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

### ACTIVITIES PARTICIPATION POLICY

There are three kinds of activities in the junior/senior high school: co-curricular, service/club and extra-curricular groups. Co-curricular activities emanate from and are part of credited classes. Extra-curricular activities have no direct tie to any class. Since the guidelines for participation in these activities vary according to type, it is important to understand which ones fall in each category.

The following lists of co-curricular and extra-curricular groups are for the purpose of illustration and should not be considered all-inclusive.

Co-Curricular		Seasonal Extra-Curricular
Junior Band	Senior Choir	All Athletics
Senior Band	Otto Horn	Marching Band
7th Grade Choir	Ottocrat	Musicals/Dramas
Junior Choir	Theatre Arts*	Non-theatre Plays

\* if offered as a class

Service/Club	Multiseasonal Extra-Curricular
Spanish Club	Class Officers
SADD	Activity Officers
Varsity Club	National Honor Society
Weightlifting Club	Peer Helpers/Mediators
Student Council	Show Choir

- To participate in either co-curricular or extra-curricular activities a member must attend classes the entire day. This would pertain to students under discipline action or disciplinary referral during the day. This attendance is necessary for rehearsals and practices as well as games and performances. Two exceptions to this rule will be allowed.
  - A member who has a medical appointment and who is in school at least five periods may participate.
  - A member who misses school because of a death in the family may participate. Other excuses for absence are not permitted. The principal may exercise discretion in unusual circumstances.
- To participate in co-curricular and extra-curricular activities a student must conform to the rules and responsibilities of training and rehearsal established by the coach/director of the specific activity.
- Eligibility to participate in any extra-curricular activity may be withdrawn by the high school principal if the student is under disciplinary action.

- Eligibility to participate in a service group will be listed in the bylaws of the organization.

### DANCES

Dances are scheduled throughout the year to provide activities for our students and as fundraisers for various school groups. The school is happy to provide this entertainment as long as normal rules of conduct are followed. Some special rules that apply to dances are:

- Respect is to be shown to all chaperones.
- If you leave the dance prior to the ending time, you may not return.
- All students are to be at the dance within one hour of its start. The doors will be locked at that time and no one will be admitted unless prior arrangements have been made. (for example, a working student may need to arrive after work.)
- Guests must be signed in at the office 48 hours in advance. The principal may deny guest privileges. **Guests from another school must have an out of school guest form filled out by his or her attending school.**
- Guest Policy: Every guest must be at least a sophomore in high school. Any out of school guest must be a sophomore, junior or senior in high school or an Otto-Eldred high school graduate no more than two years removed from graduation. O-E graduates over the age of 20 will not be permitted to attend as guests. Requirements for other dances (Homecoming, etc.), would allow students in grades 7 through 10 (and guests as per policy) to attend the school-sponsored function.
- Students must be in school all day the day of the dance or the day before in the event of a Saturday event. Exceptions will be made for students with a valid doctor's note.

### ATHLETIC EVENTS

Student behavior at athletic contest events is to be courteous, polite and exhibit good sportsmanship. Remember that the visiting team is our guest and deserves to be treated with respect even though they are our opponent. While we want to encourage and cheer for our Terrors, unruly and overly boisterous behavior is not appropriate. Respect of game officials, opponent's coaching staff members, opposing players and visiting fans is to be shown at all times. Violations of this rule will result in loss of privilege to attend school activities. Also, if you leave the school building prior

to the end of an athletic event you may not return. No drinks are allowed in the gym at any time.

Popcorn is permitted in the gym, but is not to be thrown. Students doing so must leave the school and will be assigned later to cleaning tasks in detention.

### EXTRA CURRICULAR RULES & RESPONSIBILITIES

Individual coaches may establish additional rules for the respective teams.

### SCHOOL ATTENDANCE:

The student must be in school all day, including homeroom, and attend all classes and scheduled activities in order to participate in games, practice, concerts, etc., on that particular day. Students under disciplinary action any day (OSS, ISS, after-school detention, etc.) will not be eligible to participate on that day. In case of a doctor or dentist appointment, the student must be in school at least half the school day and accompanied by a pink slip verified by a medical professional. It is expected that students will make a reasonable attempt to attend school prior to an appointment. The only other exception will be in the case of a death in the family. This rule refers to Friday for Saturday games and functions.

### GRADES/ELIGIBILITY:

Any extra-curricular participants with a current average of less than 65% in a combination of classes totaling more than one credit will be deemed ineligible. Weekly academic eligibility will be established by using the Grade Quick Software following the eligibility check dates listed on the school calendar to determine any participant not passing a course that week.

### WEEKLY ELIGIBILITY:

The first week a student is found to be ineligible during a season; he/she must attend the scheduled academic tutorial periods scheduled for the next week (but can participate with the team/club). The second week a student is found to be ineligible within a season, he/she may not participate on the team/club and is required to attend the academic tutorial period for the week. Additionally, the student loses his/her letter or eligibility to receive awards related to that activity. After a third week, the student is dismissed from the team/club.

Activities Participation.....	18
Alcohol & Other Drug Awareness Policy .....	22
Athletic Events Policy .....	18
Attendance Procedures .....	6
Cafeteria Accounts .....	10
Dances .....	18

Detention & Suspension .....	16
Dress Guidelines .....	10
Electronic Devices .....	16
Emergency School Closings.....	14
Fund Raising Policy.....	14
Graduation Requirements .....	4

Health/Guidance Office Visits.....	8
Lockers.....	16
Marking System.....	2
Progress Reports/Honor Roll.....	6
Student Conduct Code .....	12
Summer School Grading Policy.....	25

Peer Helpers Policy .....	25
Telephone Use.....	10
Tobacco .....	22
Transportation Guidelines .....	24
Visitors.....	14
Weapon Possession or Use .....	25

# May 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																																	
<b>TEACHER APPRECIATION WEEK MAY 1 - 5</b>	<b>1</b> BB @ NoPo 4:30 pm SB @ NoPo 4:30 pm	<b>2</b>	<b>3</b> SB - Austin 4:30 pm	<b>4</b> Band Concert 7:30	<b>5</b> Eligibility Check	<b>6</b> SAT Testing Prom																																																																																																	
	<b>PSSA Science (May 1 - 5)</b>																																																																																																						
	May Day	National Teacher's Day																																																																																																					
<b>7</b>	<b>8</b> BB @ Galeton 4:30 pm SB @ Galeton 4:30 pm	<b>9</b>	<b>10</b> BB @ Smethport 4:30 pm SB @ Smethport 4:30 pm	<b>11</b> BB - Coudy 4:30 pm SB - Coudy 4:30 pm	<b>12</b> Eligibility Check	<b>13</b>																																																																																																	
<b>14</b>  Mother's Day	<b>15</b> BB @ CamCo 4:30 pm SB @ CamCo 4:30 pm	<b>16</b> School Board Mtg @ HS 7 pm	<b>17</b> BB - Port Allegany 4:30 pm SB - Port Allegany 4:30 pm	<b>18</b>	<b>19</b> Eligibility Check	<b>20</b>  Armed Forces Day																																																																																																	
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## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

**MARKING PERIOD ELIGIBILITY:**

In cases where a student’s work in any preceding grading period does not meet the eligibility standards, said student shall be ineligible to participate in any capacity in any extra-curricular activities for a period of 15 school days for four grading periods per year or 10 school days for six grading periods per school year. In such cases these students will be assigned to a mandatory academic tutorial period the duration of the ineligibility period on Tuesdays and Thursdays.

At the end of the school year, the student’s final credits and overall grade point average in his/her subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the start of the next school year.

**RIDING HOME AFTER EVENTS:**

The procedure followed by the Otto-Eldred JSHS is to uphold the safety of the student/athletes and participants. Participants may be permitted to ride home only with their parent(s), if a note has been given to and approved by the high school principal no later than before homeroom on the day of the event. Saturday events, a note must be turned in and approved on the Friday prior to the event. At no time will the participant be permitted to drive to and from an event or ride with someone other than his or her parent(s). Students violating this policy are subject to suspension from activity and loss of letter.

**RESPONSIBILITIES OF THE EXTRA CURRICULAR PARTICIPANT:**

Proper care of all equipment issued to him or her. Fulfill all obligations of their previous extra curricular activity before moving on to the next activity. This includes handing in all equipment and uniforms. Once all obligations for a season have been met, participation in that event has concluded. **Conduct themselves as ladies or gentlemen at all times.**

**PARTICIPATION:**

Otto-Eldred JSHS offers extra curricular activities throughout the school year. Participation in any extra curricular activity involves personal commitment on the part of any student. Fairness and responsibility to organization members is also an important part of participation in extra curricular activities. For these reasons,

students will not be permitted to quit one extra curricular activity and join another in the same season. Students may participate in more than one extra curricular activity in one season with both coaches/advisors approval and as long as the student participates in each activity from the start of each season.

**AWARDS, LETTERS AND JACKETS:**

If suspended or removed from an extra curricular activity for violation of any part of this procedure, a student forfeits his or her right to a letter, award or letter jacket.

**SUNDAY:**

The Otto-Eldred School District recognizes that family time is important. Therefore, there will be no practices, formal or informal, or scheduled events on Sundays.

**BLOOD DRIVE:**

The Otto-Eldred School District is highly supportive of students donating blood. Due to safety concerns, students that donate blood on any given day are not permitted to participate in any physical activity related to a school sponsored sport or extra-curricular activity.

**SMOKING OR OTHER TOBACCO USE, DRINKING, DRUGS DURING THE SEASON:**

Students involved in any school activity are expected to represent our school in a respectable manner. Participants in these activities will be held to a higher standard due to their visibility and influence upon our school and community. Student actions on or off school property are subject to this procedure. Students caught in possession (actual or \*constructive) of alcohol or illegal drugs on or off school property are subject to this punishment while participating in a listed activity or for the duration of that activity. Students caught in actual possession of tobacco products are also subject to this penalty. Students are subject to penalties for each type of activity they are involved. Punishments for tobacco/drug/alcohol use will be levied upon students depending on the type of activity they are involved in:

(\*Constructive – means knowingly being present where illegal drugs or alcohol are being consumed, distributed or transported.)

**CO-CURRICULAR**

- Junior Band
- Senior Band
- 7<sup>th</sup> Grade Choir
- Junior Choir
- Senior Choir
- Otto Horn
- Ottocrat
- Theatre Arts

**SERVICE CLUB ACTIVITIES**

- Spanish Club
- SADD
- French Club
- Varsity Club
- Weightlifting Club
- Student Council
- Class Officers
- Activity Officers
- National Honor Society
- Peer Helpers/Mediators
- Big Brother/Big Sister

**SEASONAL EXTRA-CURRICULAR ACTIVITIES**

- All Athletics
- Scholastic Scrimmage
- Musicals
- Non-Theatre Art Plays

**MULTI-SEASONAL EXTRA-CURRICULAR ACTIVITIES**

- Show Choir
- Competition Cheerleading
- Marching Band
- Quiz Team

**Service/Club Activities:**

**First Offense:** Student will be suspended from all service/club activities for the remainder of the school year. The student forfeits all opportunities offered by those activities. Students may re-apply to join those activities at the beginning of the next school year.

**Second Offense:** Student will be permanently suspended from all Service / Club Activities while enrolled in the Otto-Eldred School District.

**Seasonal Extra –Curricular Activities:**

(Extra-Curricular Activity is defined as an activity that meets on a regular basis for the purpose of rehearsal or practice for a performance or game.)

**First Offense:** Student will be suspended for the remainder of that season(s) or 30 days of active participation in his or her current or next extra-curricular activity(ies), whichever is longer. Students involved in more than one seasonal extra-curricular activity will be suspended from all activities.

**Second Offense:** Student will be suspended from all seasonal extra-curricular activities for one year from the date of the offense.

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# June 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<b>1</b>  End of Marking Period Graduation Pictures Last Student Day	<b>2</b>  Graduation	<b>3</b>  SAT Testing
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>  School Board Mtg @ ES 7 pm	<b>14</b>  Flag Day	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>  Father's Day	<b>19</b>	<b>20</b>	<b>21</b>  Summer Begins	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

**Multi-Seasonal Extra-Curricular Activities**

(Meets for more than one fall/winter/spring season):

**First Offense:** Students will be suspended for 30 days of active participation in each activity. Students involved in more than one multi-seasonal extra-curricular activity will be suspended from all activities.

**Second Offense:** Student will be suspended from all multi-seasonal extra-curricular activities for one year from the date of the offense.

\*\* Days of Active Participation – Monday through Saturday or specific days of rehearsal/performance for activities that do not meet on a daily basis.

\*\*\* These guidelines serve as a minimum guideline for punishment. Coaches/Advisors may further the consequences as they see fit.

**EXTRA CURRICULAR ACTIVITIES LETTERING AND AWARDS PROCEDURE**

In order to be eligible to receive a Varsity letter or award:

1. Participants will abide by the Otto-Eldred High School Extra-Curricular Rules and Responsibilities.
2. Participants must finish the complete varsity season of their activity. An exception to this rule will be made according to the head coach, advisor, athletic director, and principal, in extenuating circumstances. Factors considered include effort, attitude, and points/quarters accumulated.
3. Senior participants will be awarded a letter if they have participated in his or her chosen activity for no less than two years.
4. Participants must attend scheduled practices, scrimmages, dress rehearsals or other events and contests as the activity may require.  
**\*Please note that letters are not issued for all activities.**
5. Students will accumulate at least the required number of quarters or points as described for the following individual activity:
  - a. **Band** – 3 years in Marching Band and 3 summer’s work in the concession stand.
  - b. **Baseball** – one half of the total varsity innings.
  - c. **Basketball** – one half of the total varsity quarters.

- d. **Cross-Country** – finish in the top ten runners in one half of the meets.
- e. **Cheerleading** – criterion based on #4 above plus attendance and participation in homecoming activities and the holiday basketball tournament.
- f. **Football** – one half of the total varsity quarters.
- g. **Golf** – one half of the matches.
- h. **Softball** – one half of the total varsity innings.
- i. **Track & Field** – fifteen team points
- j. **Volleyball** – one half of the total varsity matches
- k. **Wrestling** – co-op with Oswayo Valley
- l. **Competition Cheerleading** – criterion based on #4 above plus cheer for 2 consecutive years and cheer for a season per calendar year either football or basketball. (includes participation in summer cheer camp and all scheduled competitions.)

In order to be eligible to receive a varsity letter jacket two (2) letters in the same sport or 3 letters combined must be earned. Football cheerleading and basketball cheerleading are viewed as two separate sports.

**SPORTSMANSHIP:**

The lessons of our youngsters don’t end with the final bell of the day if they are involved in extra-curricular activities. In fact, the learning experience that comes from participation in extra-curricular activities promotes lifetime values that cannot always be learned in the classroom. Values like integrity, fairness, and respect are some of the values that are taught through extra-curricular activities and are the cornerstone of good sportsmanship.

The score of any athletic event is usually forgotten over time, but the actions of players, and spectators are remembered. Please be a positive role model. Refrain from intimidation and ridicule of other teams and fans, respecting the integrity and judgment of contest officials, and trusting the judgment and decisions of the coach/advisor no matter how exciting or emotional the contest may be.

Remember that your admission/ticket to an athletic event is a privilege and not a licensee to be obnoxious and/or verbally or physically abusive to anyone there. In cases where an individual or group interferes with the conducting of practices/events they will be asked to leave immediately. Should the individual or

group refuse to leave, they will be arrested. Coaches/Advisors, officials, game managers, and school administrators have the authority to dismiss and/or deny entrance to any individual or group they feel is not upholding good sportsmanship.

**TOBACCO & TOBACCO PRODUCTS**

The Otto-Eldred School District Board of Education has a strict policy that forbids the use of tobacco products in any form by students. The health hazards involved with the use of these products are well known and acknowledged. In keeping with the board’s policy and this philosophy, **students nor any adult will not be permitted to possess tobacco in any form on school grounds or any school sponsored event.** Since its use is prohibited, there is no logical reason for its presence in school. Mere possession constitutes use. Anyone caught with such products will be required to **surrender them to school authorities.** They will also be liable for suspension from school in accord with board of education policy.

**First offense** – Parent notification and one day of in school suspension. Referral to District Magistrate.

**Second offense** – Suspension from school until parental conference. Referral to District Magistrate.

**Third offense** – Suspension from school with parent and student appearance before board of education required for readmission. Referral to District Magistrate.

**ALCOHOL/OTHER DRUG AWARENESS POLICY**

The Otto-Eldred School District recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. This policy, including its regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current uses and abuses of alcohol, other drugs, and mood altering substances by students of the Otto-Eldred School District.

No student shall possess, use, sell, distribute, or be under the influence of any narcotic, drug, marijuana, alcoholic beverage, or controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of 1972, while on school property or while under the authority of this school district.

Through the use of drug and alcohol awareness curriculum, classroom activities, community support and resources, a strong

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# July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JUNE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						AUGUST 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>
		Independence Day				<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
Parent's Day						
<b>30</b>	<b>31</b>					



## OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Otto-Eldred School District will strive to educate, prevent and intervene in the use and abuse of alcohol, other drugs, and mood altering substances by Otto-Eldred School District students.

The Board prohibits the use, possession or distribution of any drug/alcohol during school hours, on school property at anytime and/or at any school sponsored event.

**Alcohol/Other Drugs/Mood Altering Substance** shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood, mental, and/or physical functions. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, lookalike substances, and any prescription capsules or pills not registered with the nurse, annotated within the student’s health record, and given in accordance with the school district policy for the administration of medication to students in school.

**Building Core Team** is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors) and invited specialists of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Chemical Abuse Specialist** – a certified addiction counselor with expertise in the area of chemical dependency.

**Distribution** – deliver, sell, pass, share or give any alcohol, other drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

**Possession** – possess or hold, without any attempt to distribute, any alcohol, other drug or mood altering substance determined to be illegal or as defined by this policy.

**Cooperative Behavior** – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and

helpful manner, complying with requests and recommendations of the members of the building core team designed for student support in the area of referrals.

**Uncooperative Behavior** – is resistance or refusal, verbal, physical or passive, on the part of the student to comply with the reasonable requests or recommendation of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the building core team designed for student support in the area of referrals.

**Drug Paraphernalia** – includes any utensil or item, which in the school personnel’s judgment can be clearly associated with the use of alcohol, other drugs, or mood altering substances.

**Assessment** – includes both psychological and physiological examinations. Any costs involved are the responsibility of the student’s parent(s) or legal guardian(s).

As an extension of this policy, all school district personnel shall use the following Otto-Eldred District regulations and guidelines when responding to alcohol, other drugs, and mood altering substance-related situations.

**Rules and Regulations:**

A student who is on school grounds at anytime, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, other drugs or mood altering substances or who possesses, uses, dispenses, distributes, sells or aids in the procurement of alcohol, other drugs or mood altering substances, shall be subject to discipline pursuant to the provisions and procedures outlined in this board policy.

**School Guidelines:**

As an integral part of the Otto-Eldred School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to alcohol, other drug, and mood altering substance related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary standard response to alcohol, other drug, and mood-altering substance

related incidents. The Otto-Eldred School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if those measures are not provided for in any rule or regulations enumerated herein.

**SEE ATTACHMENT** – Summary of Alcohol and Other Drug Administration Guidelines.

**TRANSPORTATION GUIDELINES**

District transportation contracted by the Otto-Eldred School District maintains audio and video capabilities. Audio and video can be used to enforce safety regulations on district provided transportation as needed.

Failure to follow school policies is potentially more dangerous while in a vehicle than in a school building. Riding a school bus is a privilege. The following rules must be followed for the transportation system to function smoothly.

1. Sit in seats – Do not stand. Bus drivers may assign seats.
2. No use of abusive language or profanity.
3. No food/drink is to be consumed on the bus.
4. No fighting on the bus.
5. Students boarding or leaving the bus should do so in an orderly fashion. Students boarding at the elementary building for transport to the high school are to wait behind the white sidewalk line until driver signals for boarding.
6. Throwing water, paper wads, pencils, or other projectiles is strictly forbidden. Because of the possibility of injury to others and for road safety, a first offense of this nature will be treated under the terms of the second offense as shown below.
7. Keep arms, hands, etc. away from windows and doors. Objects are not to be thrown out of the bus.
8. Students are to board and exit buses at assigned stops.
9. Be on time at home bus stop.
10. Wait at bus stop off the highway out of the way of traffic.
11. Remain in one seat for the entire trip.
12. Students may ride only the bus to which they are assigned. Exceptions to this rule involve two criteria.
  - a) A note dated and signed by the parent or guardian requesting the change.

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# OTTO-ELDRED JSHS INFORMATION for STUDENTS and PARENTS

- b) The principal's signature permitting the change. (Drivers will not allow students to board buses unless both criteria are met.)
- 13. No use or possession of tobacco products, alcohol, or drugs. (Automatic 3 - days suspension.)
- 14. Students are not permitted to provide transportation to other students between school events.

The following procedures will be followed for students with unsatisfactory conduct.

**First Offense** – Student's parents or guardian will be notified by the bus driver of unbecoming conduct. The student will receive a detention.

**Second Offense** – Student is prohibited from riding all school buses in the district for three days. The student is not excused from the normal school day because of revoked bus privileges. The bus driver will notify the parents and the school prior to prohibiting a child from riding the bus.

**Third Offense** – Student is prohibited from riding all school buses in the district until the Otto-Eldred Board of Education reinstates the privilege. The student is not excused from the normal school day because of revoked privileges. The bus driver will notify the parents and the school prior to prohibiting a child from riding the bus.

### PEER HELPERS

The peer helper program is designed to assist anyone who may need help with a problem that they are having. The problem could be something that is serious in nature, involves homework, or be something that you just need to talk to someone about. To contact a peer helper see Mrs. Lawton, or Mrs. Wolf.

### EXCUSAL FROM SCHOOL

Students are not permitted to write his or her own excuses for school. The only exception would be in the case of an emancipated student (18 years old).

### HARASSMENT (Sexual, Ethnic, etc.)

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

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

Students shall be informed that they may choose to report harassment complaints to:

- building principal
- teachers
- counselors
- nurses

An employee who receives harassment complaints from a student shall report such to the building principal or the superintendent.

The Otto-Eldred High School will promptly and thoroughly investigate all reported complaints of harassment of a verbal, physical or written nature. If deemed necessary the report will be turned over to the state police. Parents are encouraged to contact the state police. If the harassment continues, the high school administration will initiate disciplinary procedures as per the student "code of conduct".

### WEAPONS POSSESSION OR USE

Possession of a dangerous weapon or use of a weapon on school property, at school functions, or going to or from school, including at or near school bus stops is prohibited. A student who brings or is found to be in possession of a dangerous weapon, on a school bus, or school premises, or any school sponsored activity is subject to administrative and legal action.

A student found in possession of, or who uses, a dangerous weapon shall be subject to disciplinary action up to and including expulsion from school.

### Definitions:

1. **Dangerous weapon means** a loaded firearm, firearm, replica firearm, knife, chains, clubs, any type of explosive device, or any article that is commonly used or is designed to inflict bodily harm.
2. **Weapon** means an article that is not per se a dangerous weapon, which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, belts, combs, pencils, files, compasses, scissors and lighters.

### MESSAGE T-SHIRTS, SWEATS, SHIRTS, JEWELRY

Message T-shirts, sweats, shirts, jewelry, and similar apparel which encourage the use of drugs, alcohol, violence, and/or tobacco products/usage or unacceptable double meaning, or that could be sexually demeaning, have no place in the school setting. Such apparel is not to be worn to school.

### SUMMER SCHOOL GRADING POLICY

A grade earned in summer school will be weighted on a 2/3 to 1/3 basis.

**Example:** Final course grade of 60 and a summer grade of 75.  
**(60 + 60 + 75 = 65)**

**The student's grade would be recorded as a 65 on the transcript.**

### SENIOR DEBTS

All Senior debts must be paid in full before the graduation ceremony. If student's senior debts are not paid, he or she will not be permitted to participate in the graduation ceremony.

### Otto-Eldred School District

Mr. Matthew D. Splain, Superintendent  
Ms. Brenda K. Long, Business Mgr./Board Sec.  
143 Sweitzer Drive  
Duke Center, PA 16729  
Phone: 814-817-1380 / FAX: 814-966-3911

### Otto-Eldred Junior/Senior high School

Principal's Office  
Mr. Harley D. Ramsey, Principal  
Mrs. Martha Wolf, Guidance Counselor  
143 Sweitzer Drive  
Duke Center, PA 16729  
Phone: 814-817-1380 / FAX: 814-966-3911

### Otto-Eldred Elementary School

Mr. Ryan McGinnis, Principal  
Mrs. Kimberly S. Alfieri, Guidance Counselor  
5 Bennett Street  
Eldred, PA 16731  
Phone: 814-817-1380 / FAX: 814-225-4622

The Otto-Eldred School District Board of Directors meets the second Tuesday of each month in the library at either the high school or the elementary school. The odd months of the year are at the high school; the even months of the year are at the elementary school. In December the meeting is on the first Tuesday of the month. Any changes to the meeting schedule will be posted publicly in each building and local newspaper.

## APPENDIX A

DISCIPLINARY RESPONSE PROCEDURES			
LEVEL OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These behaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p>	<p>Classroom disturbance; classroom tardiness; abusive language. Non-defiant failure to complete assignments or carry out directions.</p>	<p>I. There is immediate intervention by the staff member supervising the student or observing the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. Teacher will document actions taken and communicate with the parent, principal and other faculty if necessary.</p>	<p>Verbal reprimand; special assignment; behavior contract; counseling; withdrawal of privileges; timeout; strict supervised study; detention; parent conference. Communication with student, parent, principal.</p>
<p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>Continuation of unmodified LEVEL I misbehavior.</p> <p>School tardiness; truancy; tobacco violations; using forged notes or excuses; disruptive classroom behavior; cutting class; plagiarism*/cheating*.</p> <p><i>* See Conduct Code (page 7)</i></p>	<p>II. The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>Teacher/schedule change; behavior modification; social probation; peer counseling; referral to outside agency; detention; loss of privileges; parent conference.</p> <p>Suspension.</p>

APPENDIX A

DISCIPLINARY RESPONSE PROCEDURES			
LEVEL OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p>	<p>Continuation of unmodified LEVEL II misbehavior fighting (simple); vandalism (minor); possession/use of unauthorized substance; stealing; threats to others; uncooperative behavior in ISS.</p>	<p>III. The administrator initiated disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p>	<p>Temporary removal from class; alternative program; loss of privileges; temporary in or out of school suspension; detention.</p>
<p>IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the school board directors.</p>	<p>Unmodified LEVEL III misconduct; extortion; bomb threats; possession/use/transfer of dangerous weapons; assault/battery; vandalism; theft/possession/sale of stolen property; arson; furnishing/selling/possession of unauthorized substances.</p>	<p>IV. The administrator verifies the offense, confers with staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the superintendent for board action.</p> <p>The student is given a full due process hearing before the board.</p>	<p>Expulsion; alternative schools; other board actions which results in appropriate placement.</p>

**SUMMARIZATION of ALCOHOL and other DRUG ADMINISTRATION GUIDELINES**

Situation/Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline/Rehabilitation
1. A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Staff member encouraged to contact the counselor, nurse, or principal for assistance.	Limited to behavioral problems.	Not applicable.	None/Referral to Core Team.
2. A student contacts a staff member in regard to the drug or alcohol use by another student.	The student who contacts a staff member is encouraged to have the student with a problem personally seek assistance.	Limited to the staff member, although the counselor, nurse, or principal may be contacted for assistance.	Not applicable.	Not applicable.	None/Possible referral to the Core Team.
3. A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and encouraged to seek assistance.	A staff member should request intervention of core team and contact counselor, nurse, and/or principal.	Inform parents after discussion with student.	Not applicable.	None/Referral to Core Team.
4. The student has a drug or alcohol related medical emergency.	If available, the nurse will be summoned immediately. Student will be transported to nearest medical facility by ambulance.	The principal will investigate the incident. This may include a search of the student, locker, and other possessions (may include vehicle if on school property).	Immediate notification of parent.	At the discretion of Administrator.	If there is evidence of further violation, see appropriate situational category. Referral to Core Team.
5. The student possesses drug related paraphernalia. No evidence of use.	Paraphernalia is confiscated by administration. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions (may include vehicle if on school property) will be searched at discretion of administration. Confiscation of substance.	Phone contact with parent.	At the discretion of the Administration.	If there is evidence of further violation, see appropriate situational category. Referral to Core Team.
6. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, cooperative behavior.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collecting of pertinent data.	Immediate notification of parent. Parental conference arranged as soon as possible.	At the discretion of the Administration.	Informal hearing, out of school suspension until parental conference is held. Mandatory referral (through the Core Team) for assessment by a licensed drug and alcohol facility. Student must comply with the recommendation of the facility's assessment.

## SUMMARIZATION of ALCOHOL and other DRUG ADMINISTRATION GUIDELINES

Situation/Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline/Rehabilitation
7. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, uncooperative behavior.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data.	Yes, parent requested to come to the school as soon as possible.	Yes. Automatic.	Informal hearing, 3 days school suspension (in or out of school at discretion of administrator). Referral to Core Team. Student must comply with the recommendation of the facility's assessment.
8. A student is caught again, in possession, use, or under the influence of drugs or alcohol.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	Administrator responsible to search locker and other possessions (may include vehicle if on school property). Confiscation of substance and collection of pertinent data.	Yes, parent requested to come to the school as soon as possible.	Yes. Automatic.	Informal hearing, 3 days school suspension (in or out of school at discretion of administrator). Referral to Core Team and their recommendation must be followed or case is referred to School Board for a formal expulsion hearing.
9. A student is distributing a drug, alcohol or controlled substance.	Administration summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	The student, his/her locker and possessions (may include vehicle if on school property) will be searched. Confiscation of substance.	Yes, parent is requested to come to the principal's office immediately.	Yes.	Same as Discipline/Rehabilitation for Situational Category 8.
10. A student is caught again distributing a drug, alcohol or controlled substance.	Administration summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee contacted.	The student and his/her possessions (may include vehicle if on school property) will be searched. Confiscation of substance.	Yes, parent is requested to come to the principal's office immediately.	Yes.	The student is suspended from school for up to 10 days pending the result of a formal expulsion hearing before the Board of Education.
11. A student possesses, uses, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Chaperone will contact group advisor and principal.	The student and his/her possessions (may include vehicle if on school property) will be searched. Confiscation of substance. Superintendent or designee contacted.	Yes, as soon as possible.	At the discretion of the Administration.	The student may be sent home immediately at parental expense, escorted by the legal authorities or detained until a parent/guardian can accompany the student. Further discipline as provided by the appropriate situation category will be administered following the administration's investigation as per 6, 7, 8, 9 above.

## EDUCATIONAL SUPPORT PROGRAMS AND SERVICES

### STUDENT ASSISTANCE PROGRAM

The student assistance program (SAP) is available to all students in the Otto-Eldred HS. The Student Assistance Program is able to help students experiencing a mental health and/or drug related problem. Students with on-going attendance, behavior, or academic concerns may be referred to the SAP Team for intervention. Referrals to the SAP Team can be initiated by the student in need of service, parents, school personnel, other students, or any person concerned about a student. More information can be obtained by contacting the school principal, guidance counselor, or nurse.

### LEARNING SUPPORT

The Learning Support class serves students with overall delays in education who require multiple hands on experiences for mastery to occur. Instruction is given individually and in small groups with aide assistance. Students are included in homeroom and specials (phys. ed, art, etc.) with their peers whenever possible. Students are taught life important skills in a functional setting.

### EMOTIONAL SUPPORT

The Emotional Support Program service identifies students whose regular needs or mental illness interferes with their academic progress in the regular education environment. Instruction is provided based upon the student's individualized educational plan. Students are included in regular education whenever possible, based upon the student's unique needs and their individualized educational plan. Behavior management components are designed and exercised in all educational settings.

### SPEECH-LANGUAGE SUPPORT

The Speech and Language Support Program provides specially designed instruction for students who have difficulties in communication skills. Areas of difficulty which can be addressed include: articulation (specific speech-sound production), language skill development (form, content, and use), voice quality, and fluency (stuttering). One on one or small group instruction is provided in the speech therapy room setting or within the child's classroom depending upon which arrangement best meets the child's individual communication needs.

### ENRICHMENT

The Enrichment Program is designed to provide challenge for and to meet the needs of mentally gifted students. Activities and units of study are presented in various subjects. Overall goals include enhancing student self-esteem, building leadership skills, communication and interpersonal skills, and application of higher-level thinking skills.

### PEER HELPER PROGRAM

The peer helper program is an extension of the services provided by the Student Assistance Program. Students in need of assistance with academic or class assignments may be assigned a Peer Tutor. A student may be assigned a Peer Helper when they feel that they need someone, other than an adult, to talk to. Peer Helpers are specially trained to assist other students in the solving of problems that could include peer relationships, conflicts with faculty, or a lack of motivation in school activities. Peer Helpers are also trained to know when a problem is to be referred to a higher level.

### PEER MEDIATION

Peer Mediation is a program that is designed to assist students in settling disputes or conflicts that involve other students. The students in conflict are assigned to meet with specially trained peer mediators who involve the students in conflict in a mediation process that is aimed at settling the conflict in a mutually agreeable manner.

### HEARING SUPPORT

The Hearing Support Program provides several services to the school district and its students. From initial screening assistance to special instruction, the hearing teacher is available as a "second opinion" to the school nurse before a student is referred for an audiologist. If a child shows a significant loss of hearing or difficulty in classes, special sessions are set up to provide auditory, speech reading and language instruction. Depending upon the severity of loss, intervention can range from consultation to inclusion in a resource room.



**I hereby acknowledge the receipt of the Student Handbook/Calendar for the Otto-Eldred Junior/Senior High School.**

I understand that the Handbook/Calendar contains the rules and policies of the school that are to be **followed by all students.**

Policies are subject to change and I will be notified of any changes.  
It is understood that not all school board policies are listed in this handbook.  
Information on any policy can be accessed by contacting OESD.

If it is your desire to **not** have your child's photo used in school publications (website, newsletters, facebook, etc.), please indicate so by placing a check next to the statement below.

**I Do Not** wish to have my child's photo used for school publications.

**I have specifically read and understand the following policies.**

- |                                       |                           |                               |                           |
|---------------------------------------|---------------------------|-------------------------------|---------------------------|
| Activities Participation              | Detention & Suspension    | Health/Guidance Office Visits | Peer Helpers Policy       |
| Alcohol & Other Drug Awareness Policy | Dress Guidelines          | Lockers                       | Telephone Use             |
| Athletic Events Policy                | Electronic Devices        | Marking System                | Tobacco                   |
| Attendance Procedures                 | Emergency School Closings | Progress Reports/Honor Roll   | Transportation Guidelines |
| Cafeteria Accounts                    | Fund Raising Policy       | Student Conduct Code          | Visitors                  |
| Dances                                | Graduation Requirements   | Summer School Grading Policy  | Weapon Possession or Use  |

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The following email addresses may be used to contact parents/guardians regarding school matters.

**email:**

**Name:**

\_\_\_\_\_  
\_\_\_\_\_  
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