

# Attendance Procedures and General Guidelines

## INDIANA AREA JUNIOR HIGH SCHOOL

### SCHOOL DAY

The first bell rings at 7:30 a.m. At the junior high, a student is tardy if arriving between 7:40 am and 9:15 am. Arrival after 9:15 am will be considered a ½ day absence. Regular dismissal is at 2:36 pm.

### ALL ABSENCES – Your Responsibilities

When a student is absent, it is helpful if the parent would notify the Attendance Office by telephoning 463-8568 on the morning of the absence. This call does not take the place of the required written excuse upon the students' return to school. The attendance officer must be notified in advance of any extended and/or pre-planned absence.

### TRUANCY LAW

The district justice or magistrate is given options and discretion in dealing with the chronic truant. Possible consequences for truancy include:

(1) fines to a maximum of \$300.00 plus court costs, (2) required parenting course, (3) optional community service at school where the student is enrolled, (4) if parent or guardian shows reasonable effort to insure attendance, magistrate may suspend in whole or in part the sentence on parent or guardian and order student to pay fine or attend adjudicated alternative program, (5) any student who defaults on sentence may be declared incorrigible, and (6) any student, age 13 or older, found truant may lose driver's license or have driver's permit delayed for 30 days per illegal absence.

***It is imperative that students not be unlawfully absent from school.***

### FIRST NOTICE

The illegal absence of a child is monitored from year to year. If notice of illegal absence, as required by school code, has been filed previously with the magistrate, the enforcement process continues and ***does not*** begin anew each school year. ***Continued illegal absences will result in magistrate referral which could lead to a fine of up to \$300.00 per illegal day.***

### SCHOOL DRESS

We expect all of our students to come to school dressed in appropriate attire that reflects responsible citizenship. Attire that brings discredit upon oneself, others, or the school or interferes with the learning process will not be permitted. This includes logo references on clothing that are sexual in nature, endorse drugs, alcohol, or tobacco products, or are antagonistic ethnically, racially or religiously, etc. offensive. Other examples of items

viewed as unacceptable are bare midriff/sheer tops, muscle type tank tops, mini skirts, short-shorts, spaghetti straps and halter tops. Male and female undergarments are undergarments, which should be covered by the outer attire. Coats, jackets, and outside weather apparel are to be placed in the student locker and may not be worn during the school day. Pants that are so long and loose that may pose safety issues will not be permitted. Questionable attire will be referred to the principal's office. Students will be asked to change into appropriate attire or cover inappropriate clothing. Failure to do so may result in a student's removal from school. Parental support in this matter is greatly appreciated.

### PARKING/PICK-UP

There is no parking permitted in front of the school on Fifth Street. ***Students being delivered to or picked-up from school must do so at the gym lobby entrance.***

### DISCIPLINE AND ATTENDANCE

All Students receive a copy of the discipline and attendance code as part of their red assignment book. These policies, as well as those for Internet usage, will be carefully reviewed with all students in their history classes early in the school year.

These teachers will also thoroughly review our districts' four-level discipline response structure. Students and their parents or guardians will be asked to sign a statement at the end of the code booklet indicating their awareness of the policies.

### HOMEWORK ASSIGNMENTS

Homework should be requested by parents for absent students. ***Requests for assignments must be made to the Guidance Office before 9:00 am. Parents should only request homework for students who will be absent for two or more days. Exceptions will be made on a "case by case" basis.***

### ASSIGNMENT BOOKS

Junior high students are required to use the red assignment book as their planner. It also serves as part of our pass system. The first is given to every student. Lost books must be replaced at the expense of the student. (\$4.00)

### **CHANGE OF ADDRESS**

If it is necessary to change your address or telephone number during the school year, please notify the Attendance and/or Guidance Office at 724-463-8568 or 724-463-9718.

### **SCHOOL NURSE DISMISSAL**

All early dismissals due to illness will be determined and granted by the school nurse. The nurse will make this determination and call parents if dismissal is appropriate. Students sent home by the nurse ***will not*** be permitted to participate in extracurricular activities on the day of the early dismissal.

### **MEDICATION**

All medications must be given to the nurse and administered by the nurse during the school day according to the prescribed dosage. This also includes non-prescription medications.

### **TELEPHONE MESSAGES**

Only telephone messages of an emergency nature will be given to students during the school day. The principals will determine the urgency of all requests. Messages will be taken from parent/guardian only. Transportation and after school visiting arrangements should be made before the school day begins.

### **9:15 RULE & ABSENCE FOR PORTION OF DAY**

At the secondary level, a student is tardy if arriving between 7:40 and 9:15 am. Arrival after 9:15 am will be considered a ½ day absence. Students will be assessed a half day absence if they leave school any time between 10:47 am and 12:30 pm and do not return to school. If a student misses more than three hours but less than four hours during a school day, he/she will be assessed a half day of absence. For excessive absences during school days, time will be counted on a cumulative basis. A student must arrive by 9:15 am on the day of an athletic activity to be considered present for school and eligible to participate.

### **LATE FOR SCHOOL**

All tardiness is unexcused except for rare and unusual circumstances. In the case of tardiness, the student should bring a written note from parent/guardian verifying the tardiness, and report to the Attendance Office for an admission slip, "Blue Slip." After four unexcused tardies, the parents will be notified by letter and the student will conference with the Attendance Officer/Assistant Principal. Subsequent unexcused tardiness will result in disciplinary action.

### **EXTRA-CURRICULAR ACTIVITIES**

Students participating in sports or other extra curricular activities are expected to be in school on time the morning following the activity. **Any student arriving after 9:15 am. will NOT be permitted to attend or participate in any after-school activity for that day.**

### **NON-PARTICIPATION STUDENTS**

Students, who are suspended, both in-school and out-of-school, are not permitted to participate in any school activity (including practices) on the days of the assigned suspension.

### **DOCTOR APPOINTMENTS**

Every effort should be made to schedule appointments after school hours or on early dismissal days. Students are expected to return to school after an appointment with an appointment card signed by the physician or designee.

No more than two hours will be allowed for an in-town appointment. A written request from the parent is required for any early dismissal. The appointment card alone will not be honored.

### **MEDICAL EXCUSE**

A medical excuse may be required at any time if deemed appropriate by the Attendance Office and the Principals. However, it is helpful anytime a student requires medical attention for illness resulting in absence, if an excuse from the attending physician is provided to the homeroom teacher upon return to school.

### **USE OF TOBACCO IN SCHOOLS PROHIBITED**

Act 145 of 1996 concerning use of tobacco products became effective February 3, 1997. This law prohibits the use, possession of, or furnishing of tobacco products (lighted or unlighted cigarettes, cigars, or pipes and smokeless tobacco) by a student in a school building, a school bus or on school property. This infraction will result in prosecution leading to a fine of not more than \$50.00 plus court costs, or an assignment to an adjudication alternative. ***\*\*Reminder to all – The Indiana Area School District enforces a NO TOBACCO POLICY.***

### **POSSESSION OF WEAPONS**

Students are prohibited from being in possession of weapons on school property. A "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, BB gun, pellet gun, shotgun, rifle, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. Weapons also shall include look-alike or replica weapons which are not necessarily operable.

School law provides that school districts must expel for one year **"any student who has been determined to have brought a weapon onto school property, any school sponsored activity or any conveyance providing transportation to a school or school sponsored activity."**

## **BEEPERS/RADIOS/LASER POINTERS/CELL PHONES**

Use of Walkman radios, paging devices, laser pointers, cell phones, cassette/cd players, i-pods, etc. **will not** be permitted in the building during school hours. Disciplinary action may result.

## **VALUABLES**

Students should **not** bring nor wear valuables to school. The school cannot be held financially responsible for the loss or theft of such valuables. Recovering lost or stolen merchandise is not probable. Locker combinations should not be shared in order to maintain security.

## **DELIVERIES**

Deliveries of flowers, balloons, pizza, or other such items for students **will not** be accepted. **Forgotten lunches must be delivered to the main office and not to the cafeteria or child.**

## **LOCKERS**

Every student is assigned a locker to use during the year. The lockers belong to the school district but are loaned to students to use. Though we make every attempt to give students some degree of privacy in their lockers, school administrators or their designees can search lockers if they feel they have reasonable suspicion regarding something in the locker that could be illegal, harmful to students, or disruptive to the educational process.

Students need to know that they are held responsible for their lockers and anything that is in their lockers. Therefore, it is unwise and potentially dangerous for students to allow anyone else to use their lockers. That, of course, includes giving out one's locker combination to anyone—even a best friend.

Students who give out their locker combinations, share a locker, or use someone else's locker may be subject to disciplinary action. Though this seems to be harsh, it is designed to protect each and every one of the students in our school. It is also the responsibility of every student to keep his or her locker neat and clean. Students may not glue or tape things to their lockers though magnetic strips or appropriate magnets may be used to hold things on the inside of locker doors. Writing in or on lockers is absolutely prohibited and will be treated as vandalism. Special decorations on lockers must be given advance approval by the office.

## **IN SUMMARY . . .**

**Mr. Stultz and Ms. Walther ask that students and parents focus on five (5) basic rules. If you do these things, you remain on the "Road to Success" throughout your junior high career.**

1. Take pride in yourself and your family
2. Make appropriate language and clothing your standard.

3. Use common courtesy and consideration towards others.
4. Treat others the way you want to be treated.
5. Do the "right thing" at all times!

## **2009-10 HOMEROOM ASSIGNMENTS**

### **7<sup>th</sup> Grade**

Mrs. Tanweer – 301	Adamson – Britsky
Mrs. Brautigam – 314	Brocius – De Paul
Mr. Wingerter – 307	Detweiller – Ferguson
Mr. McGarvey – 319	Fleming – Hatter
Mrs. Pottmeyer – 321	Heberling – Jennings
Mrs. Steffy – 316	Johnson – Lenzi
Mr. Lyons – 302	Leone – Moore
Ms. Buchanan – 303	Moretti – Pochedly
Ms. Mitsko – 304	Prato – Sheldon
Mrs. Matko – 318	Shelkey – Soundararajan
Mr. Duffee – 306	Springs – Vojtek
Mrs. Lowman- 315	Wagner - Zoka

### **8<sup>th</sup> Grade**

Mrs. Loughry – 202	Abel - Bosco
Mr. Rougeaux – 203	Bothell - Corle
Mr. Henninger – 225	Creps - Fanning
Mr. Woodall – 207	Fels - Healey
Mrs. Haney – 208	Heckert - Kane
Mr. Behr – 213	Keith - Lupinetti
Mrs. Sitek – 214	Martin - Morrow
Miss Bunyak – 217	Nakrosis - Rhodes
Mr. Mossgrove – 218	Riddle – Sherry
Mr. Sadler – 222	Shirley – Stewart
Miss Acker – 226	Strong - Zimmerman

### **9<sup>th</sup> Grade**

Mrs. Bender – 101	Ackerson - Bizousky
Miss Lorenzo - 221	Black - Campisano
Ms. Bailey-Orchard - 112	Capone - Dickson
Mr. Angelo – 233	Digiorgio-George
Mr. McCue - 311	Gibbon - Jasper
Ms. Canale - 223	Jennings-Lopresti
Mrs. Proctor - 227	Lydick - Mukasa
Mrs. Rougeaux - 231	Mulac - Ruffner
Mrs. Shields – 312	Schamus - Strait
Mrs. Newman – 313	Testut - Zyhowski

Junior Highlights is the newsletter for families of students at Indiana Junior High School. It is published monthly during the school year under the authority of the Indiana Area School District, 501 East Pike, Indiana, PA 15701.

If you have special needs as addressed by the Americans with Disabilities Act and need assistance at an event, please make your needs known to Mr. Stultz or Ms. Walther in advance. Reasonable efforts will be made to accommodate your needs.

**Welcome back  
to the Indiana  
Junior High School**