



NORRISTOWN AREA SCHOOL DISTRICT

"Inspiring Our Children to Learn and to Lead"



Welcome to the 2021-2022 school year at Norristown Area High School!

The “N” Book includes important information related to academic affairs and student activities along with information regarding services provided by the school district. The information contained in the “N” Book will answer many questions you may have about our school and the guidelines under which we operate. Please take the time to read it carefully and understand its content.

There are high expectations for student learning and accountability. It is important for the entire school community to foster a supportive environment that promotes intellectual growth in order to develop young adults to their highest potential. The tone of our school should stress the values of integrity, trust, and decency as we continuously focus efforts that allow opportunities for academic development.

Norristown Area High School is proud to offer our students opportunities through exceptional staff, quality programs, and extensive offerings that are second to none and will lead you along the PATHS to Excellence. Your familiarity with the school, supported by the information herein, will increase your enjoyment, learning, and success. Only your commitment remains as the deciding factor in how high you will soar.

In closing, on behalf of the entire Norristown Area High School family, we wish you the best for 2020 - 2021. GO EAGLES!

Mr. Edward Roth
Principal
Main Campus

Mrs. Jodi Dunston
Assistant Principal

Dr. Carla Queenan
Principal
Roosevelt Campus

Mrs. Nicole Vanbuskirk
Assistant Principal

Dr. Detrick McGriff
Assistant Principal

Mr. Solomon Webb
Assistant Principal





NAHS MISSION STATEMENT

Our mission is to educate all students to become responsible, thinking, creative, literate citizens who strive for personal excellence, function successfully and enrich society.

Program of Studies

The *Program of Studies* is designed to help students and parents/guardians choose, follow and complete a path to graduation that will prepare students for success beyond high school. This document provides general information including the policies, procedures and requirements of the Norristown Area School District and NAHS, and includes descriptions of all of our course offerings.

The Program of Studies may be found on our website: <http://www.nasd.k12.pa.us>, under the Quick links tab.

Graduation Requirements

Norristown Area School District and the Pennsylvania Department of Education mandate graduation requirements pursuant to section 22 of the Pennsylvania Code, Chapter 4, subsection 24

Participation in the graduation ceremony is a privilege. Students must complete the required course of study and have the proper amount of credits (25 until 2021, 23 thereafter) to participate in the graduation ceremony. Students who are expelled during their senior year may not participate in the graduation ceremony. Students that do not satisfy their financial obligations or students who commit egregious violations may be denied participation in the graduation ceremony.

Starting with the Class of 2022 and beyond, students will also be required to demonstrate proficiency by scoring Advanced or Proficient on the Algebra I, Literature and Biology Keystone Exams or other pathways to graduation to graduate from high school. These exams are taken in May while enrolled in the course. Students that do not achieve proficiency are required to take a remediation course and retake the exam. Unsuccessful achievement on the re-take exam will require an alternate path to demonstrate proficiency through a state level project based assessment.

Course Requirements (Class of 2021)

Discipline Area	
English (I, II, III, IV)	4
Mathematics (Algebra I, Algebra II, Geometry, Mathematics Elective)	3
Social Studies (World Cultures, United States History I and II, United States Government)	3
Science (General Science, Biology, Chemistry, Science Elective)	3
Wellness/Physical Education	2
Electives	<u>10</u>
Total Required for Graduation:	25



Course Requirements (Classes of 2022 and Beyond)

Discipline Area

English (I, II, III, IV)	4
Math/Science	7
Social Studies (World Cultures, United States History I and II, United States Government)	3
Mathematics/Science Electives	2
Wellness	1
Electives	8

Total Required for Graduation: 23

Exceptions to the course requirements, which are rare, are determined as follows: the guidance counselor recommends an exception (exemption, substitution) to a review panel made up of the remaining counselors, an assistant principal, and the principal. Successful exceptions are recorded for the purpose of establishing past practice. There is no appeal procedure.

It has been the policy of the Norristown Area School District since 1985 (NASD School Board Policy #217) that “Students not completing the requirements for graduation during the school year may not participate in graduation ceremonies that year.”

Promotion Requirements

Students must earn at least the required number of credits each year in order to make progress toward graduation from high school in four years, as indicated in the chart below. Credit for a subject is awarded at the conclusion of a course after the student has satisfactorily completed all the requirements of that subject; demonstrated proficiency on local or state standards aligned assessments as appropriate; and satisfied all instructional obligations with a passing final grade. High school promotion as related to the earning of a diploma differs from promotion in the lower grades since it is based on the accumulation of credits. **The following requirements must be met at the conclusion of summer school for students to advance to the grade indicated:**

Minimum Credits required	to enter Grade
5	10
11	11
17	12
23.0	to Graduate

Homework Policy

Homework assignments should introduce, reinforce, extend and/or enrich classwork.



These assignments are a necessary extension of the school day and an important part of a student's educational experience.

Late Work Policy

All assignments, including homework, will have stated due dates. In order to receive full credit for the assignment, students must submit the assignment on time.

- Late work will be accepted until mid-marks or the end of the marking period, whichever comes first
- Late work shall receive a minimum grade equal to 60% of the grade earned on the assignment.
 - Teachers have discretion to give a grade above the minimum
- For example, if a student turns in a late assignment that would have earned a grade of a 75%, the student will actually receive a grade of 45%, unless the teacher uses their discretion to give a grade that is higher than the minimum

Percentage Grades and Report Cards

The following academic achievement determinations will be used on all report cards:

Grade	Numerical Scale	4.0 GPA Scale
A+	97 to 100%	4.33
A-	90 to 92%	3.67
B+	87 to 89%	3.33
B	83 to 86%	3.00
B-	80 to 82%	2.67
C+	77 to 79%	2.33
C	73 to 76%	2.00
C-	70 to 72%	1.67
D+	67 to 69%	1.33
D	63 to 66%	1.00
D-	60 to 62%	0.50
F	59% and Below	0.00
WP	Withdrawal Pass (no credit given)	0.00
WF	Withdrawal Fail	0.00



There are two semesters during the year at NAHS. They consist of eighteen (18) weeks each. Report cards are available to the students approximately one (1) week after the end of the marks period. In addition, mid-marks grade reports are available to the students halfway through each semester.

Final exams will also be factored into grade reporting.

Parents and guardians can check their student's academic progress, mid marks and report card grades through the Home Access Center, available through our high school website <http://www.nasd.k12.pa.us>

Summer School

Summer School courses are offered primarily for Math and English courses. Other courses may be offered as well. Depending on the conditions, summer school may be offered in the modalities of online and/or face to face if possible. Any student who fails a course should meet with his or her guidance counselor to plan an appropriate course of action.

Incomplete Grades

An incomplete grade of "I" is given when a student has not completed the work for a course because of an extended **excused** absence. Incomplete work must be completed within the same number of days of the extended excused absence (e.g., a student who was absent the last five days of the marking period has five days to make up the work).

Weighted Grades

Courses which qualify for grade weighting are labeled "Weighted Honors", "Advanced Placement." Grades of "F" do not qualify for Weighted Credit. Weighted Grade courses will be computed on a scaled grading system.

Academic Honors

Students may earn one of two commendations each report period. First Honors are earned by students with an A- or better in all subjects. Second Honors are earned by students having grades of B- or better in all subjects.

Grade Point Average Calculation and Class Rank

Grade Point Average (GPA) is calculated at the end of each school year. It is determined by using the final grade of each course taken and the total number of credits attempted. Students with identical GPA's will be further ranked in descending order according to the number of credits earned.

Grade Point Average is used to determine class rank within each grade. Class rank is used as an academic descriptor for college admissions and employers. Class rank, grades, and other achievement factors are used by the faculty to select academic honors and awards at graduation.



Library

The Norristown Area High School Library is more than a library in the traditional sense. While it houses more than 25,000 books and subscribes to 50 magazines and newspapers, it also has many computer stations linked to the Internet and other online resources. Our library is an outstanding resource. Please use it well and often.

Many new facilities have been built into the library. The library is fully automated and all students automatically have an account. Visit the library's website - www.nahslibrary.org - to use our online card catalog to find book material, manage your library account, search our online databases of magazines and journals, and get timely help for completing your research assignments. We are constantly updating our book collection and providing access to online resources to make sure that students have the best materials available for their use.

Students usually come to the library as a class to conduct research; however, individual students may use the library throughout the day with a pass from their teacher (don't forget your NAHS ID!). Additionally, after school hours are available as posted.

The lending period for library books is three weeks with one renewal. Students are not charged late fees, but will be charged the full replacement cost for lost books. Overdue books can also result in a loss of student privileges such as attending dances, prom, and receiving graduation tickets. Overnight loans (reference books) must be returned before the first class the following morning. Students may borrow as many books as needed.

Textbooks

Most courses at NAHS will have one or more textbooks issued for student use. Textbooks are issued to students through the library and are tracked via the student's library account. Students are responsible for bringing the book(s) to class each day as directed by the course teacher. Textbooks are returned to the library at the end of the course (either end of semester or end of year). Students are responsible for maintaining possession of the book issued to them and keeping the book in the condition it was issued. Lost or damaged textbooks will result in a student debt that must be satisfied prior to graduation. Any textbook found in the building is to be immediately returned to the library, where it will be checked in. If you lose a textbook, check with the library to see if it was returned.

1 to 1 Educational Environment

All students will be issued a Chromebook for use in school. Students will be able to take the devices home to use in order to complete school work.

All devices are managed and will only function with an active Norristown Area School District issued login. The Chromebooks will only accept a google login from the nasdstudent.org domain on or off campus. (*gmail.com email addresses will not work.*) All activity on an NASD device or network must comply with the Acceptable Use Policy ([Policy 815](#).)

The Norristown Area School District has prioritized equitable practices to support a healthy educational culture. The effective use of technology is one way of achieving the mission of developing 21st Century Learners prepared for lifelong success. In an effort to increase access to



those 21st Century skills, The Norristown Area School District has made it a goal to offer students 24/7 accessibility to their learning through the NASD Technology Plan. Additionally, the NASD has a grant that provides hotspots for eligible students to provide internet access at no cost. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

NAHS 2021 - 2022 Bell Schedules

Regular Day			
BLOCK	START	FINISH	TOTAL
1	7:25	8:50	85
2	8:55	10:20	85
HR	10:25	10:37	12
1st Lunch	10:42	11:12	30
3	11:17	12:42	85
3	10:42	11:12	30
2nd Lunch	11:12	11:42	30
3	11:47	12:42	55
3	10:42	11:42	60
3rd Lunch	11:42	12:12	30
	12:17	12:42	25
3	10:42	12:12	90
4th Lunch	12:12	12:42	30
4	12:47	2:12	85



Late Entry

BLOCK	START	FINISH	TOTAL
1	9:25	9:50	25
2	9:55	10:20	25
HR	10:25	10:37	12
1st Lunch	10:42	11:12	30
3	11:17	12:42	85
3	10:42	11:12	30
2nd Lunch	11:12	11:42	30
3	11:47	12:42	55
3	10:42	11:42	60
3rd Lunch	11:42	12:12	30
	12:17	12:42	25
3	10:42	12:12	85
4th Lunch	12:12	12:42	30
4	12:47	2:12	85

Early Dismissal

BLOCK	START	FINISH	TOTAL
1	7:25	7:55	30
2	8:00	8:30	30
1st Lunch	8:35	9:05	30
3	9:10	10:35	85
3	8:35	9:05	30
2nd Lunch	9:05	9:35	30
3	9:40	10:35	55



3	8:35	9:35	60
3rd Lunch	9:35	10:05	30
	10:10	10:35	25
3	8:35	10:05	90
4th Lunch	10:05	10:35	30
4	10:40	11:05	25

SYNCHRONOUS LEARNING SCHEDULE

BLOCK	SYNCHRONOUS
BLOCK 1	8:00 - 8:55
BLOCK 2	9:00 - 9:55
BLOCK 3	10:05 - 11:00
BLOCK 4	11:05 - 12:00
Office Hours (Extra Help)	12:00 - 12:30

CMTHS students will have 40 minutes between the end of the synchronous NAHS school day and the start of the synchronous CMTHS school day.

ASYNCHRONOUS LEARNING SCHEDULE

BLOCK	ASYNCHRONOUS	
Optional Help	8:00 - 8:55	Math, Physical Education, JROTC, English Learners
	9:00 - 9:55	World Language, Art, Social Studies
	10:05 - 11:00	Science, Business, Technology, Music
	11:05 - 12:00	English, Special Education, Gifted
BLOCK 1	11:10 - 11:10	Mandatory Live



BLOCK 2	11:10 - 11:20	Mandatory Live - Students with 2nd block day A class or A/B class
	11:20 - 11:30	Mandatory Live - Students with 2nd block day B class
BLOCK 3	11:30 - 11:40	Mandatory Live - Students with 2nd block day A class or A/B class
	11:40 - 11:50	Mandatory Live - Students with 2nd block day B class
BLOCK 4	11:50 - 12:00	Mandatory Live
Office Hours (Extra Help)	12:00 - 2:45	

CMTHS students should plan to attend your live CMTHS classes at their regularly scheduled time unless the CMTHS administration says otherwise.

PUPIL SERVICES

Attendance

Importance of Regular Attendance

Daily attendance is essential to success at NAHS. Teachers have carefully planned the year's work and have aligned specific material and assignments for each period. Absences cause important work to be missed. More importantly, the teachers' instructions and explanations are missed; for this reason, students should not be absent unnecessarily. Students are responsible for making up all assignments, both assigned reading and written work, missed due to absence. Students are permitted the same number of days absent to make up missed work (e.g., if absent two days, two days are allowed to make-up missed work). This rule also applies to time missed from class due to a suspension.

Please note, however, that teachers are not required to provide these extensions for unexcused absences.

PDE and Attendance

The Pennsylvania Department of Education mandates that schools respond to excessive absenteeism and truancy. They recommend that parents be notified of the First and Second Unlawful (unexcused) Absences and informed of legal requirements and consequences. Upon the Third Unlawful (unexcused) Absence, the parent is again notified and a plan involving the school and family is initiated to support the student. Each subsequent absence after the Student Attendance Improvement Plan's (SAIP) initiation will result in parent/guardian liability and legal action on the part of the school district in conjunction with the Home and School Social Work Team. The school will then work with the Magisterial District Judge to monitor the SAIP and truancy. NAHS is required to implement and follow Pennsylvania's Compulsory Attendance Law and Student Attendance Improvement Plan.



Classification of Absences

EXCUSED: Absence because of illness, quarantine, death in the family, other urgent reasons, and for causes which are educationally permissible in the estimation of the School and State law.

UNEXCUSED: Absence for educationally unacceptable causes without deliberate violation of attendance laws or District policies by the student or parent. An unexcused absence may be classified as truancy (absence without prior knowledge of the parent/guardian).

Attendance Procedures

When a student returns to school after an absence, he/she must provide the first period teacher with a regular excuse card signed by a parent/guardian stating the specific reason for the absence. Failure to do so will result in the absence being recorded as unexcused. Please be sure to include the student identification number on each card. The student has to return the excuse card within three days of absence in order to have the absence changed to excused. **Absences cannot be changed from unexcused to excused after the third day.** Unexcused absences can significantly impact grades. Excessive unexcused absences will result in a referral to the District Attendance Office. We are unable to accept phone, email, or faxed excuses. An absence of three or more consecutive days requires a doctor's note.

Central Montco Technical High School Attendance Procedures

Norristown Area High School and Central Montco Technical High School are under two different attendance systems. Students must submit an excuse card/doctor's note to the high school AND to the Tech School. Excuse cards for Tech are also on the Norristown Web site: www.nasd.k12.pa.us. Click on NASD Document Library under Schools.

If you have questions for Central Montco Technical High School, call the school at 610-277-2301 or email Mrs. Annamaria Geary at ageary@cmths.org.

NAHS Attendance Expectations for students who attend Central Montco

Due to the importance of attendance in acquiring the appropriate number of hours in the programs at Central Montco, Norristown Area High School will be enforcing attendance requirements for students who would like to attend the vo-tech program. Students may not accumulate more than three unexcused absences during the school year and/or three unexcused latenesses/tardies per marking period. Failure to meet these attendance requirements may result in your removal from the program or your ineligibility to enroll in the program.

Excused late to school notes are cumulative

Students who bring in notes from parents and are habitually late to school will **not** be excused after the 12th lateness. On the 12th lateness the student will be sent to his/her guidance counselor and a parent contact will be made. The parent will be notified that upon the 13th excused late to school the student will be issued a detention. If there is a documented medical condition, please speak with the school nurse and /or guidance counselor.

Attendance Phone Calls



Please note that when a student is **marked absent from their first block class**, a Connect-Ed phone call will be placed at approximately 10 AM that day. This phone call is to ensure that the family is informed about the student's absence. If you believe that you received this message in error, please call the school to discuss with the Attendance Office 610-630-5057. Before calling school, please check Home Access to determine if your student is in school as attendance is recorded every period.

Special Leave Forms

Students requesting vacation or special leave from school should pick up a form in the attendance office. The form must be filled out and include parent/guardian signature, teacher signatures, and principal/assistant principal signature prior to the vacation or special leave to be marked excused.

Forms that are not turned in prior to leaving for vacation or that do not have principal/assistant principal approval will not be excused.

Late to School

Students are expected to report to school and all classes on time. A student is considered late when he/she is not in first period by 7:25 AM, and that lateness is considered unexcused when the student has no written excuse from home and/or is not accompanied by a parent/guardian.

Excessive unexcused lateness will result in disciplinary action or change in placement. Students who drive to school will also lose their parking privilege for excessive lateness.

Students arriving late to school (after 7:25 AM) are to enter at the front of the building and report directly to the Attendance secretary. Students must present their school ID upon entrance. If a student does not have a school ID, one will be issued at the cost of \$2.00. Students who are not prepared to pay the \$2.00 cost will accrue this cost until payment can be made.

Student attendance is very important for academic success. Students who are repeatedly late to school will be subject to disciplinary action.

Late to Class

There is an expectation for students to arrive on time for every class every day. Lateness seriously disrupts the learning environment. Please refer to the Student Code of Conduct for consequences. When students are late to class without a valid pass, it is the teacher's responsibility to give the student a consequence.

Change of Address Forms

Change of Address Forms must be brought into the Registrar's Office at the Roosevelt Campus Building with **three (3) Proof of Address verifications**. It takes three days to process Change of Address Forms and bus assignments. **If it is discovered that your address has changed, you must provide proof within five school days.** Failure to provide proof will result in being withdrawn from the school rolls. A parent/guardian must then bring the student back to school, with proof of address, in order to re-register.



Early Dismissal Request

Students may not leave school prior to dismissal for any reason unless, earlier in the day, a note from home giving permission to leave was presented to the Attendance Office. A phone number of a parent/guardian and the place to which the student is going must be presented for confirmation. Students may only be released to a parent/ guardian or someone listed as an emergency contact. If a student becomes ill during the school day, that student must obtain a pass from their teacher to go to the Health Suite. After examination by the nurse, it will be determined if the student should stay in school, go home or seek other medical attention. The student may not call their parent to be picked up from school that must be determined by the school nurse.

Any student who leaves during school sessions without permission is subject to disciplinary action. Permission to leave must be secured from the Attendance Office and will be verified by a telephone call to the student's guardian.

Dental and Medical Appointments

Only orthodontic or emergency care is considered necessary for excused school time. In order to be excused from school for necessary dental/medical care, a student will:

1. In emergency situations, a note from a parent/guardian is required to be excused from school. The request must be verified by a phone call from the Attendance Office to the student's parent/guardian or physician.
2. Return to School. The excuse card will show that the student attended the appointment, and it is to be returned the next day to the Attendance Office.

Procedure for Homebound Instruction

All decisions for Homebound Instruction come from the Pupil Services Office and are made on a case by case basis.

Admission Procedures

All registrations in Norristown Area School district are done centrally at our administration building by appointment. Please visit the following site <http://www.nasd.k12.pa.us> or call 610.630.5000 for information related to registration.



GUIDANCE SERVICES

Counseling Staff

Six counselors address the guidance needs of NAHS students. Students will be advised of the counselor assigned.

	GRADE 9	GRADE 10	GRADE 11	GRADE 12
MS. K. SNAITH	Team 2,3,4			
MS. J. WOLFENSON	Team 1,5			
MS. D. HARBAUGH		A - Dixon	A - Dixon	A - Dixon
MS. M. MCGOWAN		Doane - J	Doane - J	Doane - J
MR. D. MORRIS		K - Q	K - Q	K - Q
MS. T. WIEGAND		R - Williams	R - Williams	R - Williams
MS. E. SHAW	All EL Students	Willis - Z and EL Students	Willis - Z and EL Students	Willis - Z and EL Students
MS. N. MITCHELL	College and Career	College and Career	College and Career	College and Career

Counselors are responsible for scheduling as well as career, college, personal and social guidance for their assigned students. Guidance and counseling services are available to all students at NAHS. An effective guidance program utilizes counselors, teachers, parents, administrators, and other district personnel working together so that each student may grow socially, emotionally, and academically. This program affords students their best opportunity to complete the high school curriculum successfully.

The counseling program is designed to facilitate and enhance the development of each student as a total person. Attention is given to educational progress, social development, career exploration, and postsecondary placement opportunities.



Students must have a prior appointment before going to the Guidance Office, except for emergencies. Appointment request forms are available from the guidance secretary or the teacher. The counselors use these to schedule students. A pass is then sent to the teacher showing the date and time of the appointment. Upon arrival in the Guidance Office for an appointment, students must sign in. After their appointments, students will then be provided with a pass for their return to class.

School Guidance Programs

Individual Counseling is an opportunity for the student and counselor to relate on a one-to-one basis. Discussion may cover the educational, vocational, post-secondary, and/or personal-social domains.

Group Counseling is a planned group experience providing information and peer group interaction.

Parent Conferences provide the opportunity for dialogue with staff members concerning the educational, vocational, and personal-social development of their children.

Comprehensive Student Assistance Program (SAP) is a school-based intervention. It is designed to assist in the identification, assessment, and referral for service of students exhibiting behaviors which are affecting their educational performance.

SAP performs four basic functions:

- 1) Provide prevention services, education, and other activities that reinforce healthy lifestyles among students
- 2) Identify students whose behaviors are disruptive to their educational performance
- 3) Make referrals to appropriate school and/or community resources for an assessment of the nature and severity of the problem
- 4) Provide resources for faculty, staff, parents, and the community regarding our Comprehensive Student Assistance Program (SAP).



Psychological Supports and Services

Norristown Area High School is equipped with various professionals to specifically address the psychological wellness of the student body. Supports such as psychoeducational evaluation and individual counseling are part of the safety nets designed to meet the needs of our student body.

Adolescent Relationship Abuse

Norristown Area High School (NAHS) is committed to preventing Adolescent Relationship Abuse (ARA) by promoting healthy relationships, identifying relationship abuse and intervening using a safe, student centered approach. NAHS will use the following strategies and techniques to create a school climate that encourages and sustains respectful interpersonal relationships, healthy youth development and a feeling of safety.

- 1) Regard the safety of victims as a PRIORITY
- 2) Respond and refer appropriately for disclosures of ARA
- 3) Provide materials and health services that promote healthy relationships
- 4) Reported incidents in school will be investigated. Appropriate disciplinary action will be taken per the Student Code of Conduct

Information received in confidence from a student may be revealed to the student's parent/guardian, the building principal or other appropriate authority when the student is being hurt by someone, planning on hurting his/her self or planning on hurting someone else.

School Staff Conferences include those involved with individual students and are aimed at gaining a better understanding of their needs.

Testing programs involve students' participation in evaluation by the school district, state, and colleges. All are designed to aid students in making intelligent decisions concerning their future.

Safe2Say Something: A youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. **Here's how it works:**

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app



Resources Available through the Guidance Department

1. Referral procedures for students needing additional services through district and community social service agencies;
2. Information regarding academic counseling and tutoring;
3. Applications and information regarding the SAT and ACT aptitude tests required by most colleges and universities (see later section for more information);
4. Forms for determining financial aid: FAFSA (www.ed.gov/offices/OPE/express.html) and the PROFILE (www.collegeboard.com);
5. Career interest surveys are available from the counselors and College Career Center.

Transfer to another School

1. To transfer during the school year, the student's parent/guardian must make the request through the Registrar's Office. A withdrawal form will be issued. Students must satisfy all obligations, including the return of all textbooks, Chromebooks, and other materials to the school.
2. The student will then receive a copy of the withdrawal form to be presented to the new school.
3. When a student transfers to another school during a summer vacation period, the student should obtain the transfer before leaving Norristown Area High School.

Withdrawal Procedures

1. Arrange an appointment with your counselor.
2. With parent/guardian and counselor consent, the student obtains a withdrawal form, which must be signed by the student's teachers, indicating that all obligations to the school have been satisfied, including the return of textbooks and other materials.
3. At age 16, students may withdraw from school only when they can provide proof of full-time work. Fully validated white working papers are necessary as proof of full time work. No withdrawal processing can proceed without working papers before age 18.
4. Students may not withdraw from school at any time without parental permission.



5. Book returns: Students must return all books and have each teacher sign the verification form that book(s) for his/her course have been returned.

Working Papers

Applications are available in the guidance office, main office and at the reception desk any time. Instructions for completion and return of the papers are on the form.

College Career Center

Director: Ms. Nichole Mitchell

Phone: 610-757-3853

E-mail: nmitchell@nasd.k12.pa.us

The College Career Center is located in the Guidance Office area. The primary responsibility of the director is to provide students in all grade levels with information that will assist their post-secondary options for college, technical and trade schools, the armed services or employment.

During the high school years, students should be mapping out a plan of action so that they can be prepared for these post-graduate opportunities; this plan should begin in ninth grade. Please see the *Countdown for Graduation Timetable* for an outline of things you should accomplish for each of your years at NAHS.

Various activities and information are made available to students and parents to assist in exploring these options.

- Group and Individual Academic, College and Career Counseling
- Student and Parent College Advising Appointments
- Naviance, our college and career internet program is connected year round
- 80 College Representative Visits September through November. These visits are posted on Naviance
- Historical Black College Resources
- Hispanic/Latino College Resources
- Evening Programs: Senior Applications, College Search, and Financial Aid
- Fall College and Career Fair
- College and Career resources for students receiving special education services
- College bus tours for juniors and seniors with limited seating



- College testing registration and fee waivers for students in need
- Financial Aid Information
- Scholarship Information
- Summer Academic Enrichment
- Resume and Employment Application Assistance
- ASVAB (Armed Services Vocational Aptitude Battery) administration. This test is a tool used to identify skills and competencies for jobs and training for those interested in the armed services
- Resources that include two- and four-year college resource guides, application files, career guides, technical and trade school guides, college and career videos, armed services literature, college testing tips and more
- Instant Decision Day interviews
- College and Career Newsletters



COUNTDOWN FOR GRADUATION

<p><u>Ninth Grade</u></p> <p>Fall</p> <p>___ Meet your counselor</p> <p>___ Understand the purpose of high school</p> <p>___ Set academic/career plans: know your personal and academic strengths</p> <p>___ Know graduation course requirements</p> <p>___ Good Attendance is important for HS/future</p> <p>___ Learn about school extracurricular activities</p> <p>___ Maintain strong grades this year. Colleges begin looking at grades in 9th grade!</p> <p>___ Get into the practice of listening to Eagle News</p> <p>___ Maintain positive relationships with teachers</p> <p>___ HS coursework is different from middle school</p> <p>___ Understand how to calculate your grade point average</p> <p>___ Ask questions</p> <p>Spring</p> <p>___ Log onto Naviance with your Student ID to take your personality test</p> <p>___ Take course selection seriously based on your graduation goals and career interests</p> <p>___ Getting A's/B's? Consider Honors classes</p> <p>___ Considering college? Two years of foreign language is required at most schools</p> <p>___ Know why the PSAT is important to college readiness</p> <p>___ Log onto Naviance for career exploration profile</p> <p>___ During the summer read, write, review math worksheets & maintain an activity list</p> <p><u>Tenth Grade</u></p> <p>Fall</p> <p>___ Get involved; participation in school activities/community involvement</p> <p>___ Listen to the morning announcements "I didn't know!" is an unacceptable excuse</p> <p>___ Log onto Naviance to stay informed about college planning</p> <p>___ Find out your current GPA and class rank</p> <p>___ Set academic goals to strengthen your Sophomore year GPA and class rank</p> <p>___ Take the PSAT seriously</p> <p>___ Visit the college career center</p> <p>___ Attend Montgomery County Regional College Career Fair at MCCC to see what colleges are looking for and offer</p> <p>___ Apply to the Governor's School for the summer if you are academically talented</p>	<p><u>Tenth Grade</u></p> <p>Winter</p> <p>___ Meet with your counselor to review PSAT results; review your strengths and weaknesses by reviewing answers</p> <p>Spring</p> <p>___ Plan next year's courses to reflect your interests, school progress, and emerging career plans</p> <p>___ Challenge yourself with Honors or Advanced Placement courses</p> <p>___ Decide if the Technical School is right for you</p> <p>___ Meet with Mrs. Wiegand for her sophomore review group lesson</p> <p>___ Explore summer jobs, summer camps: log onto prephq.com</p> <p>Summer</p> <p>___ Use the College Board's recommended summer reading list</p> <p>___ Go to the public library, log onto the Internet and register to receive a free email account—this is one way colleges will stay in contact with you</p>
--	---



<p><u>Eleventh Grade</u></p> <p>Fall</p> <p>_____ The college search begins in September!!!!</p> <p>----- Review the College and Career packet that was given to you at the college fair</p> <p>_____ Log onto Naviance to stay informed about the college process</p> <p>_____ Use the PSAT scores to improve SAT I test</p> <p>_____ Attend College and Career Fairs:</p> <p>_____ Mont. Co. Community College</p> <p>_____ Phila. National at the Convention Center</p> <p>_____ Meet with some of the 80 college representatives that visit NAHS</p> <p>_____ Choose a college bus trip offered through the College Career Center/ or just go visit</p> <p>_____ Consider a leadership role in your school activity</p> <p>_____ --extend your responsibilities</p> <p>_____ Volunteer or job experience related to career plans.</p> <p>_____ Practice Free SAT or ACT prep on Naviance to see which test suits you most</p> <p>Winter/Early Spring</p> <p>_____ Use the PSAT to begin your college list</p> <p>_____ Meet with your counselor to discuss academic progress and course selection</p> <p>_____ Consider Honors or Advanced Placement courses to add rigor to your transcript</p> <p>_____ Log onto Naviance and do an occupation search and preview career videos</p> <p>_____ Request information from colleges and technical schools</p> <p>_____ Consider career goals as you select classes (i.e., interested in nursing- take lots of science classes)</p> <p>_____ Know your strong subject/course to figure out college major/career options</p> <p>_____ Take the SATI at least 1 time or more</p> <p>_____ Take the SATII, if you plan to apply to selective colleges or universities</p> <p>_____ Take the AP test if you took an AP class this Year; scoring a 3-5 can grant you college credit</p> <p>_____ Begin a list of colleges that you have an interest in that match your GPA and SAT scores</p> <p>_____ Save essays or other writing samples used for college applications</p> <p>_____ Learn how to ask the important questions for college admissions</p>	<p>Note: <i>College is a Match to be Made, Not a Prize to be Won!"</i></p> <p>Summer</p> <p>_____ Consider an internship for the summer or your senior year.</p> <p>_____ Find out about summer enrichment programs on Naviance</p> <p>_____ Ask about the LEAD Program at MCCC; earn college credits</p> <p>_____ Visit the colleges and/or trade or technical schools that you will apply to</p> <p>_____ Become familiar with applications</p> <p>_____ Start writing and revising college essays</p> <p>_____ Make appointments for college interviews if they are recommended</p> <p>_____ Develop a resume/personal references through prephq</p> <p>_____ Make an appointment with your parent/guardian with Mrs. Flamer to discuss senior year post-secondary goals</p> <p>_____ Spend time in the college career center researching colleges</p> <p>_____ Seek part-time jobs that can be meaningful to future career plans</p> <p>_____ Look for Summer/Fall SAT prep programs</p> <p>_____ Know your GPA and Class Rank for your college search process</p>
---	--



Twelfth Grade

Fall

- ___ Review graduation requirements
- ___ **Every marking period** is important for college admissions: 1st MP is very important
- ___ Make sure that you have applications for all colleges that you will apply to.
- ___ Consider the common application website as well if 3 or more of your colleges are on the list
- ___ Register for the fall SAT I, SAT II (*Note: Students applying to college should have taken the SAT at least 1 time in the Junior year and 1 time in the fall of the Senior year*) Taking the SAT in Dec. or Jan. is late to be considered at schools!
- ___ Meet with Mrs. Mitchell to advise additional schools to consider
- ___ Review your transcript to verify accuracy of courses taken, grades, and SAT scores
- ___ Seek out scholarships on Naviance
- ___ Familiarize yourself with the transcript request procedures
- ___ Consider (2) teachers for college recommendations that will be on file
- ___ Register to take the ASVAB test in October if you are considering the armed services/or career interest
- ___ Meet armed service reps in the lunchroom
- ___ Maintain your applications on Naviance
- ___ Complete applications for “rolling” admissions by December 1st
- ___ Early Decision/Early Action applications need to be completed by November 1st
- ___ Attend “Portfolio Days” if you are considering Art programs
- ___ Stay in contact with college admissions rep: someone who is your advocate in that office
- ___ Selective colleges/universities may require the CSS/PROFILE for financial aid: File 10/08

Winter

- ___ Complete a resume if you are considering employment after graduation
- ___ Meet with Mrs. Wiegand for Employment Interviewing tips
- ___ Check the Job Board in the Guidance Office for Job opportunities
- ___ 18 years old males should register with the selective services. Financial Aid will not be administered until you do register!
- ___ Attend job fairs
- ___ Attend the Financial Aid Night with your parents
- ___ Follow-up at the colleges where applications were sent to a decision and completed application

Spring

- ___ Make sure that you have received admissions letters to all colleges applied
- ___ Review and compare Financial Aid awards
- ___ Maintain contact with Armed Services representatives
- ___ Seek and apply to Employment positions available
- ___ May 1st colleges deposit deadline
- ___ Thank your teachers and staff for the past 4 years!—write a note or just say the words...

Congratulations! You have graduated from high school!



HEALTH SERVICES

The Health Suite is open during school hours for the care of accidents and illnesses that occur during school hours. A note must be presented from the classroom teacher for admission to the office. If the nurse is not in the office and there is no emergency, a student should report directly back to the classroom teacher and return to the Health Suite at a later time.

The Health Suite is closed from 7:45–8:16 AM and 1:30–2:12 PM. Emergencies are always accepted.

Emergency Information

An emergency information card is distributed to students at the beginning of each school year. Parents/guardians must complete and return this card to the school. This information is kept on file. If a student is to be excused due to injury or illness, the nurse will contact the emergency number for permission for the student to be excused from school. This information is critical.

Parents should send updates (such as a new phone number) to the Attendance Office throughout the year. Please note that the School Nurses are only permitted to contact the person(s) named on the emergency card at the phone numbers shown on the emergency card.

Screenings

Vision, height, BMI (body mass index) and weight checks are given yearly to all students. A hearing test and a physical examination are given to all eleventh grade students. The physical is required by Pennsylvania and may be done by the family doctor or the school doctor. (Sports physicals are accepted for eleventh grade physicals.)

Accidents

Injuries that occur in school are to be reported to the teacher in charge at the time of the injury. The teacher and/or the nurse will complete the *School Accident/Injury Report* and deliver it to Ms. Corropolese in the Main Office.

Exclusions

Students who are medically excluded from school should report directly to the Health Suite upon return to school. All excluded students **MUST** be cleared by the Health Suite before returning to classes.

Physical Education Excuses

If a student needs a Physical Education excuse, a note from the parent (one day excuses) must be obtained. A school district medical form is to be completed by the doctor for gym excuses in excess of two class days, given to the physical education teacher, and filed in the Health Suite. The student's counselor must be informed once the medical excuse form has been approved if



Physical Education Grades will be affected by the interruption of classes. **A doctor's note is required to resume physical education classes following a sprain, fracture, head injury, any surgery or hospitalization.** Physical Education is a graduation requirement.

Medications

Medication will not be administered by the nurse without parent/guardian permission and a valid doctor's order. This includes all over-the counter medications. Medication should be brought to school by the parent/guardian in an original container from the pharmacy along with the required physician order and parental permission. Students may not have any prescription or over-the-counter medication in their possession (exception – see below).

Students are allowed to self-carry asthma inhalers and EpiPens only; all other medication must remain in the Health Suite. A written doctor's note specifying that the student may self-carry and parent/guardian permission must be filed in the Health Suite prior to the student carrying the medication on his/her person. The school nurse will determine if the student is capable and able to carry his/her inhaler/EpiPen.

Narcotic Administration

Students needing narcotics (morphine, codeine, OxyContin, etc.) for pain control will not be permitted admission to school until such pain is reduced and medical clearance is provided to the School Nurse. Cognition and coordination can be altered and learning compromised. (Also refer to the NASD Code of Conduct.)

Elevator Keys

A limited number of elevator keys are available for students with health problems. Long-term use of the elevator requires a doctor's note. A twenty dollar (\$20) deposit is required and is refunded when the key is returned.

Please note:

When the nurse determines that a student is too sick to remain at school, the parent/guardian will be contacted (see "Emergency Information" above). Otherwise, the student will be sent back to class. Students are not permitted to use their cell phones to call home for pick-up.



STUDENT ACTIVITIES

Assemblies

Assemblies are an integral part of our overall program and provide students with great opportunities. Students will enter the auditorium in a quiet and orderly manner and report directly to their assigned area.

Students must recognize that all members of the faculty and staff have supervisory duties during an assembly, and any student who is removed from the auditorium for behavior that is disruptive to the program will face immediate disciplinary action, including exclusion from school until returned by a parent/guardian. Disruptive students will be disciplined immediately and may forfeit the privilege of attending assemblies for the remainder of the school year.

Athletic Program

Norristown Area High School offers an exceptional program of interscholastic sports. Below is a listing of sports offered. Unless otherwise noted, programs are for ninth through twelfth grade students.

- Baseball, Boys*
- Basketball, Boys*
- Basketball, Girls*
- Bowling
- Field Hockey*
- Football*
- Golf
- Lacrosse, Girls
- Soccer, Boys*
- Soccer, Girls
- Softball
- Swimming, Boys
- Swimming, Girls
- Track and Field
- Volleyball
- Wrestling

*Ninth grade team in addition to varsity/junior varsity teams

Requirements for Earning a Letter

To earn a varsity or junior varsity letter in the above sports, a student must participate in at least one-half of the scheduled games, matches, meets, etc. during the season. The only exception is baseball pitchers.

Participation in all expected cheerleading activities is required to earn a letter in cheerleading.



The final selection of letter winners by the coaching staff is subject to the approval of the Principal and the Manager of Interscholastic Athletics after the student has completed the season in good standing.

School Clubs and Service Organizations (updated club and activity sponsors will be posted on the NAHS website: <https://www.nasd.k12.pa.us/domain/344>)

Music Programs

Concert Choir

Select Choir

Jazz Band

Concert Band

Pep Band/Marching Band

Orchestra



National Honor Society

Membership in the National Honor Society, which is sponsored by the National Association of Secondary School Principals, is the highest honor which can be conferred upon a high school student and makes him/her part of a long and valued tradition. With this in mind, it is clear that only those who willingly cooperate in all things that promote the welfare of the school and who show they have school spirit are qualified for membership. Seniors, juniors, and sophomores who meet the 3.6 GPA requirements are *eligible* for a membership application. Enrollment at NAHS for a period of one year prior to selection is necessary; however, a transfer student who was a member at the previous school will be accorded membership in Chapter 196.

Method of Selection of Students to National Honor Society

During the fall of the year, students eligible for the National Honor Society will be notified in writing. Students will be offered an opportunity to complete the *Student Activity Information Form* (SAIF). It is absolutely required that this be turned in by the deadline date as announced in the notification information. After the deadline for completion of the SAIF, the Faculty Council, consisting of five NAHS faculty members, appointed by the Principal, will review all eligible students who have completed the SAIF. The Faculty Council will vote to determine the selection of each student.

Determining factors, in addition to scholarship (3.6 GPA) will be service to school and/or community, leadership and honors demonstrated, and a character indicating outstanding citizenship.

The annual induction ceremony will be held in the late fall for all students selected for Norristown Area High School Chapter 196 of the National Honor Society.

Failure to maintain the high standards which led to induction into the National Honor Society may result in dismissal. Faculty council will decide on all dismissals.

The emblem of the Society is a flaming torch set in a Keystone with the letters C.S.L.S. inscribed. These letters signify the ideals of the Honor Society: Character, Scholarship, Leadership, and Service.

School Rings

All students may purchase their class rings when the authorized jeweler is in the building for that purpose. The arrival of the jeweler will be announced in the daily publicity sheet, and students may order their rings during lunch periods. (This opportunity will normally occur in the fall of the year.)

Social Activities

School dances and other social activities at the high school are organized for the benefit and enjoyment of students attending the high school. The following rules apply to all dances and social activities:



1. Activities are open only to Norristown Area High School students and their registered guests. In order to register a guest, the **NAHS Guest Request Form** must be completed and approved before the ticket purchase deadline.
2. Middle school students are not eligible to attend social activities at the high school. Persons aged 21 and older are not eligible to attend social activities at the high school.
3. High school students and their guests will be required to show their student identification when they enter an activity.
4. Students must be in school, on time, for the entire day on the day of the event or the last school day preceding a weekend or holiday event.
5. All students and their guests will be expected to be appropriately attired (see student dress code).
6. All students and their guests will be expected to sign a dance contract agreeing to all expectations and dance rules.
7. Inappropriate behavior at any school-sponsored activity will result in dismissal from the activity and notification of parents or guardians. If the offense is a violation of the school discipline code, additional consequences may result.
8. All school dances, including school dances held outside of the school building will have a start time of 7:00 PM and end by 10:00 PM unless otherwise noted.

Dance Rules

1. There will be no sexual innuendo allowed on the dance floor.
2. No dancer will be permitted to lay on the dance floor.
3. Offenders of the dance policy will be removed from the dance without refund and face disciplinary consequences.

Student Activity Eligibility

Following are the guidelines for the implementation of Academic Eligibility at Norristown Area High School consistent with NASD School Board Policy #123. All faculty members and students need to be aware of these guidelines. Coaches and activity sponsors must be sure to follow these requirements for Academic Eligibility as they pertain to the participation of NAHS students in the various sports, clubs, and other extracurricular activities.



All students, including student athletes, at NASD are to adhere to the same eligibility requirements. NASD Board policy adopts eligibility standards set by the Constitution of the Pennsylvania Athletic Interscholastic Athletic Association (PIAA). The standard set forth by the PIAAA requires students to be passing an equivalent of 4 (four) full-credit subjects. Eligibility is cumulative from the beginning of the grading period and must be reported on a weekly basis. Where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this Section.

Procedures for weekly athletic eligibility at NAHS

- Grades are pulled from eSchool on Wednesday at 2:45 pm
- Reports will be sent to coaches to inform them who is in danger of failing for the week
- Grades will be reviewed once again on Friday for a final determination of eligibility
- Coaches will be notified on Friday afternoon. Parent notifications will be sent from the athletic office and any other means determined necessary.

If an NAHS student is reported to be passing fewer than an equivalent of 4 full-credit subjects in a given weekly report, that student will not participate in any game from the following Sunday through Saturday. The student will also not be permitted to go to away games. The student athlete is permitted to practice if they fulfill the requirement to attend the Academic Improvement Programs (described below).

In addition to weekly eligibility standards, students are required to meet eligibility standards for prior grading periods. Students not passing more than an equivalent of 4 full credits for the first semester, or second semester mid marks will be ineligible for 15 school days following the official posting of grades. In the case of a student athlete who did not pass an equivalent of 4 full-credits for the year (successful summer credit recovery will count towards yearly credit completion), they will be subject to the 15 school day suspension the following year. Student athletes MAY NOT participate in any contest during the period of ineligibility, including travel to an away contest.

Students must be in attendance at school prior to the beginning of the second block, and attend at least four classes, to be eligible to participate in a game or practice that day.

Academic Improvement Program

In an effort to continue to support our student success in the classroom, any student participating in sports or activities that is failing more than one class will be required to participate in an Academic Improvement Program. The purpose of the AIP is to help students get back on track academically and avoid ineligibility. This program will be coordinated by the NAHS Athletic Director. If a student who has been assigned to AIP does not participate their status will change to that of ineligible.



Our school and district's top priority is academic growth. Educational value is inherent in broad, varied, and well-directed extracurricular activities and athletic programs, but participation is a privilege, not a right. The opportunity to participate will depend upon each student's meeting the previous guidelines for grades, attendance, and discipline.



GENERAL INFORMATION

Acceptable Use Policy

In accordance with School Board Policy #815, NAHS is responsible for enforcing the Acceptable Use Policy for the school district. The entire policy can be found in the back section of this N Book.

NAHS recognizes and believes in the educational value of the Internet and various computer programs used to enhance instruction. Use of the Internet is a privilege and not a right. Violation of these terms may lead to disciplinary action and possible denial of access.

Norristown Area School District considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any file or information that may suggest that a student is using school computer systems inappropriately. Each violator is subject to academic penalties and/ or disciplinary action by school officials as defined by the school district's Code of Discipline.

All students are expected to make appropriate use of computer resources provided by Norristown Area School District. Every student must:

1. use computer resources only for authorized purposes following established procedures;
2. be responsible for all activities on his/ her assigned computer;
3. access only files and data that are his/ her own, which are publicly available, or to which the student has been given authorized access;
4. obey all copyright guidelines;
5. use only software installed or approved by this district.

Book Bags

Students are permitted to carry backpacks to transport their learning materials through the halls. Student book bags are subject to search.

Bullying Policy

Bullying behaviors will not be tolerated at NAHS. In conjunction with School Board Policy #249, we prohibit all forms of bullying by district students and non-students. Students who have been bullied should promptly report such incidents to the counselor, lead teacher, assistant principal, or principal. We also encourage parents/guardians whose children fall victim to Internet bullying or threats to call the police.

Cafeteria

Students use a computerized debit program to purchase food items. All purchases are made with the student picture ID which also serves as a swipe card. No purchases may be made in the cafeteria without the ID card.

Parents/guardians can put money on their student's account online using a credit card or check/debit through www.myschoolbucks.com or through the cafeteria staff. More information about the Food Services Department may be found on the NASD website.



Keeping our cafeteria a pleasant and enjoyable place in which to eat should be the aim of every student who has the **privilege** of using its facilities. To accomplish this aim, we have drawn up a few guidelines which follow common etiquette and which are practical and sensible procedures for good health.

1. NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA. BUY ONLY WHAT YOU CAN EAT OR DRINK.
2. Report to the cafeteria on time. Lateness will be handled in the same fashion as lateness to class.
3. Walking is the speed of travel in the cafeteria at all times.
4. Be respectful and act like an adult! Cutting into line is thoughtless, inconsiderate of others, and prohibited, and will result in removal from the cafeteria.
5. Handle only the food to be purchased.
6. Clean up anything spilled and assist with the overall cleanliness of the cafeteria.
7. Once in the dining area, do not leave the cafeteria.
8. When finished eating, remain at the assigned table and talk quietly.
9. Glass containers are not permitted.
10. Push in the chair when finished eating and leave the table clear and ready for others to use. Return trays and dishes to the proper area.
11. Students who fail to clean up or cause disturbances will be dealt with according to the discipline procedures of our school. Such behavior disrupts the cafeteria and will not be tolerated.
12. Dismissal is to be orderly and will be announced over the PA system.

Eating in the cafeteria is a privilege. This privilege may be revoked as a result of a student not complying with the Code of Conduct while in the cafeteria. Any inappropriate behavior will result in a discipline referral. If a student loses the privilege of eating lunch in the cafeteria, the student will be provided with lunch in an alternative environment.



Contacting the School

The office is open from 7:15 AM to 3:30 PM on school days. Phone calls will be directed by the secretary to the appropriate staff member, and an effort will be made to return the call by the end of the next school day. All teachers, counselors, and administrators may be contacted by email. All staff email addresses can be found on our web site <http://www.nasd.k12.pa.us/Domain/16>.

Norristown Area School District

610-630-5000

Norristown Area High School

610-630-5090

Dress Code

Appropriate school dress is required at all times. The central role of a high school is to maintain an atmosphere in which effective learning can take place. Therefore, a student's manner of dress and appearance must not be disruptive to the teaching and learning process. A student's clothing should be clean and in accord with health and safety regulations of the Commonwealth of Pennsylvania. Unacceptable attire includes but is not limited to attire that is unsafe, unhealthy, disruptive, offensive to generally accepted community standards, or contains obscene language or any clothing that reveals undergarments.

The following are considered inappropriate to the school environment or to the maintenance of a safe and orderly school and therefore are not acceptable attire for students.

1. Clothing or accessories that contain any advertisement, symbols, words, slogans, patches or pictures that:
 - a. Refer to drugs, tobacco, alcohol or weapons
 - b. Are of a sexual or sexually suggestive nature.
 - c. Denote membership in gangs.
2. Are obscene, profane, vulgar, lewd or legally libelous.
 - a. Threaten the safety or welfare of any individual or group.
 - b. Promote any activity prohibited by the Code of Student Conduct.
 - c. Otherwise disrupt the educational atmosphere.
 - d. Any clothes that conceals your identity or prohibits school personnel from being able to properly identify.
 - e. Inappropriately sheer, tight or low-cut clothing that bares or exposes traditionally private parts of the body, including but not limited to the stomach, buttocks, back and breasts.

When a student is in violation of the dress code, that student should be sent according to grade level to the following people:

Grade 9, Assistant Principal Dunston – Guidance Counselor, Nichole Mitchell

Grade 10, Assistant Principal McGriff- Guidance Counselor, Emily Shaw

Grade 11 Assistant Principal Vanbuskirk - Guidance Counselor, Thi Wiegand

Grade 12 Assistant Principal Webb - Guidance Counselor, Megan McGowan



The student will be disciplined in the following manner:

- Warning
- Warning with parent contact
- Administrative Detention
- Guidance conference with student and parent
- Exclusion from school until parent meeting is held

Special events like field trips, spirit days, dances, commencement, etc., may permit special dress exceptions approved by the building principal.

If in violation of the school dress policy, the student will be required to call home to request alternative clothing. If this attempt is unsuccessful, the student will be unable to participate in school for the day and will be sent home. The classes missed as a result will be considered an unexcused absence.

Emergency School Closings

On days of inclement weather when there is a possibility of a school closing, check the NASD website, social media accounts (Twitter or Facebook) or listen to radio station KYW for our school closing number, **304**. The district ConnectEd phone information system will also alert homes of emergency school closings or provide emergency information. It is imperative that we have updated information and contact numbers so that you can be contacted in an emergency situation. Also,

virtually all local TV stations now carry school closing information, as does www.cancellations.com. The best source of information regarding weather-related early dismissals is KYW.

Fire Drills/Lockdown Drills

These safety plans are critical to a safe and secure environment. Personnel will rehearse these plans to assure constant readiness for an emergency.

Fire Drills:

Norristown Area High School prides itself on its excellent fire drills. Drills are held each month, as weather permits. Each student should be aware of the instructions posted in each room throughout the building. Be ready to respond to the fire alarm at any time.

1. At the sound of the alarm, follow the directions on the Fire Exit sign in the room.
2. Fire drills must be conducted with absolute silence (no talking by anyone).
3. Upon leaving the building, students are to proceed beyond the yellow-lined curb to the printed number on the curb matching the room number to which they are currently assigned. When students are not in scheduled classes (during passing periods, lunches, (before or after school), they are to leave the building through the nearest exit, proceed across the street beyond the yellow-lined curb, and then **REPORT TO THE NEAREST TEACHER**. Show



your ID and report your name. Students are to walk on the grass and avoid emergency equipment and vehicles that may be positioned in the street while proceeding to their assigned location.

4. Clear fire hydrants near the school building by a reasonable distance. There are three of these hydrants located near the yellow line.
5. Silence and order are to be observed at all times during the drill.
6. Conduct during fire drills must be orderly and cooperative to ensure the safety of each student.
7. Teachers are to take roll and keep their classes together at the appropriate room number marking during the entire drill.
8. A signal will indicate when you may return to the building at the conclusion of the drill.

FOOD AND DRINK

Students are not permitted to possess or consume food or beverages in classrooms during class hours. Hot drinks will not be permitted in the building. Students are not permitted to order or have food delivered from an outside food establishment. All orders will be refused.

Guidelines/Procedures for Generalized School Searches

School administrators may conduct unannounced generalized school searches for the purpose of maintaining a safe and orderly school environment and /or to discourage drugs, weapons and /or other illegal substances or items from being brought onto school grounds. School officials may request the assistance of law enforcement in execution of a generalized school search.

Items recovered from a school search that violate school rules, federal/state laws, or which represent a potential threat to the safety and welfare of the school population, or interferes with the operation, discipline of general welfare of the school, shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

The use of canine detection may take place anywhere on school property, including in hallways and school parking lots. Canines may not be used to search student lockers, desks, or other storage facilities and their contents during any generalized school search.

Student lockers are the property of the school district and provided to students for their convenience only. At no time does the district relinquish exclusive control of lockers.

The following procedures related to generalized school search of lockers by canines are guidelines only and may be adjusted on a case-by-case basis.



1. School officials will work closely with law enforcement in coordinating a generalized canine school search.
2. Canine searches will be scheduled to minimize disruption of academic programs and risk of contact with students whenever possible.
3. Reasonable efforts will be made to prevent the canine animal from having contact with any student or staff before, during or after the detection process.
4. The following areas may be subject to canine detection:
 - Student lockers and desks,
 - Student physical education lockers,
 - Vehicles parked in school parking lots,
 - School buses,
 - Hallways/common areas,
 - Restrooms, cafeteria, auditorium, school grounds, and any other school facilities or grounds, indoor or outdoor areas not previously mentioned.
5. All students will be asked to proceed to assigned classrooms.
6. Teachers will close their doors and conduct class sessions during any type of canine detection process.
7. Teachers will be requested not to permit students outside of the classroom while the canine detection is being conducted. In the event of necessary leaves, a school designee will accompany any student temporarily leaving a classroom during the canine detection.
8. A school administrator or designee will accompany the canine detection officer.
9. Each canine detection officer teamed with a school designee will have assigned areas to patrol for search purposes.
10. In the event that a canine “alerts” to a particular locker, that locker, along with the lockers immediately adjacent thereto, shall be searched in accordance with the officer’s knowledge and experience regarding the abilities of the canine animal.
11. If the search produces evidence of contraband or other illegal items, then a law enforcement officer shall be immediately notified and shall be responsible for taking appropriate action as determined necessary by the officer.
12. School administration will then inform the parent/ guardian of the student in possession of contraband or other illegal item, unless immediate disclosure would impede an ongoing investigation by police or school administration.
13. Items removed from a locker, which do not constitute contraband or other illegal evidence, may be held by the school for return to the parent/guardian, without liability to the school for safekeeping.

Hall Pass

This is an expectation for students in the halls during class time.

Students will use e-hall pass to move throughout the building. The system will be electronically created and confirmed by adults in the building.



HOME ACCESS CENTER

Home Access Center is a resource for parents and students to be fully aware of their academic standing, grades, assignments and attendance. If you need information about your password or login assistance please contact the main office at (610) 630-5090.

Identification Cards

Safety and security of all students and staff is our number one priority. Pictures for permanent ID cards will be taken during the month of September. Following picture day no student will be permitted to enter the building without a current NAHS ID. For the safety and security of the entire school community ID cards must be able to be produced upon request from any staff member during school hours. Any student who rides a NASD school bus must produce the ID card upon request by the school bus driver. Failure to do so may result in denial to board the bus. This card is necessary for entrance to all school functions, to purchase tickets to school events, to purchase items in the cafeteria, or to participate in incentive programs.

Teachers will check each morning for ID. All replacement ID cards must be purchased at the student's expense.

Replacement ID cards may be purchased prior to first period and during all lunches for a fee of \$2.00. Students who fail to comply will be subject to disciplinary action.

Insurance Policies

Each year a low cost school accident insurance policy is offered to students. This optional student accident coverage is available for purchase to all NASD students and, if purchased, provides students with either school time or 24-hour accident coverage.

Students participating in all officially authorized student activities, specifically including ALL interscholastic athletics, will be provided with a school accident insurance policy at NASD Board of School Directors expense. This policy provides coverage to all eligible students during their participation in events sponsored/ sanctioned by the District, including team practices.

The Norristown Area School District will not assume financial responsibility for students injured without insurance.

Lockers

Each student is provided with a locker for outerwear, books, bookbags, lunch, etc., and another for physical education and athletic equipment, if applicable. Homeroom teachers supply the combination numbers for lockers which are located in the corridors on the second and third floors. Physical education teachers provide padlocks and combinations for the gym lockers which are in the girls' and boys' physical education locker rooms. Lost locks must be paid for at the appropriate rate for each lock.



Students should be aware that all lockers are the property of the Norristown Area School District and that they are checked periodically by school staff and administration to ensure the health, safety, and welfare of the student body, faculty, and staff. Lockers will be searched when health, safety, or welfare is an issue. Under no circumstances should a student give his/her locker combination to others. Students will be held responsible for the content of their lockers. The security of your locker is your responsibility.

Students are expected to care for school property and should immediately report any locker problem to the teacher. Lockers must be completely empty by the last day of school, or contents will be donated to charity. Neither the Norristown Area School District nor Norristown Area High School is responsible for student items lost or stolen.

Lockdown Drills:

In the event of an actual emergency situation, such as an armed intruder, a hostage situation, or some other police emergency where our students or staff could be in mortal danger, the administration has established an emergency lockdown procedure in conjunction with local and county police forces. The reason for this procedure is to provide for the safety of our students and help the police complete their job in an expeditious manner. In an actual emergency or a drill, we will indicate that we are going into a Lockdown Mode. Students will follow the directions of the teachers nearest them or in their area.

1. Students will immediately get quiet and follow the directions of the teachers. Doors will be locked. Students will be asked to relocate to the safest place in the room.
2. If an emergency happens while classes are changing, follow the directions of the teachers in the immediate vicinity, entering the room to which is directed by any nearby teacher.
3. IT IS IMPORTANT that once in a room to stay put, stay quiet, turn off all lights, close all shades, move to the safest place away from the door, and await further instructions.
4. If you are in a room or other place where you cannot lock down, you should run and exit the building.
5. No student is to use a cell phone during a lockdown. It is imperative that the adults in the building handle the situation.
6. In the event that the call is made before students are admitted to the building, students will be directed to the auditorium.

Lost and Found

All articles found by students should be turned in to the Security Office immediately. Students who have lost a possession should check with the Security Office to see if the article has been turned in. Any article not claimed after 30 days is given to charity or discarded.

Make-up work/Assessments



By policy, students are entitled to the number of days they were absent due to suspension or excused absence to make up work/assessments.

Please note, however, that teachers are not required to provide these extensions for unexcused absences.

Messages during the School Day

To assure maximum achievement, it is essential that teachers and students not be interrupted during class. Therefore, the secretarial staff has been instructed not to relay incoming phone messages to students in classrooms unless the Principal or designee has granted approval.

This policy extends as well to delivery of any item to students during the school day. Parents should request home delivery of special items such as flowers/balloons.

Parking Cars

Student parking is a privilege. It is necessary that the license number and a description of the car be registered with the School Resource Officer and that each car displays a parking permit sticker.

Use of school parking by students is a privilege, not a right. Further, Norristown Area School District maintains a “Zero Tolerance” policy regarding drugs, alcohol, weapons and all other related contraband. Therefore, by applying for and accepting a school parking permit, the student, parent or guardian, and owner of the vehicle acknowledge that school personnel may search the vehicle if the school has a reasonable suspicion that drugs, alcohol, weapons, or related contraband are being stored in the vehicle. Such searches shall be conducted consistent with School Board policy regarding locker searches.

All drivers should be aware that, according to the Pennsylvania Criminal Code, all traffic regulations apply to governmental property. School property is governmental property. Failure to follow school regulations as listed below will result in the loss of driving privileges, and other disciplinary actions are possible.

1. Parking permit stickers and assigned space may be obtained for \$20.00. Students should apply for registration before school, after school, or during lunches in the discipline center.
2. Students will be assigned a parking space.
3. The parking permit sticker must be displayed at the center top of the windshield behind the rear view mirror.
4. There is to be no sitting or loitering in cars in the parking lot.
5. Students who drive are to arrive at school and report to class on time.
6. The parking lot is to be used solely for the intended purpose – a place to park cars.
7. The maximum speed limit in the parking lot is 10 mph.
8. No student is permitted to return to his/her car for any reason prior to school dismissal without permission from the administration.



9. Any violation of the above regulations will result in the loss of privileges and/or the towing of a student's vehicle.
10. **Unauthorized parking is prohibited. Vehicles will be towed by Hassan Qawasmy, 229 W. Germantown Pike, Norristown, PA 19401, 610-277-0895. Vehicles can be recovered after paying the cash only tow and storage fee at the address above.**

Physical Education Uniforms

All students are required to change into athletic wear that is appropriate for physical education.

PLAGIARISM/CHEATING

Students are expected to complete their own assignments in and outside of the classroom. The definition of plagiarize is "to use and pass off (someone else's ideas, inventions, writing, etc.) as your own". If you use someone else's term paper, copy something out of a book, or take something from the Internet, you are plagiarizing if you do not cite your source and place quotation marks around anything taken word-for-word from a source.

Cheating is passing off someone else's work as your own. It includes plagiarizing, but it also includes any type of fraud such as copying another student's answers on a test or turning in a project as your own when it was really done by your friend, parents or someone else.

If a student is found to be in violation of this offense, the student may receive a "0" on the assignment. A guidance conference with the student, along with a parent contact, will be held.

Possession/Use of Recording Device

Students are not permitted to record, audio or visual, any student, district employee, or classroom event during the school day without prior consent. Students using such recording devices may be referred for disciplinary action.

Reporting Academic Progress

Academic progress is reported in the following ways:

1. Report Cards – every eighteen weeks
2. Mid-marks Grade Reports – distributed approximately nine weeks before the report cards
3. Phone Calls – when appropriate and possible
4. Conferences – two times per year
5. Home Access System – available 24/7 during the school year

Please note: Report cards and mid marks are distributed to students to take home or can be accessed online. Parents are encouraged to contact teachers with any questions or concerns related to academic progress.



Respect for Property

The physical appearance of Norristown Area High School has always been a source of pride. Abuse of school property in any form will not be tolerated and will be regarded as vandalism.

School Safety

Everyone wants school to be a safe place, and everyone must share in the responsibility to keep it safe. When students become aware that fellow students are involved in an unsafe activity (possession of drugs, possession of a weapon, plans to harm one's self or others), students have a responsibility to report unsafe activity to a school official. Students may report an unsafe activity to any member of the faculty or staff including the Guidance Counselors, Lead Teachers, Assistant Principals and Principal. Students may report an unsafe activity to their parents, who, in turn, can call the school. Reporting an unsafe activity is not snitching; it is accepting responsibility for the safety of our school.

Student Financial Obligations

Teaching students to accept responsibility is an integral part of the education process. In keeping with this goal and to ensure the proper use of public monies, the following policy has been adopted:

All students will be held responsible for all books and equipment supplied for their use by the school district. If any book, equipment, or other item is lost, a replacement will be issued only after the

student compensates the school district, through the Main Office for the lost property. If a student does not return the district property at the end of the class, semester, or season (whichever is appropriate), the staff member in charge will notify the student in writing of his/her responsibility and give a copy to administration. Students will be **denied access to school functions (such as the junior prom or graduation)** if financial obligations are not met. If the property is a part of the school extracurricular program, the student will be denied the privilege of participation in any further activity until the debt is resolved. This policy applies to any fees incurred, including summer school or chromebook repair or replacement.

No student will receive a diploma unless the student has met all obligations to the school district.

Telephones

Students will not be called from their classes to the Office to receive a phone call. Teachers are not permitted to allow students to use classroom phones. In the event of an emergency, students should see their counselor or assistant principal.

Visitors - Students

Visitors to the school are welcome, but certain procedures must be followed. All visitors must report to the reception desk and secure a visitor's pass. The pass is to be returned when the visit is completed, and the visitor is to sign out. As a rule, students are not permitted to have guests attend school with them. Exceptions must be approved at least 48 hours in advance by an administrator.



SPECIAL NOTE

Both federal and state laws require school districts to make available, upon request, lists of juniors and seniors to Armed Forces recruiters. These laws further state that each parent/guardian shall be given at least 21 calendar days to request in writing, to the District Superintendent or High School Principal, exclusion of their child’s name prior to the release of the lists. The due date to request exclusion is October 1 of **both** the student’s junior and senior year.

1. Teacher discretion will be used to determine appropriate cell phone usage in each classroom.
2. Violations of teacher-determined proper usage should be handled as a classroom disruption.

Norristown Area High School Cell Phone Policy

The students and staff at the Norristown Area High School wish to limit the distractions that cell phones may cause to the educational environment. At the same time, we wish to provide teachers flexibility to incorporate cell phones as an instructional tool, and to trust students with the freedom to use these devices in a responsible manner when appropriate. As a result, the following system will be used to communicate expectations in regard to cell phones in all settings at NAHS.



Red Light = No Cell Phones Allowed

IF A RED LIGHT IS POSTED IN A CLASSROOM, THAT TEACHER IS EXPECTING THAT CELL PHONES ARE NOT SEEN OR HEARD. FAILURE TO FOLLOW THIS EXPECTATION WILL BE TREATED AS A DISRUPTION TO THE LEARNING ENVIRONMENT. BATHROOMS AND LOCKER ROOMS ARE PERMANENT RED LIGHT ZONES. FAILURE TO FOLLOW THE TEACHER'S DIRECTIVES WILL LEAD TO INDIVIDUALS LOSING THE ABILITY TO USE THEIR DEVICE AND/OR DISCIPLINARY CONSEQUENCES FOR DISRUPTING THE LEARNING ENVIRONMENT.

Yellow Light = Restricted Cell Phone Use

IF A YELLOW LIGHT IS POSTED IN A CLASSROOM, THAT TEACHER IS ALLOWING CELL PHONE USE IN A MANNER THAT AIDES INSTRUCTION. THE TEACHER WILL MAKE CLEAR HOW CELL PHONES MAY BE USED, AND MAY MONITOR YOUR DEVICE TO ENSURE IT IS BEING UTILIZED AS DIRECTED. FAILURE TO FOLLOW THE TEACHER'S DIRECTIVES WILL LEAD TO INDIVIDUALS LOSING THE ABILITY TO USE THEIR DEVICE AND/OR DISCIPLINARY CONSEQUENCES FOR DISRUPTING THE LEARNING ENVIRONMENT.

Green Light = Cell Phone Zone

GREEN LIGHTS WILL NEVER BE DISPLAYED IN A CLASSROOM DURING THE SCHOOL DAY. GREEN ZONES INCLUDE THE CAFETERIA AND HALLWAYS. STUDENTS IN A GREEN ZONE MAY USE THEIR CELL PHONES IN A MANNER THAT DOES NOT DISRUPT A SAFE, PRODUCTIVE EDUCATIONAL ENVIRONMENT. STUDENT USE MAY BE MONITORED BY STAFF TO ENSURE IT IS SCHOOL APPROPRIATE. STUDENTS ARE NOT PERMITTED TO TALK ON THE PHONE. HEADPHONES MUST BE USED TO KEEP AUDIO FROM DISRUPTING OTHERS.

Students are reminded that any medical issues must be reported to the nurse. Calling your parent to arrange an early dismissal without seeing the nurse is unacceptable.

Students are not permitted to photograph or record other students or staff members without their consent. Also, using cell phones to record, promote or initiate violence, bullying, harassment or other inappropriate behaviors will be handled as a 300 or 400 level infraction of the Code of Conduct, and will result in suspension and possible expulsion. In addition, these violations may be referred to our School Resource Officer who will determine if citations or criminal charges are warranted.

This policy is based on the trust that we have for Norristown Area Eagles to follow these guidelines. Those who are unable to follow these guidelines may have their cell phones confiscated and may permanently lose the ability to use their phones in school. School-wide failure to adhere to these policies and demonstrate maturity and etiquette will result in this policy change being reversed and a strict ban on cell-phone use in all areas will be enforced.



**NORRISTOWN AREA HIGH SCHOOL
CODE OF CONDUCT
HIGH SCHOOL
2021-2022**

The Pennsylvania Public School Code of 1949 (as revised) specifically charges the School Boards of the Commonwealth to establish reasonable rules governing the conduct and discipline of all pupils under the supervision of the School District.

The Code of Conduct of the Norristown Area School District is designed to meet that charge and to assist students, parents, teachers, administrators, the Board of School Directors, community agencies, including the police, and the community-at-large, in establishing and maintaining an environment which is personally safe, fosters an atmosphere of mutual trust and respect and allows all students to develop to their fullest potential.

The Code of Conduct governs the conduct and behavior of all students, Grade 9 through graduation, during such time as they are under the supervision of the School District, including the time required in going to and from their homes, and including the conduct and behavior of students while under the supervision of the School District at school-sponsored events, exercises, games, and programs.

District is reviewed periodically by a District Discipline Committee authorized by the Board of School Directors, and the revised Code is disseminated at the beginning of each school year.

As a school working in conjunction with the community, we are bound by a unique social contract to ensure all students are given the opportunity to succeed. Our mission is to educate all students to become responsible, thinking, creative, literate citizens who strive for personal excellence, function successfully and enrich society.

SCHOOL DISTRICT'S COMMITMENT

The Norristown Area School District makes the following commitments to our students and parents/guardians:

- Treat all students and parents/guardians with courtesy and respect.
- Communicate problems and concerns to the home in a timely manner.
- Treat discipline issues in an individual manner.
- Establish and maintain a positive learning environment for all.
- Enforce the Code of Conduct in a fair and equitable manner.
- Strive to help each student succeed.
- Utilize our school counselors to provide strategies and interventions intended to give students the opportunity to grow academically, socially, and behaviorally.



EXPECTED STUDENT CONDUCT

The best form of discipline is self-discipline. Students who exhibit the positive behaviors listed below will experience success throughout their school years and will have no need for the other aspects of the Code of Conduct.

- Respect the rights of all students and treat them with courtesy and respect. Be nice to each other!
- Treat all school employees (support staff, teachers, and administrators) with courtesy and respect and recognize that while in school the school employees assume the role of a parent/guardian.
- Obey all school rules and regulations and encourage others to do the same.
- Accept responsibility for the care and cleanliness of school property and encourage others to do the same.
- Attend school regularly, be on time for school and classes, complete all assignments, and always do their best.
- Communicate problems and concerns to the appropriate parties (teachers, counselors, administrators, and parents/guardians) in a timely manner.
- Accept the responsibility for their actions.

PARENTS’/GUARDIANS’ RESPONSIBILITIES

Parents/Guardians, as the primary teachers and disciplinarians of their children, can help to ensure their success in the following ways:

- Treat all school employees with courtesy and respect and insist that their children do the same.
- Insist that their children do their best and help them to do so.
- Insist that their children treat their fellow students with courtesy and respect.
- Accept responsibility, including financial responsibility, for the misdeeds of their children.
- Communicate their concerns with the appropriate school employees in a timely manner.
- Help their children understand appropriate school behavior and insist on that behavior.
- Insist that their children attend school daily and that they arrive on time.



EXPECTATIONS FOR ALL

- Demonstrate respectful behaviors for each other: staff, volunteers, students and family members.
- Embrace the principle that our schools are “No Place for Hate;” act to prevent or stop bullying.
- Acknowledge that as a multicultural community we can learn for each other.
- Build positive relationships with each other.
- Express with confidence that there is an expectation that all students will be successful.
- Assist every student in reaching his or her potential.
- Motivate each other through positive reinforcement and interactions.
- Inspire and support students to attend school every day on time.
- Accept responsibility for our actions and learn from our mistakes.
- Participate in collaborative problem solving conversations.
- Acknowledge and agree to observe district, building and classroom rules.

DEMERITS

A demerit is a mark made against a student’s record for failure to comply with the Code of Conduct. Demerits will be assigned along with other disciplinary consequences in the following manner:

Combined with Other Offense – 1 Demerit
Lunch Detention - 1 Demerit
Tier 1 Detention - 1 Demerit
Tier 2 Detention - 2 Demerits
Tier 3 Detention - 3 Demerits
Disciplinary Conference - 2.5 Demerits
Saturday Detention - 5 Demerits
ISS – 5 Demerits per Day
OSS (1-3 Day) - 5 Demerits per Day
OSS (3-10 Day) - 10 Demerits per Day

In addition, the following infractions will result in the student being given 1 Demerit per offense:

Tardiness to School



Dress Code Violations

Bounce Back - Students can remove demerits from their total by filling out a Bounce Back Form. Bounce Back Forms are available from lead teachers, counselors, and administrators. If a student completes five consecutive days following the guidelines of the program they can reduce their demerit total by 5.

School Service - A voluntary service that is approved by the school administration that a student can perform to have five demerits deducted from the student's school record.

Students who accumulate 20 demerits during an academic marking period will lose the privilege of participating in any extracurricular activities for the first 15 school days of the following marking period. Students who accumulate 20 demerits in the fourth marking period will lose the privilege of participating in any extracurricular activities from the start of the Fall athletics season to the first student day of the school year. Students with 75 or more demerits are prohibited from participating in any extra-curricular activities. For the purposes of this policy, extracurricular activities shall include any involvement in the following:

- ✧ Athletic games (students may practice with consent of their coach and the Athletic Director)
- ✧ Vocal and instrumental music program performances that are not a mandatory part of a curricular class
- ✧ Play and musical performances
- ✧ Student Government, Unidad, Blue and White, Young Scholars, etc
- ✧ Media center and tech crew
- ✧ Club meetings or other activities
- ✧ National Honor Society
- ✧ Field trips
- ✧ Proms and dances
- ✧ Spice Day
- ✧ Mr. Norristown
- ✧ Any other school related function

Students who pay for an extracurricular activity (dance ticket, field trip payment, etc.) are not guaranteed a refund if they are later deemed ineligible, as the school is often required to pay for each student's involvement in such activities well in advance of the actual event.

In addition,

- ✧ 15 Demerits = Student meeting with counselor/lead teacher/administrator
- ✧ 30 Demerits = Parent conference with counselor/lead teacher/administrator
- ✧ 45 Demerits = Possible Student Assistance Program referral
- ✧ 60 Demerits = Referral to the Comprehensive Student Support Team
- ✧ 75 Demerits = Possible referral to Alternative Education or an Approved Private School

DETENTION SCHEDULE

Tier 1 Detention: Morning

Tier 2 Detention: Lunch detentions

Tier 3 Detention: After school detentions

- Students may earn a detention based on accumulation of demerits, or a detention may be assigned immediately by the discipline office.



- Administrative detentions will be held on Tuesday, Wednesday, and Thursday
- All detentions will be held in Room 245 or another identified room
- Teacher/departmental detentions may be assigned at the discretion of the teacher

A list of rules will be posted in the detention room. Students are expected to bring enough work to keep busy during the entire length of the detention. Work must be completed in order for the detention consequences to be fulfilled.

Additional consequences for unexcused absence from detentions:

Unexcused absence from Administrative Detention = Tier 3 Detention
 Unexcused absence from Tier 3 Detention = Suspension

UNEXCUSED LATENESS TO SCHOOL

Student attendance is very important for academic success. Students who are repeatedly late to school will be subject to disciplinary action as follows along with possible academic penalties (see Attendance):

- The attendance office will record lateness and issue a pass for students arriving late to school
- All students arriving late should enter through the front of the building and report to the attendance office with the assistance of security.
- Any student that was in the building and is late to the first period of the day must report to the lobby to sign-in and get a pass to class
- Excessive lateness will be considered truancy
- Students who are in the building prior to the start of the day but fail to report to first period on time will be considered as cutting class, and will face discipline for that infraction.

Incident (per semester)	Consequence
1	Demerit Assigned
2	Demerit Assigned
3	Lunch Detention
4	Tier 1 Detention
5 and above	Exclusion from school until parental meeting with administration, possible Home and School Team referral, possible referral to truancy court, Tier 1 detentions

CATEGORY 1 OFFENSES

BEHAVIORS WHICH IMPEDE ORDERLY CLASSROOM ROUTINES, PROCEDURES OR LEARNING ENVIRONMENT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

BEHAVIORS	INTERVENTIONS INCLUDE ONE OR MORE OF THE FOLLOWING
<ul style="list-style-type: none"> • Disrespectful speech or action • Classroom disruptions • Unexcused lateness to class • Refusing a reasonable request • Failure to cooperate or act in an 	<ul style="list-style-type: none"> • Verbal redirection • Parent contact/conference • Contact IEP case manager • Referral to counselor (counselor will document in student notes)



appropriate manner <ul style="list-style-type: none"> Disobedience of school rules 	<ul style="list-style-type: none"> Special assignments Restorative Practices Teacher detention (up to 30 minutes in length) Conference w/ student, teacher and lead teacher and/or administrator Contact with coach or extracurricular sponsor
--	---

CATEGORY 2 OFFENSES

Code	Description of Behavior	Interventions/Consequences
200	Excessive behaviors that impede orderly classroom procedures	Lead teacher/administrator will implement one or more of the following: <ul style="list-style-type: none"> Meeting with Lead Teacher or Administration Administrative Detention Restorative Practices Conference w/ student & lead teacher, AP, counselor, and/or teacher Conference with School Resource Officer Parent conference Youth Court Comprehensive Student Assistance Program referral – CSAP OSS 1-3 days Loss of Privileges Restitution Community Service Confiscation of Items Administrative Hearing
201	Failure to correctly identify one's self	
203	Pushing/Shoving/Play Fighting	
204	Cutting class	
205	Leaving class or assigned area of school without permission	
209	Obscene conduct or profane speech	
210	Verbal or physical harassment	
213	Threatening another student	
219	Unsafe acts	
221	Possession of over the counter medications during school hours	
222	Forgery	
223	Refusal to turn over electronic device to lead teacher or administrator	
224	Recording with electronic device	
225	Refusal to follow directive from staff member, flagrant disobedience	
226	Cutting Detention	
ST50	Possession, Use or Sale of Tobacco	

Prior to submitting a Category 2 referral to the discipline center, teachers must contact parent/guardian

CATEGORY 3 OFFENSES

Code	Description of Behavior	Interventions/Consequences
300	Excessive category 2 infractions	Lead teacher/administrator will implement one or more of the following: <ul style="list-style-type: none"> Restorative Practices Conference with School Resource Officer Parent conference Youth Court Comprehensive Student Assistance Program referral – CSAP Loss of Privileges Restitution Community Service Substance Abuse Classes
306	Extortion	
308	Jeopardizing safety of self/others	
310	Inciting Category 3 misbehavior of another student	
313	Tampering with a teacher's paper or electronic grade book	
324	Violating the district's Acceptable Use Policy for Networks, Internet, and Computers	
ST01	Simple Assault of a Student ++	
ST13	Obscene and other sexual materials and performances	
ST14	Sexual Harassment ++	
ST15	Racial/Ethnic Intimidation ++	
ST16	All Other Forms of Harassment/Intimidation ++	
ST17	Fighting ++	
ST18	Minor Altercation	



ST22	Threatening School Official/Student	<ul style="list-style-type: none"> • Aggression Replacement Counseling • OSS 1-3 days • OSS 3-5 days, Hearing • OSS 10 days, Hearing • Expulsion • Police Involvement
ST25	Theft ++	
ST27	Bullying ++ (see NASD Policy 249)	
ST32	Vandalism – Damage or destruction of property	
ST38	Disorderly Conduct ++	
ST51	Cyber harassment of a Child ++ (see NASD Policy 249)	

++ A second offense will be considered an expellable offense

CATEGORY 4 OFFENSES

The following offenses will result in 10 days OSS with an administrative hearing and a recommendation to Central Office for expulsion. Other actions may be recommended once a full investigation has been completed. The principal or designee shall offer to hold the hearing within the first five school days of the suspension. Additional information regarding an Expulsion may be found in the Suspensions and Expulsions section of the Code of Conduct.

These offenses are likely to result in law enforcement involvement.

Code	Description of Behavior
400	Continued, repeated, or combinations of Category 1, 2, and/or 3 infractions
406	False fire alarm/misuse of fire safety equipment
407	Risking a catastrophe, includes but is not limited to any offense that results in the real or potential injury to bystanders including employees
412	Striking, punching or causing injury to an employee while in the process of committing another offense regardless of intent
413	Inciting another student to commit a category four offense and/or inciting a non-student to commit a criminal act within school jurisdiction
414	Failure to submit to a reasonable suspicion alcohol or controlled substance test
424	Violating the district's Acceptable Use Policy for Networks, Internet, and Computers
ST02	Aggravated Assault of a Student
ST03	Simple Assault of Staff
ST04	Aggravated Assault of Staff
ST31	Arson
ST33	Criminal Trespass
ST34	Rioting
ST35	Bomb Threats
ST36	Terroristic Threats (excluding bomb threats)
ST37	Failure of Disorderly Persons to Disperse
ST47	Possession/Use/Under the Influence of a Controlled Substance
ST48	Sale/Distribution of a Controlled Substance
ST49	Sale/Possession/Use/Under the Influence of Alcohol
ST39 to ST46	Possession of a weapon, regardless of intent, or an object used as a weapon. The term weapon shall include but not be limited to any knife, regardless of the length of the blade, cutting instrument, including box cutter or utility knife, nunchaku stick, brass or metal knuckles, firearm (loaded or unloaded), shotgun (loaded or unloaded), rifle (loaded or unloaded), BB or pellet gun (loaded or unloaded), look-alike gun, including toy guns, chemical agent, including mace and pepper spray, explosive device, including fireworks, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.



All codes that begin with "ST" are state mandated Safe Schools reporting codes and require a formal incident report to be submitted to the Superintendent's Office. Any behavior that constitutes an offense not listed in this document that is a PA Safe Schools violation or a violation of the Pennsylvania Crimes Code shall be considered a Category 4 violation of this Code of Conduct.

LAW ENFORCEMENT OFFICIALS

The following procedures will govern the interactions between students under the supervision of the School District and the police.

Notification of Parents

1. Parent notification will be attempted by school officials prior to the police questioning a student who is a witness in an investigation.
2. Police officials will make parental contact when custodial detention, arrest, or search (by the police) is required.

Requests for Police Action

1. School officials may request immediate police action in certain instances. Police officials will pursue steps to authorize arrest and/or detention of a student as they deem appropriate.
2. An Incident Report will be completed and forwarded to the appropriate police department and the Superintendent for all cases wherein immediate police action has been requested within two working days of the incident.

INFORMATION FOR STUDENTS WHO ARE THE VICTIMS OF A CODE OF CONDUCT OFFENSE

1. Students who are victims of Horseplay Resulting in Injury (203), an Assault (304, 402), Unlawful Harassment (305), Bullying (315), or Sexual Assault (409), may elect to file charges directly with the police department or jurisdiction. The school will provide the police with the pertinent information regarding the offending student upon their request. Please note that legal action against the offending student cannot be taken if the victim does not file charges.
2. In cases where the victim seeks to obtain restitution of losses, such as Damage or Destruction of Property, Vandalism, or Extortion it may be necessary for the victim to file charges directly with the police. School officials will communicate this information to the victim on a case by case basis.

Testing For Alcohol and Controlled Substances

Article 1. Student Prohibitions:

- 1.1 No student shall report to, attend or participate in school or any school district function or activity: (i) while having an alcohol concentration of 0.02 or greater; (ii) while possessing alcohol; (iii) while using alcohol; or (iv) while under the influence of alcohol.



1.2 No student shall report to, attend or participate in school or any school district function or activity when the student uses or has used any controlled substance when the use of the controlled substance is verifiable by testing based on reasonable suspicion formulated under this policy at school, while the student is coming to or going from school, at or participating in any school district function or activity, or while the student is coming to or going from any school district function or activity;

1.3 No student shall refuse to submit to a reasonable suspicion alcohol or controlled substances test required under this policy, or a follow-up alcohol or controlled substances test required under this policy.

Article II. Duties of Students:

2.1 Students shall comply with all mandates and prohibitions contained in this policy.

2.2 Students shall cooperate fully with all required testing and shall immediately report to all required testing as directed. Refusal to submit to an alcohol or controlled substances test includes, by way of example, and not limitations: (1) a student's failure or refusal to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirements for breath testing in accordance with this policy, (2) a student's failure or refusal to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with this policy, or (3) a student's conduct that clearly obstructs the testing process.

Article III. Consequences for Students Engaging in Substance Use-Related Conduct:

3.1 Consistent with legal and constitutional requirements, as well as other applicable policies of the School District, a determination shall be made as to the appropriate disciplinary actions, if any, to be imposed upon any student who violates any of the prohibitions or mandates set forth in this policy. Nothing in this policy shall be construed to limit the authority of the School District to impose discipline, including suspension or expulsion, as it shall determine so long as the student's legal and constitutional rights are respected.

Article IV. Reasonable Suspicion Testing:

4.1 A student shall be required to submit to an alcohol and/or controlled substances test when any School District employee trained to determine whether there is reasonable suspicion has formed reasonable suspicion that the student is using or has used alcohol or controlled substances in violation of the prohibition or mandates of this policy. The determination that reasonable suspicion exists to require a student to undergo testing must be based on articulable observations concerning the appearance, behavior, speech, or body odors of the student. The observations may include indications of the chronic and withdrawal effects of controlled substances. Reasonable suspicion as to alcohol use may be based only on observations during school, coming to or leaving school, at or participating in School District activities or functions, or coming to or leaving School District activities or functions.

4.2 The Superintendent or his/her designee shall designate those School District administrators and employees who shall obtain necessary training that covers the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. Only those so trained are permitted to make the determination that reasonable suspicion testing.



4.3 Reasonable suspicion testing may not be performed by the individual who made the determination that there was reasonable suspicion for the testing.

4.4 A written record shall be prepared and maintained setting forth the basis and observations for the reasonable suspicion leading to the testing. With respect to suspicion related to controlled substances, such records shall be made and signed by the administrator or employee who made the observations within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

Article V. Testing Protocols:

5.1 The School District shall use the alcohol testing and drug testing protocols set forth in 49 C.F.R., Part 40. The Superintendent or his/her designee is hereby granted the authority to take action necessary to:

- (a) train administrators and other employees with respect to what constitutes reasonable suspicion
- (b) arrange for urine collection, testing and confirmation in accordance with the protocols set forth in 49 C.F.R., Part 40.
- (c) arrange for proper creation, maintenance and dissemination of records pertaining to drug and alcohol testing of students.

Article VI. Miscellaneous Matters:

6.1 The Director of Special Services shall be the School District's representative for purposes of receiving and handling alcohol and drug test results. Those results shall be handled in a confidential manner.

6.2 The Principal or his/her designee shall advise a student of the results of tests if the test results show an alcohol concentration in excess of 0.02 or are verified as positive in the case of controlled substances. The student shall be advised which controlled substance or substances were verified as positive. The Principal or his/her designee shall

- (1) make reasonable efforts to contact and request each student *who* submitted a specimen under this policy, regardless of the student's status, to contact and discuss the results of the controlled substance test with a medical review officer *who* has been unable to contact the student, and
- (2) notify within twenty four (24) hours the medical review officer that the student has been notified to contact the medical review officer

6.3 The Director of Special Services shall develop and implement procedures for the preparation, maintenance, retention and disclosure of records.

6.4 The Director of Special Services shall recommend the actions necessary to insure that the School District can perform the testing described in this policy and has the services of a qualified medical review officer, a qualified substance abuse professional, and a certified laboratory.



6.5 Applicability of Policy. This policy applies to all students of the School District during the time that they are under the supervision of the School District, coming to or going from school, attending school, coming to or going from any School District function or activity, attending any School District function or activity, or participating in any School District function or activity.

6.6 Definitions:

(a) For purposes of this policy, the term “under the influence” means the student’s: (i) speech is slurred; (ii) gait or mobility is impaired or diminished; (iii) physical movements are impaired or diminished; or (iv) concentration and/or responsiveness is impaired or diminished.

ATTENDANCE

Please refer to page 8 in the “N” Book, the NAHS student handbook, for attendance procedures.

DRESS CODE REQUIREMENTS

Please refer to page 28 in the “N” Book, the NAHS student handbook, for dress code requirements and expectations.

SUSPENSIONS AND EXPULSIONS

Exclusions from School

A. Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of from one to ten consecutive school days.
 - a. Suspensions may be given by administrators or person in charge of the public school.
 - b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - c. The parents and the Superintendent of the District shall be notified immediately in writing when a student is suspended.
 - d. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8(C).
 - e. Suspensions may not be made to run consecutively beyond the ten school-day period.
 - f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments, within guidelines established by the Board of School Directors.

2. Expulsion is exclusion from school by the Board of School Directors for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require



a prior formal hearing in accordance with the procedures of 12.8 on hearings.

- B. During the period of the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his or her normal class except as set forth in subsection (c).
- C. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten school days provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include some home study.
- D. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled and must be provided an education.
 - 1. The initial responsibility for providing the required education rests with the student's parents or guardian, either through placement in another school, tutorial or correspondence study, or other educational program approved by the District's Superintendent.
 - 2. If upon written evidence, but in no event longer than 30 instructional days, the parents or guardians are unable to secure an approved educational program, the student's School District has the responsibility to make some provision for the child's education
 - 3. If the approved educational program is not complied with, the School District may take action in accordance with Chapter 63 the provisions of Juvenile Act to ensure that the child will receive a proper education. (42 Pa. C.S. No. 6301-6308)

Exclusion from Class(es)-In-School Suspension

- A. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- B. Communication to the parents or guardian shall follow the suspension action taken by the school.
- C. When the in-school suspension exceeds ten consecutive days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the eleventh school day in accordance with the procedures in 12.8 (relating to hearings).
- D. The student's School District has the responsibility to make some provision for the student's education during the period of the in-school suspension.

Hearings

- A. Education is a statutory right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.



- B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized Committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a Committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.
1. The following due process requirements are to be observed with regard to the formal hearing.
 - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - b. At least 3 day's notice of the time and place of the hearing must be given.
 - c. The hearing shall be held in private unless the student or parent requests a public hearing.
 - d. The student has the right to be represented by counsel.
 - e. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
 - f. The student has the right to request that any such witnesses appear in person and answer questions to be cross-examined.
 - g. The student has the right to testify and present witnesses on his own behalf.
 - h. A record must be kept of the hearing, either by a stenographer or by audio recorder. The student is entitled, at the student's expense, to a copy of the transcript. A copy shall be provided at no cost to a student who is indigent.
 - i. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties.
 2. Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
- C. Informal Hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or show why the student should not be suspended.
1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
 2. The following due process requirements are to be observed in regard to the informal hearing:
 - a. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - b. Sufficient notice of the time and place of the informal hearing shall be given.
 - c. A student has the right to question any witnesses present at the hearing.
 - d. A student has the right to speak and produce witnesses on his own behalf.
 - e. The District shall offer to hold the informal hearing within the first 5 school days of the suspension.