

Sharon Middle/High School  
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**Administration:**

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**Principal's Message**

This planner is designed as a handy reference to help you and your parents recognize and understand the general operating procedures and discipline code of the Sharon/Middle-High School, as well as to provide you with a daily planner. Utilize this planner to help organize your school work. Keep it up to date, record your assignments, keep track of your grades.

This Planner will also be used as your hall pass. Teachers will sign your planner in the appropriate area for hall privileges. You must have your planner in your possession at all times.

Planners should be kept intact. Any planner with cover or pages removed will be considered unusable and you will be required to purchase a new planner.

<p><b>PREFACE</b></p>
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This handbook includes many rules, regulations, and suggestions which are designed to make Sharon Middle/High School a safe and pleasant place for students to attend, ultimately ensuring that each student is given the opportunity to receive a quality education in a disciplined atmosphere.

The rules and regulations that apply to the school day are also applicable to school-sponsored activities such as athletic events, club meetings, field trips, drama productions, musical concerts, and dances.

**Students found in violation of these rules at any school activity or on school property will be disciplined as though they were in the school building during the regular school day.**

It is the Sharon City School District Administration's desire that you study this handbook, become familiar with its contents, and insist that your children abide by all the rules and regulations set forth.

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## THE PHILOSOPHY OF RESPONSIBILITY AND TIME OUT

The primary purpose of time-out is to **TEMPORARILY** remove the student from a problem situation. The message is, "We need to work this out." The atmosphere of the "responsibility room" should be positive and non-coercive to increase the likelihood that the student will evaluate the behavior that he/she is choosing and learn that he/she is responsible for his/her choices. Ultimately, staff will help these students to develop the skills to make more effective choices.

Time-out should be a comfortable place (desk/chair) for the student to calm down, think about the situation, and to develop a plan to return to class. Time-out is most effective when it is structured to break momentum, evaluate the situation and formulate an action plan.

The plan that the student develops should include the positive behavior that he/she will exhibit upon returning to class. The plan is to include only what the student is willing to do which avoids future excuses such as "the teacher didn't do what he/she was supposed to."

The length of time that a student spends in time-out is up to the student. A minimum time may be set to avoid further disruption, but ideally the student returns to class when he/she has written a plan to correct the behaviors. The intent is to keep the student in class, not to deny him/her an education. Also, the problem should be worked out with the classroom teacher, whenever possible.

## STUDENT GUIDELINES AND PROCEDURES

*Printed below is a copy of the Sharon City School District's Attendance Policy. It is our wish that you review this policy, carefully paying attention to the section, "Excessive Absence."*

### **ATTENDANCE : ABSENCE AND TRUANCY**

Regular attendance is necessary to ensure the continuity of the educational process. Students who develop poor attendance habits may be causing themselves problems that will affect their lives for many years. Few employers will hire or retain employees who are excessively absent or tardy.

1. Absence (here defined as):
  - a. Non-attendance in school
  - b. Non-attendance in an individual class;
  - c. Any Combination of tardiness to school and early dismissals will be counted as absences. Certain school-related activities, such as field trips, office and guidance appointments, athletic contests, etc., are exempt from these regulations.
2. Excused absences include the following:
  - a. Illness
  - b. Critical family illness
  - c. Pre-arranged doctor and dentist appointments
  - d. Authorized school activities
  - e. Death in the family
  - f. Educational trips (maximum of five days; must have prior administrative approval)
  - g. Required court attendance

- h. Religious holidays
- i. College visitations (seniors only) with prior administrative approval limit of five (5).

### **ATTENDANCE CONTINUED**

- 3. Illegal absence is defined as : Any absence not classified as excused for students of Compulsory school age (16 years of age and younger)
- 4. Unexcused absence defined here as: Any absence not classified as excused for students not of Compulsory school age (pre-school, kindergarten, and 17 years and over)
- 5. Truancy (here defined as): Being absent from class or classes, or being absent from the building during some part or all of the school day without permission from an authorized school official or the student's parent/guardian.

#### **Illegal and/or unexcused absences include but are not limited to:**

Unspecified Family Emergency  
"Out of Town"  
Personal Business  
Over-sleeping  
Non-immediate family medical procedures

- 6. On the morning following an absence, the student must bring to school a written statement from the parent/guardian stating the exact reason for the absence. This statement should include the student's name, grade, date of absence, the specific reason for the absence, working phone number and the parent's signature. **If no parental excuse is given to a school official within three school days, the student will be marked illegal (16 and under) or unexcused (17 and over).**
- 7. The parents/guardians of any child, 16 years old or under, that has been illegally absent from school for three (3) days shall be served an Official Notice of Second Offense Action.
- 8. A criminal complaint will be filed with the district magistrate on the sixth illegal absence. A formal Truancy Elimination Plan will be completed by the Districts Attendance Officer.
- 9. The school is justified in requiring a statement from medical authorities for any illness.
- 10. Make-up work for extended absences must be arranged immediately upon return to school and completed within a reasonable time frame established by the teacher. However, student work may be coordinated through the guidance office and completed during extended absences and/or out-of-school suspensions exceeding three (3) school days. This shall include a timely manner to make up any assessment. If a student is aware of a scheduled exam in advance they may be required to complete the exam on the assigned day regardless of an absence.

### **EXCESSIVE ABSENCE**

**A student who has thirty (30) or more class absences for a year-long course, fifteen (15) or more class absences for a semester course shall be ineligible for credit without winning an attendance appeal.**

### **ATTENDANCE APPEAL**

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeal Committee after all records including physician's excuses are submitted to the appropriate grade level administrator. The Appeal Committee will consist of an administrator, attendance Officer, Guidance Counselor and a classroom teacher who will determine whether the student's absences or tardies were legitimate. If the committee so determines, the student may be granted a waiver.

**Any absence that occurs in the first semester MUST have all excuses submitted to the main office no later than start of the second semester. No excuse for the 1<sup>st</sup> semester will be accepted after the start of the 2<sup>nd</sup> semester.**

**Any absence that occurs in the 2<sup>nd</sup> semester MUST have the excuse submitted no later than June 1<sup>st</sup> or it will not be accepted.**

**It is the responsibility of the student and parent/guardian to submit these excuses in a timely manner.**

#### **ENTRANCE TO THE BUILDING AND CLASSROOM**

1. The main entrance to the building will open at 7:15 a.m. All walking students are to enter the building through the front doors only.
2. CPAS students must enter and exit through the Forker Street doors near room 208. They are not permitted in the school after hours except for assigned duties and extracurricular activities.
3. Upon entering the building, all students are to report to the Commons Area. Student dismissal will be directly from the 11th period class. Although scheduled classes end at 3:00 p.m., school hours run from 8:00 a.m. to 3:30 p.m. Students may be required to remain until 3:30 p.m. to fulfill obligations to teachers.
3. Seventh and eighth grade students are not permitted on the second and third floors of the building except for specific assignments, and in no case, prior to first period or following dismissal.
4. Ninth, tenth, eleventh, and twelfth grade students are not permitted on the first floor except for specific classroom assignments, and in no case, prior to dismissal.
5. No student is to seek entrance to his/her first period class prior to the 7:50 a.m. bell.
6. Students assigned to "in school suspension" (ISS) are not permitted in the main school building. ISS hours are 8:30-3:30PM.

#### **TARDINESS**

1. **A pupil is tardy if he/she is not in his/her first period class by the 8:00 a.m. bell.**
2. Students who enter the building after 8:00 a.m. are to report to the commons where their tardiness will be recorded.
3. An administrator or attendance officer will assign a penalty that is consistent with school policy.
4. Students who enter classes late during the day shall be detained by the class teacher after school dismissal to make up time lost unless the reason for being late is excusable.
5. A student who is late to class due to tardiness caused by the teacher of the preceding class should request from that teacher an admission slip to the succeeding class before leaving his/her classroom.

#### **EXCUSALS FROM SCHOOL DURING THE DAY/MEDICAL APPOINTMENTS**

1. Students who wish to be excused from school during the day must present a written request to the office signed by their parents or guardian prior to 7:50 a.m. Excuse slips are then issued which will allow students to leave the building. Excuse slips must be recorded and left at the office before leaving the building. Phone calls to have a student dismissed will not be honored due to safety concerns.

**IMPORTANT:** All pupils are to leave the building by the main exit near the office. If going to a doctor or dentist, a slip from the doctor's office must be turned in to the front office the following day. The medical excuse must include the patient's name, date

and time of and departure time from the appointment. The school reserves the right to confirm all early dismissal requests.

1. Students reporting to school late due to a medical appointment must bring a medical excuse to the office with the departure time on it.
2. Students who become ill during the day should obtain a hall pass to go to the health room. If the school nurse deems it necessary that an ill student be excused from school, she will issue an excuse slip to any such student. *Students should not go to the restroom when ill; to do so will constitute a class cut.*

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at the end of each nine-week period of school and are the official record. Issuing dates are listed on the school district calendar. Student progress reports are issued at the mid-point of each nine-week period. In addition, unofficial Student progress may be monitored on Tyler. New students will be provided access codes as part of the enrollment process. If there is a question about a grade the student must contact the teacher.

### **CHANGE OF SCHEDULE**

1. Schedule changes will only be made to correct scheduling errors.
2. No subject may be dropped without office approval.

### **TRAFFIC REGULATIONS**

1. Students are asked to carefully follow all traffic regulations for pedestrians and motorists. Students not practicing safe driving will have their driving privileges suspended/revoked.
2. Sharon Middle/High School's and Case Avenue Elementary school's parking areas are reserved for the administration, faculty and visitors.
3. All students must register for a hang tag to be permitted to park in the student lot on North Myers Avenue. Hang tags must be attached to the rear view mirrors on their vehicles.
4. Student parking is not permitted along the driveways behind the cafeteria, near the entrances to the gymnasium, nor in the back of the auditorium. Student parking is only permitted in the student lot located on North Myers Avenue or on the street in accordance with the city's parking requirements.
5. Any student vehicle in an unauthorized area is subject to a parking citation and being towed at the owner's expense.

**\*Parking Spots numbered 15-27 in the N. Myers lot are reserved for faculty and staff. Any student vehicles in these spots are subject to being towed. ALL OTHER SPOTS IN THIS LOT ARE OPEN FOR STUDENT PARKING.**

### **RALLIES, ASSEMBLIES, FIRE DRILLS, SAFETY DRILLS**

All students must move quickly and quietly with their assigned groups in accordance with regulations dealing specifically with those events. These regulations will be announced by individual teachers.

### **LIBRARY**

1. The library is well-equipped and is always ready to serve students. Pupils may go there for reference work if they have secured a pass from their classroom teacher to do so.

2. The library is to be used for reference and research only.

## **SECURITY**

1. Students should not bring large sums of money or other valuables to school with them. If it becomes necessary, they should check such valuables in the principal's or physical education teacher's office until needed and not place them in their lockers. **The District is not responsible for any valuables reported "missing" from any locker.**
2. Students are responsible for locking their hall and physical education lockers, and should not share their lock combinations with anyone.
3. The lockers are the property of the school. It is the responsibility of each student to keep the assigned locker clean by treating the Facility with respect. If a locker malfunctions, it will be repaired upon reporting the problem to the main office. Any change in locker assignment will be made by a principal.
4. **Lockers are subject to inspection by authorized persons at any time.** Students should not have an expectation of privacy in school lockers.
5. The district reserves the right to search any area of the school at any time including the parking lot. This includes the use of a drug dog.
6. Foodstuffs, perishables, etc., are not permitted in lockers for a period longer than a school day.
7. Personal locks are not permitted on hall lockers. Any personnel lock found on a school locker will be cut off.
8. No student, other than the one to whom the locker is assigned, is permitted access to an individual locker. Sharing of lockers is prohibited.
9. Students have no option as to the location of their lockers.
10. Students are only permitted to visit lockers before 1st period, before lunch, after lunch and at dismissal.

## **TOBACCO/ALCOHOL/CONTROLLED SUBSTANCES**

Smoking or carrying cigarettes or other tobacco products, including vapor pens and/or e-cigarettes, and ingesting or carrying intoxicating beverages or other classified substances and/or look-alikes on school property is forbidden. Members of the faculty are authorized to enforce this regulation. The discipline policy regarding these issues will be stringently enforced as a level II—III offense.

## **DRESS CODE**

The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the Sharon community.

This dress code policy shall be in effect during the regular school year.

## TOPS

### Permitted:

Tops are permitted in the following solid colors: **orange, black, white, and gray.**

All tops must be worn with a collar (aside from Tiger Wear tops exceptions). Polo-style shirts with a collar, oxford shirts with a collar, dress shirts with a collar, turtlenecks, and mock turtlenecks are permitted. Sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared, mock-turtleneck, or turtleneck shirt.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt. All shirts must have sleeves including short sleeve, cap-sleeve, three-quarter length, and long sleeve.

A manufacturer's logo/emblem is permitted on tops as long as the logo/emblem is no bigger than a 2-inch by 2-inch square.

Undergarment shirts must not go below the mid-thigh area in length and must be worn in the approved solid colors (orange, black, white, gray).

All shirts must have finished seams, including sleeves, collars and shirt sides.

Students are not required to "tuck-in" tops. All tops must not go below the mid-thigh area in length. Students must wear clothes that fit.

### Prohibited:

Hooded tops or "hoodies" are prohibited. Hooded tops or "hoodies" may be worn as outerwear but must be placed in lockers upon arrival to school. T-shirts and sweatshirts of any kind are not permitted (aside from Tiger Wear tops exceptions).

Outerwear/outdoor clothing is not permitted once classes begin.

Sports style fitted tops (Under Armor type) may not be worn singularly.

Wearing an oversize/draping shirt hanging at the knee area, touching the knee or below the knee is strictly prohibited.

Tops which expose the midriff, or waist/belly button/stomach area are strictly prohibited.

### Permitted:

## TIGER WEAR TOPS

Although all other t-shirts and sweatshirts are prohibited, **school-sponsored** crewneck t-shirts (short sleeve, long sleeve and three-quarter length) and crewneck sweatshirts are permitted. These **school-sponsored** crewneck t-shirts and sweatshirts are considered as "**Tiger Wear,**" which is defined as a spirit wear shirt affiliated with Sharon Middle/High School and/or Sharon Elementary Schools. Examples of Tiger Wear shirts include the following: spirit wear tops affiliated with the school PTO, spirit wear tops affiliated with school-sponsored athletic programs, spirit wear tops affiliated with the instrumental band, orchestra, and vocal music school-sponsored programs, and spirit wear tops affiliated with school-sponsored clubs. In addition, spirit wear crewneck t-shirts and sweatshirts purchased from local stores or merchants that display an affiliation with Sharon Middle/High School and/or Sharon Elementary Schools are permitted but must meet all dress code regulations (i.e. colors, neck line, fabric, etc.). It is strongly recommended that all groups seek pre-approval for Tiger Wear Tops prior to any sale to ensure that they comply with this policy. Tops sold that do not comply may not be worn as part of the student's dress apparel.

All Tiger Wear tops must be in the following colors, including embroidery/silk screens/etc., orange, black, white, and gray. Tiger Wear tops in color combinations of orange, black, white, and gray are permitted.



The logo/emblem size restriction does not apply to Tiger Wear tops but must meet all other dress code regulations (i.e. colors, neck line, fabric, etc.). However, Tiger Wear sweatshirts with hoods and/or pockets and sweatshirt “hoodie” jackets are still excluded.

## **BOTTOMS**

### **Permitted:**

Bottoms are permitted in the following colors: **black, gray, and khaki** and must be solid in color. Pants can be pleated or straight with no more than four pockets. Corduroy pants, dress pants, and shorts which are not shorter than two inches from the top of the knee are permitted. In addition to these choices, capri pants are also permitted, but limited in color to those outlined above.

Students are not required to wear a belt with bottoms. **All** bottoms must be worn at the waist. *The waist is defined as the area between the bottom of the rib cage and top of the hip bone.*

All bottoms including, skirts, skorts, shorts, jumpers, and dresses must have a finished hem.

### **Prohibited:**

Denim (jeans) of any type is prohibited. Cut-offs or holes of any kind are not permitted in bottoms. Students are not permitted to wear yoga pants, pajama bottoms, pajama bottom-style pants, athletic style pants and shorts, Jeggings of any type, or sweat pants/jogging pants and sweat shorts, which includes fleece, cotton, nylon, spandex and velour. Additionally, bottoms of any style made with stretch knits, flannel, fleece, velour, or spandex are not permitted.

Wearing bottoms which expose skin or undergarments or wearing oversize/draping baggy style pants to create a “sag” look is strictly prohibited.

## **HOSIERY**

### **Permitted:**

1. Leggings, tights, leotards, etc. are permitted but limited in color to solid black, orange, white, gray, and khaki AND MUST be worn under an approved style bottom (shorts, dress, skirt, etc...)
2. Socks of various colors are permitted.

### **Prohibited**

1. Fishnet or ripped-up stockings are not permitted.
2. **Jeggings of any type, color or style.**
3. Knee socks are not to be pulled up past the knee area.

## **DRESSES/JUMPERS AND SKIRTS/SKORTS**

1. All dresses must have a collar and sleeves or be worn with an approved top. All jumpers must be worn with an approved top.
2. Dresses and jumpers must be no shorter than two (2) inches from the top of the knee.
3. Dresses, jumpers and skirts/skorts must be one of the following solid colors: orange, black, white, gray, or khaki.
4. The hemline on skirts, skorts, dresses and jumpers must be no shorter than two (2) inches from the top of the knee.

## FOOTWEAR

### **Permitted:**

Students are **required** to wear any style of “closed toe” footwear, made of canvas, plastic, rubber, leather, fake/faux leather or leather-like synthetic compound with either a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals. Footwear may have a back or be “backless” in nature. Boots may extend no higher than the bottom of the knee.

### **Prohibited:**

“Open toe” footwear is strictly prohibited. Slippers and flip flops of any kind (leather, transparent plastic, rubber, wood, etc.) are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot. Shower shoes are strictly prohibited. Shower shoes are defined as those meant to be used near pools, bathrooms, or other wet places, and are made of plastic or rubber.

Shoes with wheels (“heelies”) are strictly prohibited.

## DRESS CODE EXCEPTIONS

Exceptions to the dress code shall include the following:

1. Students participating in a nationally-recognized youth organization (such as Girl Scouts and Boy Scouts) may wear their uniforms on those days such organizations have a scheduled function.
2. Athletic team representation such as game day jerseys/uniforms (uniform skirts that do not meet the minimum length requirement are **not permitted** during the regular school day. In addition, cheerleading shells (vests or tops) cannot be worn singularly but must have a dress apparel approved top underneath.). Sharon Tiger and Colt football and cheer squads are permitted to wear their uniform tops each Friday during their season.

Other exceptions are made only upon the prior approval of the Building Principal. Such exception requests must be made in writing at least 24 hours in advance where practicable and must include a reason/explanation for the request.

## RELIGIOUS EXEMPTIONS

Requests for exemptions from the dress code based upon one’s religion or religious beliefs must be made at least 24 hours in advance where practicable in writing to the Principal including an explanation of why the religion/religious belief prevents compliance with the dress code.

## GENERAL

All clothing is to be clean and neat.

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school that disrupts the learning environment, or infringes upon the rights of others.

All clothing must be of appropriate size and fit neatly. Any clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, and form-fitting tops or bottoms, is not permitted.

## **HAIR**

Hair is to be clean and neatly groomed.

Hair color, including highlights, must be within the spectrum of color that hair grows naturally, such as shades of blonde, black, auburn/red, and brunette.

Mohawks, long spikes, and other extreme hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted.

**Hair must not be worn in a way which obstructs the natural vision from student or staff members.**

## **JEWELRY AND ACCESSORIES**

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two or three finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

No head coverings are permitted. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering. Combs, rakes, or picks should not be worn in the hair. Exception requests, including those based upon religious beliefs or medical reasons, must be made in writing to the school principal along with an explanation of how the religious belief/religion prevents compliance with the ban on head coverings at least 24 hours in advance where practicable.

Items must be used to hold one's hair back or to keep one's hair out of their eyes. Items cannot be worn as a headband and just around the forehead. A bandana cannot be worn as a headband under any circumstance.

Body piercing (other than permissible types of ear piercing) and displaying jewelry in areas such as the nose, eyebrows, lips and tongue are not permitted. Other than in the ears, no clear studs to maintain a piercing are permitted.

"Gauging" or stretching of the mouth/lips/and/or earlobe as well as the following types of earrings, ear/body jewelry, and ear/body piercing are not permitted: flesh tunnels, flesh plugs, ear/lip stretchers, ear/lip expanders (gauges), and similar ear/lip stretching devices or jewelry.

Students may not wear tinted glasses, or sunglasses. Decorative contact lenses are not permitted.

Gold teeth or grills of any type are strictly prohibited.

## **GANG-AFFILIATED ATTIRE/ACCESSORIES**

A "gang" as defined in this policy means any organization, association, or group of three or more which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption of a class, activity, program, or other function of a school.

Any gang attire, symbols, signs, tattoos, hairstyles, or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang are prohibited. Gang related attire/accessories include but are not limited to the following:

- Bandanas or any article of clothing bearing gang symbols, names, initials, insignias, or anything else that signals gang affiliation;

- Students rolling up one pant leg;
- Long bulky chains and necklaces, gang-styled belt buckles, or large oversized pendants on necklaces and chains; and
- Draping articles of clothing, towels, or other objects out of pant pockets or over the shoulder or neck area.

As gang styles and clothing continually evolve and change, additional styles and apparel may be considered gang-affiliated, as identified in consultation with School Officials and law enforcement authorities.

**VIOLATIONS**  
**Grades 7-12**  
**(Sharon Middle/High School)**

**First Offense:**

1. The student shall be given an opportunity to correct the infraction in school either by obtaining appropriate clothing on his/her own or from the nurse's office.
2. If the student is unable to correct the infraction in school, an attempt shall be made to contact the student's parent/guardian to request that appropriate clothing be brought to the school so the student may be in compliance with the Dress Code. The student shall wait in the Alternative Education Placement (AEP) program until apparel changes are made.
3. If the student's parent/guardian cannot be reached or is unable/unwilling to deliver appropriate clothing to the school, the student shall be placed in the AEP program for the balance of the school day with instructions to report the following day dressed appropriately.

**Second Offense:**

Assigned Saturday detention.

**Subsequent & Chronic Offenses:**

The student will be assigned a period of suspension.

**ELECTRONIC DEVICES**

No radios, compact disc players, or cameras, cell phones, pagers and/or handheld devices, etc., are not to be on students' possession after 7:50 am. It is the expectation that all electronic devices are to be kept in the students' locker or submitted to the front office prior to school for safe keeping until the end of the day.

1st offense—device will be confiscated by school authorities, one (1) night detention will be given and the item will be returned to student at end of school day.

2nd offense—device will be confiscated by school authorities, a Saturday detention will be given and a parent will have to pick up the device.

3<sup>rd</sup> offense - device will be confiscated by school authorities, the student will be suspended and a parent will have to pick up the device.

Any student refusing to turn over an electronic device upon request will automatically receive a consequence that may range from a detention to a suspension.

Any threats made via an electronic device during school hours or on school property shall be considered a Level 2 infraction 2e and will carry a level 2 discipline.

### **DISCIPLINE RECORDS**

When students violate school regulations or are involved in disciplinary difficulties in the school, or to, from, or during a school-sponsored activity, a temporary record of the case is recorded. Reference is made to these records under various conditions.

### **LOST AND FOUND DEPARTMENT**

A lost and found service is maintained in the principal's office. Students who find various articles which have been lost are requested to bring them to the office. Students who have lost articles in the building are invited to inquire about them in the office.

### **GUIDANCE OFFICE**

Full guidance service is available to all students. Career and vocational assistance is available by making an appointment prior to 8:00 a.m. or after school.

### **HALL PASS**

Any student in the hall, except during the exchange of classes, is required to have an official hall pass or signed planner. When students are needed in the office or other parts of the building, a hall pass must be issued to them indicating the place and time which they are to report.

### **SCHOOL PROPERTY**

The school building and grounds, books, and supplies are a free loan to students. They are provided as means to help students gain an education. Students have no right to deface public property.

### **BOOK BAGS/BACKPACKS**

Although permitted to transport books and school supplies to and from school, book-bags and backpacks must be SECURED in the students' lockers AND MUST REMAIN THERE for the duration of the school day. Physical education clothing may be SECURED in the locker room PRIOR TO 8 AM. Wearing/possessing/holding a book bag after 8:00 is a dress code violation and grounds for reasonable suspicion and therefore searched.

### **DETENTION**

Detention will be held daily in the office from 7:20 AM— 7:50 AM. In addition, Detention will be held in Room 102 (unless otherwise specified) from 3:10 until 3:40 p.m. **Students must bring academic assignments to work on while in detention. There will be no exceptions to this rule. Students must serve the entire detention assignment to be credited. Students may serve the detention the day the infraction is incurred and/or the next day. Unforeseen issues must immediately be brought to the attention of an administrator. Detention is available on Monday, Wednesday and Thursday.**

### **DOUBLE DETENTION**

More than one detention will be given in a week in room 102 (unless otherwise specified) from 3:10 – 4:10 PM. **Students must bring academic assignments to work on while in detention. There will be no exceptions to this rule. Students must serve the entire detention assignment to be credited. A double detention may not be served in any partial increments (i.e. 2 one half hour detentions). Students may serve the detention the day the infraction is incurred and/or the next day. Unforeseen issues**

**must immediately be brought to the attention of an administrator.**

### **LUNCH DETENTION**

Lunch detentions will be utilized in an attempt to hold students responsible for their actions while at the same time limiting the amount of time they spend outside the educational environment. Lunch detentions will be served during a student's assigned lunch period (30 minutes in length) and will be held in a location assigned by the administration (other than the normal café). Students may bring a packed lunch from home during these days. If they do not pack their lunch they will receive a lunch from the cafeteria. Food that is packed must be brought in with the student in the morning and may not be brought in from an outside vendor such as Pizza, McDonalds, Taco Bell, etc... Students who fail to serve their assigned detention will be assigned a day of ISS.

### **STUDENT TRANSFER**

Students transferring, entering or reentering the Sharon City School District who are under suspension, expulsions and/or in poor disciplinary standing from another school district or are returning from a correctional facility or housing will be required to attend alternative education for a transitional period of adjustment.

### **WEAPONS**

"No student shall go onto the school premises with a firearm, explosive weapon, knife, noxious materials or substances, and other dangerous or illegal instruments, or any instruments represented as such.

No student shall interfere with normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon, knife, and other dangerous or illegal instruments, or any instruments represented as such." "A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shot gun, rifle, laser, chemical sprays or substances used to cause panic, harm, injury, or discomfort and any other tool, instrument or implement capable of inflicting serious bodily injury."(P. L. 707, No. 230).

Anyone not legally empowered by the school board who possesses a weapon in a school building, or school grounds, at school sponsored functions or in any conveyance providing transportation for the school is guilty of misdemeanor of the first degree and will be referred to the appropriate legal authorities. Such person, if a student, will also be suspended from school for a period of ten days and will be referred to the school board for an expulsion hearing, for a period of not less than one calendar year.

The Chief School Officer (or his or her designee), on an individualized case basis, may appeal to the board in writing, requesting that the action called for in the LEA's policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

### **Saturday Detention Probation**

If assigned a Saturday detention, students will be on probation until that Saturday detention is satisfied. Saturday probation will be defined as follows; while assigned a Saturday detention and waiting to serve, a student will be on disciplinary probation, meaning all subsequent offenses will result in suspension. Saturday Detention hours are 8:30 a.m. to 11:30 a.m.

Students will be assigned a Saturday detention. They will receive one possible reassignment. If the student fails to serve the Saturday detention, they will be suspended for three days.

### **Saturday Detention Rules**

The rules in Saturday detention will be as follows: All students must arrive on time. Saturday Detention hours are 8:30 a.m. to 11:30 a.m. No one will be admitted after 8:30. All students must have work. No student will be admitted without assignments, nor will any student be permitted to go to a locker. All students must remain on task. Off task behavior will not be tolerated including but not limited to talking or sleeping. Removal from Saturday detention may result in reassignment or suspension.

**RESPONSIBILITY ROOM (ISS) INSTRUCTIONAL ASSIGNMENT  
(Responsibility Room) GUIDELINES**

- Students will meet at the lunch tables closest to the snack shack upon arriving to school at 8:30 A.M. At 8:30am, the teacher will escort all students to the classroom. On two hour delay days students will report at 10:00.
- **Students will arrive dressed appropriately according to the school dress code policy.** Failure to comply will result in student being sent home and time in ISS will have to be made up. If parent contact cannot be made student will face additional consequences that may range from detention to suspension.
- Students will report to the Responsibility Room with writing utensils; tablet paper; all books and any other materials needed to complete classroom assignments.
- Once the Responsibility Room begins students are not permitted to go to their lockers.
- Students will maintain an environment that is conducive for educational purposes so they are not disrupting the education of those students/classes around them. Noise shall be maintained to a minimum.
- Students will remain in their seats at all times (except in emergencies). Students will raise their hands and wait until the Responsibility Room supervisor recognizes them.
- Students are not permitted to sleep, eat, drink, socialize, play games, pass notes, read newspapers/magazines(unless it is an assignment), sit without working, or have radios/electronic devices. This includes cell phones. If a student would bring any form of electronic device, the Responsibility Room supervisor will confiscate it and report it to the High School Office. At the end of the school day, the student may retrieve his/her item from the High School Office in accordance with the Districts Technology Policy.
- The students will be working on classroom assignments at all times. Once this has been completed, Students are expected to keep active by reading appropriate literature. If students have nothing to do, they will be given designated reading material by the Responsibility Room supervisor. Students are not permitted to go to the library for reading materials.
- Students will have restroom privileges once in the morning and once in the afternoon; but not during change of class time. Students are not to leave unless accompanied by the Responsibility Room supervisor. Group restroom privileges will be utilized. Additional break will be based and determined on a case by case scenario.
- Students will eat under the supervision of the Responsibility Room supervisor in the Responsibility Room. No food will be eaten unless during lunch time.
- Students are responsible for returning all completed work to their respective teachers. The Classroom Supervisor will return all exams/quizzes.
- **Students must realize that a violation of any of the above rules will result in additional days of Responsibility Room or additional consequences based on the discipline infraction. Additional discipline can/will be assigned by an administrator.**

**Sharon City School District  
District-Wide Student Code of Conduct**

The Sharon City School District is committed to establishing educational programs that ensure a safe and orderly school environment. The District recognizes that the effectiveness of the instructional program is, in part, reflected in the behavior of students. It is therefore necessary to establish fair and reasonable rules and regulations regarding the conduct and deportment of all students within the School District. It is also necessary that all students, staff and parents/guardians understand the Student

Code of Conduct that governs the expectations for student behavior and the consequences for violations of those expectations. Student Expectations As Expressed By Students & Staff.

The list of student expectations was established to promote responsible behavior and an atmosphere of respect by communicating expectations for appropriate and acceptable conduct and language. This list was developed with input from classroom students and teachers alike.

#### Infractions and Disciplinary Responses

In providing the leveled disciplinary responses, the Student Code of Conduct ensures both consistency and equitable treatment for all students. It also enables building principals and the superintendent to exercise discretion and educational judgment when addressing student disciplinary infractions. Building administration shall publish and distribute to all staff, students and parent/guardians the rules for student behavior contained in the Student Code of Conduct. A copy of the Student Code of Conduct shall be available in each school library and school office as well.

Building level administration must consult the Student Code of Conduct in determining responses to student infractions. A student's age, maturity, previous disciplinary record, and the circumstances surrounding the incident may be considered when deciding the appropriate disciplinary response.

Teaching staff and other District employees responsible for students have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where student conduct interferes with the educational program of the school or threatens the health and safety of others. The standards for student behavior, to which all students must comply, apply at all times in which students are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school-sponsored activities.

The infractions listed in the Student Code of Conduct are not intended to be all-inclusive. Students who engage in misconduct, which is not listed, are Subject to appropriate disciplinary measures by a teacher, a principal, and the superintendent based on the violation of the school rule.



# SCHOOL WIDE BEHAVIOR SUPPORT

## MIDDLE/HIGH SCHOOL EXPECTATION MATRIX

Setting Expectations	Classroom	Hallways	Cafeteria	Gym/Locker Room
Be Here	<p>Be on time.</p> <p>Be focused on the subject.</p> <p>Come to class everyday.</p>	<p>Go directly to your destination.</p> <p>Only use permissible hallways.</p>	<p>Arrive on time.</p> <p>Get in line when permitted.</p> <p>Remain in the cafeteria at all times.</p>	<p>Be on time.</p> <p>Report at your assigned time.</p>
Be Ready	<p>Have all materials.</p> <p>Have assignments completed.</p> <p>Work to your full potential.</p> <p>Have a good attitude.</p>	<p>Use your locker at the appropriate times.</p> <p>Be alert to others.</p> <p>Have your planner/pass with you.</p>	<p>Follow all directions and procedures.</p> <p>Have your money or know your ID.</p>	<p>Wear suitable attire.</p>
Be Respectful	<p>Be an attentive listener. (to all staff members &amp; Peers)</p> <p>Be Respectful to others.</p> <p>Respect personal and school property.</p>	<p>Keep moving.</p> <p>Use an inside voice.</p> <p>Use appropriate school language.</p> <p>Follow all adult directives.</p>	<p>Keep your area clean.</p> <p>Use an inside voice.</p> <p>Remain in the lunch line.</p> <p>Listen to the teachers and monitors.</p>	<p>Respect personal property.</p> <p>Respect school property.</p>

<b>Be Safe</b>	<p>Follow Cyber safety guidelines.</p> <p>Use all materials for their intended use.</p> <p>Follow all safety procedures.</p> <p>Keep isle-ways clear.</p> <p>Keep your hands and feet to yourself.</p>	<p>Walk on the right side.</p> <p>Keep your hands to yourself.</p> <p>Use your locker appropriately.</p>	<p>Keep your hands to yourself.</p> <p>Keep your area clean.</p> <p>Stay in your assigned seat.</p>	<p>Keep your locker locked at all times.</p>
<b>Setting</b>	<b>Auditorium</b>	<b>Arrival/Dismissal</b>	<b>Restroom</b>	<b>Office</b>
<b>Expectations</b>				
<b>Be Here</b>	<p>Report to your assigned area or seat.</p>	<p>Arrive and leave school at the appropriate times.</p> <p>Report to your assigned areas.</p>	<p>Use the restroom closest to your assigned room.</p> <p>Request permission first and last 5 minutes.</p> <p>Use facilities during class change.</p>	<p>Report directly when requested.</p> <p>Report directly back to your assigned class or area.</p> <p>Use the Guidance hallway to enter the guidance/attendance area.</p>
<b>Be Ready</b>	<p>Be attentive to the speaker and/or performers.</p>	<p>Have all necessary materials with you.</p>	<p>Take all necessary personal items with you.</p>	<p>Have all excuses, passes and/or planners available.</p>
<b>Be Respectful</b>	<p>Show respect to those on the stage and others around you.</p> <p>Whisper.</p> <p>Listen to the ushers and teachers.</p>	<p>Follow all adult directions. (including crossing guards)</p> <p>Use appropriate voice level and language.</p> <p>Be respectful to community property.</p>	<p>Honor others' privacy.</p> <p>Flush the toilet, wash your hands and leave.</p> <p>Use the restroom as it is intended to be used.</p>	<p>Wait for your turn.</p> <p>Follow all adult instructions.</p> <p>Use appropriate voice levels and language.</p>
	<b>Remain</b>	<b>Keep moving</b>	<b>Get permission</b>	<b>Ask adults to</b>

Be Safe	seated.	to your destination.  Use the sidewalks.  Follow all of the crossing guard's directions.	from your teacher.  Use the facilities appropriately.  Leave the area clean.	use equipment.
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## MIDDLE/HIGH SCHOOL DISCIPLINE CODE

### INFRACTIONS AND DISCIPLINARY RESPONSES GRADES 7 – 12

#### Level 1 Infractions

##### Insubordinate Behaviors include but are not limited to:

- 1A** Chronic tardiness to class.
- 1B** Bringing prohibited materials to school without permission (e.g., cell phones, beepers, pornographic material, etc.).
- 1C** Failure to follow established rules that result in minor disruptions in school (e.g., making excessive noise in a classroom, library, or hallway).
- 1D** Engaging in minor acts of verbally rude or disrespectful behavior.
- 1E** Dress code violations (correct infraction).
- 1F** Inappropriate displays of affection.
- 1G** Eating or drinking outside of cafeteria.
- 1H** Sleeping in class.
- 1I** Failure to return school related materials (i.e., medical cards, internet use policy, etc.).
- 1J** Misusing property belonging to others.
- 1K** Tardiness to school per nine weeks
  - 1—2 Tardies: Warning
  - 3—4 Tardies: Lunch detention with bag lunch
  - 5—6 Tardies: Saturday Detention and Saturday Probation
  - 7—8 Tardies: One day OSS
  - 9+ Tardies: 3 Days OSS + Re-Entry w/ Building Level Principal
- 1M** Faculty detention cut.

Two (2) administrative detentions assigned by administration.

- 1N** Engaging in scholastic dishonesty.  
Loss of credit for work and parental notification.

**Level 1 Infractions**  
**Disciplinary Responses**

**GUIDELINES: THE ADMINISTRATION RESERVES THE RIGHT TO DEAL WITH SITUATIONS BASED ON INDIVIDUAL CIRCUMSTANCES.**

**First Offense (Faculty):**

Faculty verbal warning  
Confiscation of prohibited materials

**Second Offense (Faculty):**

Contact home – parent/guardian  
Faculty detention (15 minutes)

**Third Offense (Faculty/Administrator):**

Faculty detention (30 minutes)  
Faculty/Administrative/Parent Conference

**Fourth Offense (Administrator):**

1-3 day(s) detention  
Progress to Level 2

**Other possible responses**

Behavioral contract/time out  
Counseling  
Withdrawal of privileges  
Clean up  
Saturday Detention

**INFRACTIONS AND DISCIPLINARY RESPONSES**  
**GRADES 7 – 12**

**Level 2 Infractions**

**Disorderly Disruptive Behaviors include but not limited to:**

- 2A** Profanity  
**2B** Flagrant disrespect.

- 2C** Major, chronic classroom disruptions.
- 2D** Using profane, obscene, and/or vulgar language or gestures.
- 2E** Harassing, threatening, or intimidating a fellow student, bullying
- 2F** Disruptive behavior during school-sponsored activities.
- 2G** Disruptive behavior during assemblies or in the cafeteria.
- 2H** Causing unnecessary disturbances in the school.
- 2I** Failure to follow established rules and regulations.
- 2J** Possession of tobacco/smoking (citation with conference).
- 2K** Minor act of vandalism/theft.
- 2L** Physical aggression/punching, slapping, or tripping.
- 2M** Violating the District's Sexual Harassment Policy (e.g., sexually suggestive comments, innuendoes, propositions, or inappropriate physical contact of a sexual nature.
- 2N** Lying, giving false information to, and/or withholding information from school personnel.
- 2O** Engaging in repeated Level 1 behavior.
- 2P** Interference with the discipline of another student.
- 2Q** Leaving school without permission will result in 3 days Alternative Educational Placement or Out-of-School Suspension. Chronic cases will result in escalated disciplinary responses.
- 2R** Class cutting/forging a pass.

**First Offense:** 3 days detention; conference with an administrator, teacher, parent, and student.

**Second Offense:** Saturday Detention.

**Third Offense:** Three days AEP

**Fourth Offense:** three days OSS and Re-Entry w/ Building Level Principal and Parent.

## **LEVEL 2**

### **Disciplinary Responses**

**GUIDELINES: THE ADMINISTRATION RESERVES THE RIGHT TO DEAL WITH SITUATIONS BASED ON INDIVIDUAL CIRCUMSTANCES.**

**First Offense (Administrator):**

Multi-night detention, 1-3 days ISS, or 1-3 days OSS.  
Conference with administrator, parent, teacher, and student  
Possible citation  
Possible Saturday detention

**Second Offense (Administrator):**

3-5 days ISS or 3-5 days OSS.  
Conference with administrator, parent, teacher, and student  
Possible alternative education placement  
Possible citation  
Possible Saturday detention

**Third Offense (Administrator):**

Out of school suspension and referral to the Superintendent  
Possible citation  
Possible Saturday detention

**Level 3 Infractions**  
**Disciplinary Responses**

**Seriously Dangerous or Violent Behaviors include but not limited to:**

- 3A** Fighting which endangers the health and welfare of others (citation).
- 3B** Physically assaulting an employee/student.
- 3C** Possession of a weapon/replica or look-alike.
- 3D** Furnishing, Possession, Selling or use of an unauthorized controlled substances/look-alike.
- 3E** Major acts of vandalism.
- 3F** Major acts of theft.
- 3G** Extortion or attempted extortion.
- 3H** Indecent exposure.
- 3I** Committing arson.
- 3J** Intentionally activating a fire alarm/bomb threat.
- 3K** Any other violation of the State Penal Code.

**3L** Engaging in repeated Level 2 behavior.

**Level 3 Infractions**  
**Disciplinary Responses**

**GUIDELINES: THE ADMINISTRATION RESERVES THE RIGHT TO DEAL WITH  
SITUATIONS BASED ON INDIVIDUAL CIRCUMSTANCES.**

**Disciplinary Responses**

**First Offense (Administrator):**

- 3-5 days out of school suspension
- Arrest and prosecution
- Possible expulsion/alternative education placement (CPAS)
- Restitution
- Possible referral to the Superintendent

**Second Offense (Administrator):**

- 3-5 days out of school suspension
- Arrest and prosecution
- Possible expulsion/alternative education placement (CPAS)
- Restitution
- Possible referral to the Superintendent

**Any student found in possession of a weapon or dangerous instrumentality in violation of the weapons policy shall immediately be reported to the local or state police, scheduled for an informal hearing before the superintendent of schools or his/her designee, cited for a ten (10) day out-of-school suspension, and presented to the school board for a formal expulsion hearing proceeding in accordance with the Pennsylvania School Code. If determined to be in violation of this policy, the student shall be expelled for a period of not less than one (1) year, unless the superintendent has recommended, in writing, alternative discipline to expulsion.**

## **BELL SCHEDULES**

### **2 HOUR DELAY SCHEDULE**

Announcements	10:00	10:05
Period 1	10:05	10:36
Period 2	10:39	11:10
Period 5	11:13	11:43
Periods 6 & 7	11:46	12:22
Periods 8 & 9	12:25	1:01
Period 3	1:04	1:28
Period 4	1:31	1:55
Period 10	1:58	2:22
Period 11	2:25	2:50
Announcements	2:50	2:55
MS Dismissal	2:55	3:00
Meetings	3:10	3:30

### **2 HOUR DELAY SCHEDULE**

Announcements	10:00	10:05
Period 1	10:05	10:36
Period 2	10:39	11:10
Period 5 & 6	11:13	11:49
Periods 7	11:52	12:22
Periods 8 & 9	12:25	1:01
Period 3	1:04	1:28
Period 4	1:31	1:55
Period 10	1:58	2:22
Period 11	2:25	2:50
Announcements	2:50	2:55
HS Dismissal	3:00	3:05
Meetings	3:10	3:30



# HOMEROOM BELL SCHEDULE

Announcements	8:00	8:05
Homeroom	8:05	8:20
Period 1	8:23	9:02
Period 2	9:05	9:44
Period 3	9:47	10:27
Period 4	10:30	11:10
Period 5	11:13	11:43
Period 6 & 7	11:47	12:30
Period 8 & 9	12:34	1:17
Period 10	1:20	2:03
Period 11	2:06	2:49
Announcements	2:50	2:55
MS Dismissal	2:55	3:00
Meetings	3:10	3:30

# HOMEROOM BELL SCHEDULE

Announcements	8:00	8:05
Homeroom	8:05	8:20
Period 1	8:23	9:02
Period 2	9:05	9:44
Period 3	9:47	10:27
Period 4	10:30	11:10
Period 5 & 6	11:13	11:56
Period 7	12:00	12:30
Period 8 & 9	12:34	1:17
Period 10	1:20	2:03
Period 11	2:06	2:49
Announcements	2:50	2:55
HS Dismissal	3:00	3:05
Meetings	3:10	3:30

# REGULAR BELL SCHEDULE

Prep	7:30	7:50
Announcements	8:00	8:05
Period 1	8:05	8:52
Period 2	8:55	9:38
Period 3	9:41	10:24
Period 4	10:27	11:10
Period 5	11:13	11:43
Period 6 & 7	11:47	12:30
Period 8 & 9	12:34	1:17
Period 10	1:20	2:03
Period 11	2:06	2:49
Announcements	2:50	2:55
MS Dismissal	2:55	3:00
Meetings	3:10	3:30

# REGULAR BELL SCHEDULE

Prep	7:30	7:50
Announcements	8:00	8:05
Period 1	8:05	8:52
Period 2	8:55	9:38
Period 3	9:41	10:24
Period 4	10:27	11:10
Period 5 & 6	11:13	11:56
Period 7	12:00	12:30
Period 8 & 9	12:34	1:17
Period 10	1:20	2:03
Period 11	2:06	2:49
Announcements	2:50	2:55
HS Dismissal	2:55	3:05
Meetings	3:10	3:30

# TIGER TUESDAY SCHEDULE (EARLY DISMISSAL)

Announcements	8:00	8:05
Period 1	8:05	8:39
Period 2	8:42	9:16
Period 3	9:19	9:53
Period 4	9:56	10:30
Period 5	10:33	11:03
Period 6 & 7	11:06	11:44
Period 8 & 9	11:47	12:25
Period 10	12:28	1:02
Period 11	1:05	1:39
Announcements	1:39	1:44
MS Dismissal	1:45	1:50
Meetings	2:00	3:45

# TIGER TUESDAY SCHEDULE (EARLY DISMISSAL)

Announcements	8:00	8:05
Period 1	8:05	8:39
Period 2	8:42	9:16
Period 3	9:19	9:53
Period 4	9:56	10:30
Period 5 & 6	10:33	11:11
Period 7	11:14	11:44
Period 8 & 9	11:47	12:25
Period 10	12:28	1:02
Period 11	1:05	1:39
Announcements	1:39	1:44
HS Dismissal	1:51	1:55
Meetings	2:00	3:45

**LAST DAY OF SCHOOL – BELL SCHEDULE**

1 <sup>st</sup> Period	8:00	8:20
2 <sup>nd</sup>	8:23	8:43
3 <sup>rd</sup>	8:46	9:06
4 <sup>th</sup>	9:09	9:29
5/6 or 6/7	9:32	9:52
7/8 or 8/9	9:55	10:15
10 <sup>th</sup>	10:18	10:38
11 <sup>th</sup>	10:41	11:00