



HIGH SCHOOL
STUDENT HANDBOOK
2021 - 2022

The cover features a white central area with rounded corners, framed by a light blue border. A dark blue horizontal bar is at the top, and an orange horizontal bar is at the bottom.

Elizabeth Forward High School Student Handbook

REQUIRED

REQUIRED

Elizabeth Forward High School
Student Handbook
Parent/Student Sign-off Sheet
2021-2022 School Year

Dear Parents/Guardians:

Thank you for assisting us in reviewing the rules and expectations for the high school with your child. It makes for a much more productive relationship when we're on the same page!

Please review the entire student handbook with your child, but be sure to pay attention to the following sections, which reflect a special emphasis on issues and areas of concern to the student body:

- 1) Academic Integrity
- 2) Hall Restriction
- 3) Bullying
- 4) E-Cigarette Use/Possession
- 5) Money in School
- 6) Searches

~~~~~  
We have read and reviewed the Student Handbook for the 2021-22 school year.

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*This form must be returned to your 1<sup>st</sup> period  
teacher by Friday September 3<sup>rd</sup>.**

2021 - 2022

**Squibb-It!**



1634 FALLEN TIMBER ROAD  
ELIZABETH, PA 15037  
412-879-0751 - FACSIMILE 412-751-9587  
WWW.SQUIBB-IT.COM

## Student Assignment Book

➤ This assignment book belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Homeroom No. \_\_\_\_\_

➤ School Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Homeroom No. \_\_\_\_\_

Item No. 3CH-21-22

## A MESSAGE FROM THE ADMINISTRATION

Dear Student:

Welcome to the 2021-2022 school year at Elizabeth Forward High School. On behalf of the administration, faculty, and staff, we are proud and excited to have you as a student. Whether you are a returning upperclassman or a new student or freshman attending for the first time, we look forward to a successful year together.

We hope that you will become involved in the academic, social, athletic, and extra-curricular life at Elizabeth Forward High School. You can make a positive contribution at school, and you will find that being involved can make you feel good about yourself and more connected to school.

The purpose of this student handbook is to provide valuable information about the school guidelines, rules, and procedures that will make you a successful student. Please read it thoroughly and share it with your parents. You are responsible for knowing and following the rules contained in this handbook.

Once again, welcome to Elizabeth Forward High School for the 2021-2022 school year. We wish you the best of luck!

Mr. Michael Routh  
Principal

Dr. Heather Hibner  
Assistant Principal

Dr. Anthony Popowitz  
Assistant Principal

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**1000 Weigles Hill Road  
Elizabeth, PA 15037  
*www.efsd.net***

***FOLLOW US ON TWITTER!!! @EFWarriors***

Main Office: 412-896-2349

Guidance: 412-896-2352

Athletics: 412-896-2351

## **WELCOME TO ELIZABETH FORWARD HIGH SCHOOL**

The student handbook has been prepared as a ready reference guide to school policies and regulations. All students and parents should take the time to read this information and become familiar with the materials so that the high school years will be productive and enjoyable. Elizabeth Forward High School is your school. Be proud of it and always conduct yourself in a manner that will reflect pride in yourself, your school, and your community.

## **OUR MISSION**

The mission of the Elizabeth Forward School District is to establish a collaborative working relationship with its families and communities to create learning environments for all students that nurture the academic, social and emotional skills of each student through high expectations of excellence that produce life-long learners, world ready leaders and citizens who are prepared to meet the ever-changing challenges of a global society.

### ***Alma Mater***

*Iacobucci*

*Wave forever Red and Black*

*We pledge our loyalty.*

*Wave her banners high and mighty,*

*Hail to thee*

*We're faithful to thee Alma Mater,*

*Our Spirits never die.*

*Wave forever Red and Black*

*for 'Lizbeth Forward High*

## **ADMINISTRATION**

Mr. Michael Routh

Dr. Heather Hibner

Dr. Anthony Popowitz

Mr. Timothy Guffey

High School Principal

Assistant Principal

Assistant Principal

Athletic Director

## **CLERICAL STAFF**

Mrs. Lynn Ambler, Main Office Secretary

Mrs. Kris Curran, Main Office Secretary

Mrs. Natalie Scheiber, Guidance Secretary

Mrs. Debbie Starmack, Athletic Secretary

## **SUPPORT PERSONNEL**

Mrs. Nancy Gierl

Mr. Joseph McManus

Mr. James Coll

Mrs. Kimberly Herbst

Mr. Michael Huber

Ms. Amy Wallace

Mrs. Kaila Miele

Ms. Crista Scalfari

A-Le School Counselor

Li-Z School Counselor

Gifted Coordinator

School Nurse

Transition Coordinator

School Psychologist

Coordinator of Student Assistance Program

School Counselor 6-12

## FACULTY

*Teacher emails: firstnameinitiallastname@efsd.net*

*Example: kdubinsky@efsd.net*

### **Art**

Ms. K. Dubinsky

Mrs. M. Harris

### **Business, Computer, and Information Technology**

Mr. R. Brain

Ms. K. Kearns

### **English**

Mrs. K. Bonatesta

Mr. J. Coll

Mr. J. Plansinis

Dr. J. Spiegel

Ms. K. Vasko

Mrs. T. Wemyss

Mrs. A. Wiclaw

### **Entertainment Technology Academy**

Mrs. A. Dombrowsky

Mrs. J. Gabrielson

### **Family & Consumer Science**

Mr. C. Weibl

### **Foreign Language**

Mrs. S. Boden

Mrs. A. Dombrowsky

Ms. C. Mediate

Ms. A. Thurston

### **Instructional Aides**

Mrs. W. Buza

Mrs. D. McNeil

Mr. R. Myers

Ms. N. Rowe

Mrs. L. Wright

### **Instructional Support**

Mr. M. Bellora

Mrs. N. Corson

Mrs. K. Geis

Mrs. D. Keller

Mrs. L. Leuenberger

Mrs. S. (Long) Smith

### **Mathematics**

Mr. S. Browne

Mrs. S. Cope

Ms. J. Dykstra

Mr. L. Feick

Mrs. C. Galilei

Ms. D. Hough

Mr. J. Korona

Mr. K. Smith

### **Media Center**

Mrs. M. Benedict

### **Music**

Mrs. A. Milliren

Mr. S. Spang

### **Physical Education**

Mr. D. Byers

Mr. M. Flaus

Mrs. K. Miele

### **Science**

Mr. S. Browne

Mr. F. Champ

Mr. M. Day

Mrs. V. Jackson

Ms. A. Lynn

Ms. M. Mazurek

Mr. J. Moon

Mr. T. Wesolowski

Ms. S. Zuraw

### **Social Studies**

Mr. P. Callaghan

Mr. S. Defelices

Mr. B. Gerba

Mr. B. Madar

Mr. R. Raffaele

### **Technical Education**

Mr. T. Glass

Mr. G. Schutz

Mrs. M. Smith

## 2021-2022 BELL SCHEDULES

**\*\*Students will report to their assigned lunch study room for the first ten minutes of their lunch period.**

### Regular Bell Schedule

|                 |                       |
|-----------------|-----------------------|
| Teacher Arrival | 7:10                  |
| Warning Bell    | 7:23                  |
| Period 1        | 7:25 - 8:10           |
| Period 2        | 8:14 - 8:56           |
| Period 3        | 9:00 - 9:42           |
| <b>Period 4</b> | <b>9:46 - 10:28*</b>  |
| <b>Period 5</b> | <b>10:32 - 11:14*</b> |
| <b>Period 6</b> | <b>11:18 - 12:00*</b> |
| <b>Period 7</b> | <b>12:04 - 12:46*</b> |
| Period 8        | 12:50 - 1:33          |
| Period 9        | 1:37 - 2:20           |

### PM Activity Bell Schedule

|                 |                       |
|-----------------|-----------------------|
| Teacher Arrival | 7:10                  |
| Warning Bell    | 7:23                  |
| Period 1        | 7:25 - 8:05           |
| Period 2        | 8:09 - 8:46           |
| Period 3        | 8:50 - 9:27           |
| <b>Period 4</b> | <b>9:31 - 10:08*</b>  |
| <b>Period 5</b> | <b>10:12 - 10:49*</b> |
| <b>Period 6</b> | <b>10:53 - 11:30*</b> |
| <b>Period 7</b> | <b>11:34 - 12:11*</b> |
| Period 8        | 12:15 - 12:52         |
| Period 9        | 12:56 - 1:33          |
| PM Activity     | 1:37 - 2:20           |

### Activity/HR Bell Schedule

|                    |                       |
|--------------------|-----------------------|
| Teacher Arrival    | 7:10                  |
| Warning Bell       | 7:23                  |
| Period 1           | 7:25 - 8:05           |
| Period 2           | 8:09 - 8:49           |
| Period 3           | 8:53 - 9:33           |
| <b>Activity/HR</b> | <b>9:37 - 10:07</b>   |
| <b>Period 4</b>    | <b>10:11 - 10:49*</b> |
| <b>Period 5</b>    | <b>10:53 - 11:31*</b> |
| <b>Period 6</b>    | <b>11:35 - 12:13*</b> |
| <b>Period 7</b>    | <b>12:17 - 12:55*</b> |
| Period 8           | 12:59 - 1:37          |
| Period 9           | 1:41 - 2:20           |

### Two- Hour Delay

|                |               |
|----------------|---------------|
| School Delayed |               |
| Warning Bell   | 9:23          |
| Period 1       | 9:25 - 9:55   |
| Period 2       | 9:59 - 10:28  |
| Period 3       | 10:32 - 11:02 |
| Period 4       | 11:06 - 11:36 |
| Period 5       | 11:40 - 12:10 |
| Period 6       | 12:14 - 12:44 |
| Period 7       | 12:48 - 1:18  |
| Period 8       | 1:22 - 1:49   |
| Period 9       | 1:53 - 2:20   |



## ACADEMIC INTEGRITY

Academic integrity in schoolwork is an essential component to student achievement across the curriculum. It is the responsibility of each student to submit class work, assignments, and/or projects that represent his/her own work. Cheating could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. Plagiarism is presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is theft. A plagiarized source includes but is not limited to: books, music, Internet sources, electronic media, spoken works, or other student work. Failure to comply with these Cheating/Plagiarism guidelines will result in the following disciplinary action(s):

- **First Offense:**

- (a) Teacher/parent contact
- (b) 0% grade for the assignment with no opportunity afforded for make-up
- (c) Teacher detention assigned for the incident

- **Second Offense:**

- (a) Student/parent meeting with teacher and/or administration
- (b) 0% grade for the assignment with no opportunity afforded for make-up
- (c) One (1) day of In-School Suspension for the accumulated second offense

- **Third Offense:**

- (a) Student/parent meeting with administration
- (b) 0% grade for the assignment with no opportunity afforded for make-up
- (c) One (1) day of Out-of-School Suspension for the accumulated third offense

Continued offenses will be dealt with on an individual basis.

## ACCEPTABLE USE OF NETWORK/COMPUTERS

The district's Internet access has been established for educational purposes such as classroom activities, school related research projects/assignments, career development, and approved activities. The district has the right to place reasonable restrictions on the material that is accessed or posted.

Users of the district network must abide by the following responsibilities:

1. Where applicable, never share your password or account with anyone.
2. Do not knowingly degrade the performance of the network.
3. Obey the rules of copyright.
4. Use of the network for any illegal activities is prohibited.
5. Use appropriate language. Profanity or obscenity will not be tolerated on the network.
6. Avoid offensive or inflammatory speech.
7. Impersonation, anonymity, aliases or pseudonyms are not permitted.

8. Users should never reveal their names, home addresses, or personal phone numbers or the names of anyone else that they know on social networking sites, websites, chat rooms, etc.

The use of the district network for illegal, inappropriate or unethical purposes by students is prohibited. The network user shall be responsible (including financially) for damages to the equipment, systems or software resulting from deliberate or willful acts.

### ACCIDENT INSURANCE

If a student wants to participate in any interscholastic sport, he/she must provide documentation that they are covered by a policy or purchase accident insurance through the school district.

### ACTIVITY PROGRAMS

Elizabeth Forward offers a variety of extracurricular activities. Each student is encouraged to participate in at least one during the school year.

Academic League, Board Games, BotsIQ, Class Sponsors (Freshman, Sophomore, Junior, Senior), Coding Club, Drama Club, Green Team, Interact, Leo Club, Math League, Marching Band/Colorguard, Multi-Media, Mock Trail, National Honor Society, PBIS, Physics Club, Political Science, Ski Club, SADD (Students Against Destructive Decisions), Spanish Club, Spanish Honor Society, Student Government Association, TFIM (The Future is Mine), TSA (Technology Student Association), JSA (Junior State of America)

### ASSEMBLY CONDUCT

Assemblies are considered a part of the total school program. Polite and attentive conduct is expected. Students are to move to their seats quickly and quietly. All talking should cease when the program begins, and students should indicate their appreciation by continued attention and applause only. Announcements concerning assemblies will be made over the PA system on the day of the assembly. Cutting an assembly will be regarded as a class cut.

\*Grade level assemblies are held at the beginning of each school year to review expectations for students. Rules, regulations and expectations are discussed with the administrative team.

## ATTENDANCE

All persons residing in the Commonwealth between the ages of six and twenty-one are entitled to a free and full education in the commonwealth's public schools. Parents and guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that their child attend an approved educational institution, unless legally excused. Letters will be sent home verifying the absences and potential consequences for continued absences from school.

***(See the Elizabeth Forward School District Attendance Policy in its entirety)***

"Absence" is defined as the non-attendance of a pupil on those days and half-days in which school is in session.

### ***Excused Absence***

"Excused Absence" refers to an absence for any number of legal reasons. Examples include: illness, quarantine, recovery from accident, required court attendance, death in family, approved family educational tours and trips. Students who will be absent beyond three days due to illness are to call the high school guidance office to make arrangements for homework. Students **MUST** have pre-approval for family educational trips from the building principal five (5) days prior to the trip. School-related activities such as athletic events, testing, field trips, or other school-related functions are considered excused absences from class.

### ***Unexcused Absence***

Unexcused absences are coded as unlawful. They include, but are not limited to, the following: car problems, absence through parent neglect, illegally employed, unapproved family vacation, missing the bus, sleeping in (no alarm), truancy, failure to obtain doctor's verification of an absence after being notified by a letter. Parent/guardian must submit a written explanation within three school days of the absence. If a parent/guardian fails to submit an excuse, the absence will be permanently counted as unlawful. Upon the second and subsequent unexcused/unlawful absences, any work submitted on the unexcused day will become a zero (0).

### ***Tardiness***

Tardiness is defined as the absence of a pupil at the time the first period bell rings (7:25am). If a student is tardy to school, they must submit a written excuse from a parent/guardian explaining the reason for their late arrival. Tardiness to school will be excused for the following reasons: medical appointment (must provide documentation) or illness. If the student does not provide a written excuse upon arrival to school, their absence from class will be marked permanently unlawful/unexcused. Any student work due during periods marked unexcused will become a "0" (zero). Any student who arrives at school after the warning bell must report directly to the attendance office for a tardy slip. Students arriving to school after 11:00 a.m. will be considered absent for a half-day. **To participate in an athletic/activity program, students must arrive prior to 11:00 a.m.**

## Discipline Procedures for Tardy Students:

### Secondary Level

1. Five (5) non-medical tardies – After school detention and loss of extracurricular for 10 school days.
2. Ten (10) non-medical tardies – 1 day of in-school suspension and loss of extracurricular activities for 20 school days.
3. Fifteen (15) non-medical tardies – 1 day of ISS, magistrate citation and loss of extracurricular for remainder of the school year. Loss of driving privileges. If the student is a senior, the senior will be excluded from all senior activities, (i.e. Senior Barbeque, Banquet, and Prom).

\*If a student reaches Fifteen (15) non-medical threshold the parent/guardian may request a meeting with the administrative team and guidance counselor to obtain a one-time restoration plan.

### ***Procedure for Return to School After an Absence***

It is necessary for a student, regardless of age, to bring or fax [412-384-2030, please verify that it was received by calling the main office] an excuse from his/her parent/guardian when returning to school after being absent. Students who fail to submit a written parental excuse within three school days following an absence will be marked as unexcused. Students who have received an excused absence or tardy will be permitted to make up any class work missed during their absence; students receiving an unexcused/unlawful absence or tardy will not be permitted to make up assigned work for the time absent.

### ***Excessive Absenteeism***

It is the policy of the Elizabeth Forward School District to require a physician's excuse for a child when they are excessively absent. When this situation exists, the parent or guardian will be informed by letter that an excessive number of days have been missed and that a physician's excuse may be required. Excessive on-and-off absenteeism beyond ten days will require a doctor's excuse. Failure or refusal to supply a valid excuse will result in a unexcused/unlawful absence. Note: It is to the student's advantage to submit a physician's excuse when medical attention is received. Please be aware that disciplinary consequences or privilege suspensions may occur with respect to excessive absenteeism.

### ***Early Dismissals***

Early dismissals students will be permitted to leave school early with a parent written excuse up to (5) five times in a school year. After (5) five parent/guardian written notes, the student will be required to bring in a medical excuse for each subsequent early dismissal. If a medical excuse is not received upon their return

regardless of age, must present a written request from his or her parent or guardian to the attendance clerk prior to the first period in the morning. All parents/guardians, or authorized persons, must come in to the high school office to pick students up for early dismissals. All other dismissal arrangements, walking, driving, etc., must be indicated on the early dismissal request. If permission is granted for the early dismissal, the student's name will appear on the early dismissal list. Verification of the request by the high school attendance office may occur. Upon his/her return to school following an early dismissal, a student must submit to the attendance clerk an excuse signed by the doctor, dentist, lawyer, etc., visited. To obtain an early dismissal, a student must present a written request containing the following information: student's full name, date of the early dismissal, time of the early dismissal, reason for the dismissal (name and telephone number of the doctor or dentist if applicable), signature of parent/guardian, and home/business telephone number of parent/guardian. Students are not permitted to walk or drive unless permission to do so is in writing on the excuse.

### ***Family Educational Trips and Educational Trips or Tours***

Student absences from school resulting from family vacations, with educational value, will be granted for up to (5) five school days throughout the year. Students that plan to be absent from school for any kind of trip or tour, even if only for one day, will be required to obtain prior permission from the principal. Requests for any kind of trip or tour must include the educational reason for the absence. This request must be made in writing by a parent or guardian at least one week prior to the trip. Any days missed for trips or tours not approved by the principal will be recorded as unexcused/unlawful absences. All schoolwork must be completed and turned in within three school days upon the students return. Assignments that are not returned will result in a zero; no make-up will be permitted. Students are permitted to take up to four (4) college visits per school year. A letter from the college must be provided upon the student's return, verifying the college visit to be an excused absence. These may not be approved if it falls within a Standardized Testing Window or if the student has missed 10 days of school for any reason.

### ***Religious Holidays and Activities***

All absences occasioned by observance of the student's religion, on a day approved by the school board as a religious holiday, shall be excused upon written confirmation from a religious leader indicating the number of day(s) a student will be in observance.

### ***Student Information***

It is the responsibility of all students to maintain a current listing of personal information in the high school office. Any change of address or telephone number during the school year must be reported as soon as possible following the change. Any student residing with someone other than a parent or legal guardian must report this information to the high school guidance department.

### ***Class Cuts***

No student is to be excused from a class without permission. Absence from a class, classes, or study hall without written permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting or skipping. Students absent from class in excess of ten minutes will be subject to disciplinary actions as outlined in Level II of the Student Behavior Code. An accumulation of ten (10) class cut periods may result in truancy charges being filed with the District Justice.

### ***Remaining on School Grounds***

Students are not permitted to leave school property during the school day with the written permission of their parents and prior approval of the administration. This policy take effect from the time the students board the school bus in the morning and is intended for the student's own safety and welfare.

### ***Missed Assignments***

If a student has an excused absence, it is his/her responsibility to make up missed schoolwork. Students will have time equal to the length of their excused absence to make up work. Students may not receive credit for their missed assignments if their absence is unexcused. Exceptions will be when students have prior knowledge of assignments. In cases of extended illness, a parent or guardian may have to contact the guidance office for homework assignments. Homework assignments will be requested from the teacher. On the following day, assignments may be picked up between 2:50 p.m. and 3:15 p.m. in the high school guidance office. It is the responsibility of the parent, guardian, or student to see that the assignments are picked up or to request another student to bring the assignments home to the student. Students receiving an "I" (Incomplete) grade for a grading period will have two weeks following the end of the grading period to make up the assigned work. Work that is not made up will result in a failure grade.

### ***School Attendance Improvement Conference***

Upon four (4) illegal absences a School Attendance Conference will be scheduled. The purpose of this conference is to involve the student, the student's family, and link them with the appropriate services in order to improve attendance. A truancy elimination plan will be developed at this time.

### ***Homebound Instruction***

Homebound Instruction is available for students who are expected to miss at least two weeks of school. Please refer to EFSD Board Policy 117.

A statement from a physician verifying that the student will be unable to attend school will be necessary.

The physician's statement must include:

1. The nature of the illness or disability
2. The date the disability began
3. The probably duration of the confinement
4. The prognosis
5. A request for homebound instruction

The superintendent must approve this application. Please contact your child's counselor for assistance.

## BUS REGULATIONS

STUDENTS MUST RIDE THE BUS TO WHICH THEY ARE ASSIGNED. Students who ride school buses must conduct themselves in a safe and proper manner and fully cooperate with the bus driver. Vulgarity, profanity, fighting, rowdiness, and behavior inconsistent with safe transportation procedures will not be tolerated; bus privileges may be revoked for such behavior. Students may not extend arms or heads out of windows at any time. Students may not operate the bus door or tamper with the emergency door. Those students in violation of any bus regulation will be subject to disciplinary action. This rule also includes any activity/field trip buses transporting students after the regular school day. Students are reminded that no smoking or tobacco use is permitted on the buses. All school rules apply at all times. Note: If a student needs to ride another bus because of an emergency, the student must present a parent note to the building principal for approval at the beginning of the school day.

## BULLYING

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions by one or more students and/or employees. Examples of bullying include:

**Direct Bullying** - A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words, by threatening, taunting, teasing, and calling names.

**Indirect Bullying** - Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with a person's wishes.

**Cyber-Bullying** - Using electronic device mediums such as, but not limited to, computers, cell phones and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and e-mail. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

Students are to immediately report any bullying to the nearest adult to initiate any necessary investigation of the matter. EFHS also uses Safe2Say to allow for anonymous reports. More information about this program will be given during the grade assembly meetings. The counseling office is also available to students for a confidential setting in order to report these incidents. Please refer to EFSD Board Policy 249 for more detailed information. This policy is included as an addendum for your convenience.

## CAFETERIA

Prompt arrival to the cafeteria is expected. Students are expected to be courteous and display good manners in the cafeteria. Failure to obey the following rules could result in disciplinary consequences.

- No student is to go into the lunchroom other than during the period assigned.
- Wait in line to be served. Line cutting will not be permitted.
- Take your tray and utensils to the dishwashing area.
- Throw all lunch litter in the garbage cans.
- Remain in the cafeteria until dismissed by the teacher on duty.
- Cooperate fully with the lunch proctors and staff.
- Do not stand around the doorways waiting to be dismissed.
- No more than 8 students at the round tables and 6 students at the square tables.
- Do not take food from the cafeteria.
- Students are not permitted to leave the cafeteria without permission from monitors.
- Students will be required to keep a positive monetary balance on their meal accounts to pay for their items.

**Monitors may assign cleanup duties, detention, or refer behavior to the administration. Violations of the above regulations may result in revoking a student's cafeteria privileges.**

## DAMAGE TO EQUIPMENT AND BOOKS

The resources provided to students by the Elizabeth Forward High School are valuable and students should use reasonable care. The student to which the equipment/book was assigned must pay for any unnecessary damage or wear and tear, this includes Ipads and chargers. Students will be charged for lost books and Ipads/chargers. If a lost item is recovered, monies paid will be refunded. All school debts must be paid before a student can receive their diploma.



## DRESS CODE

Students at Elizabeth Forward High School are expected to take pride in their appearance. A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. Parents and guardians, along with students, should make responsible decisions in the attire that is selected to wear to school.

Specific guidelines are as follows:

**Shorts/Skirts:** Shorts and skirts must extend closer to the knee than the hip. Specifically, shorts/skirts length must be no shorter than fingertip length when the student's arms are placed at his/her side. NO cheer shorts are to be worn to school.

**Jeans/Pants:** Jeans and pants may not have tears or holes above the knee and should not expose the body or underwear. Pants should be secured at the waist and cannot expose undergarments or boxers. "Sag style" is not permitted.

**Miscellaneous Apparel:** Sunglasses, hats, visors, berets, bandanas, athletic headbands, blankets, pajamas, and slippers are not permitted. Spiked jewelry, chains or cords are not permitted to be worn or carried, including those attached to metal objects, wallets, belt loops, and clothing. Students are not permitted to wear a sweatshirt hood over their head during the school day.

**Shirts:** All sleeveless shirts must cover the shoulder area. Bare shoulders are not permitted, including bare midriff tops, spaghetti straps, tank tops, and backless tops. Shirts with large armholes that expose the body are not appropriate.

**Graphics, Photos, etc:** Articles of clothing may not contain profane, blasphemous, provocative, or obscene photos, slogans, or other graphics. No article of clothing may be imprinted with slogans, photos or graphics, which refer to alcohol, weapons, violence, drugs, sex, profanity, or tobacco.

\*Any clothing or apparel, jewelry, accessory or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with a gang or secret society, is prohibited. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing shall not be permitted.

**Students who report to school wearing articles of clothing that have been prohibited will be asked to change or call home for appropriate clothing. If this does not rectify the situation, students will not be allowed to return to the mainstream and will be assigned to in-school suspension for the remainder of the day. Repeat offenders will be dealt with under the discipline policy. All decisions concerning dress code violations will be at the discretion of the administration.**

## DRUG AND ALCOHOL USE/POSSESSION

The misuse and/or abuse of alcohol, other drugs and/or mood-altering substances is a serious problem with legal, physical, and social implications for the whole school community. To protect the health, safety, and welfare of its students, staff, and the educational process, the Elizabeth Forward School District (EFSD) prohibits the use, possession, sale, or distribution of controlled substances, alcohol, or mood-altering substances and/or drug paraphernalia on school property, including lockers, vehicles used to transport students, at designated school bus stops, and at school-sponsored or related activities, whether on or off school property. For purposes of this policy, “controlled substances” includes “look alike” substances, steroids, solvents, and inhalants. The violation of this policy shall be cause for a student to be disciplined as prescribed by EFSD Board Policies 218 and 227.

## E-CIGARETTE USE/POSSESSION

The use or possession of E-Cigarettes or other vaping products is strictly forbidden. This is a level 3 offense and is included in EFSD’s tobacco policy. Students will be suspended for 3 days (OSS), issued a 45 school-day privilege suspension, and issued a magisterial citation. Additional infractions will be subject to progressive discipline. (See also Social Suspension)

## ELECTRONIC DEVICES

Elizabeth Forward High School staff and administration realize that the increase in student use of personal electronic devices has positive and negative consequences for the educational environment. For the purpose of clarity, Personal Electronic Devices (known as PED’s in this document) include, but are not necessarily limited to: cell phones, smart phones, laptops, Kindles, iPads, iPods, MP3 players, or hand-held gaming devices. Students who possess a PED are solely responsible for its care and the district is not liable for the theft, loss, or damage of such property. The following guidelines apply to the use of PED’s:

1. From 7:10 a.m. to 2:20 p.m., PED’s are permitted to be used during transitional times in the halls, common areas, cafeteria, Media Center, and study halls, AND AT TEACHER DISCRETION FOR INSTRUCTIONAL PURPOSES IN THE CLASSROOMS. This privilege may be restricted or revoked at any time pursuant to a disciplinary violation, and as directed by a staff member or building administration.
2. Bullying, inappropriate or harassing text messages, unauthorized videotaping or photographing, accessing or sharing inappropriate or profane websites/material, and cheating are not permitted and will be dealt with under the code of conduct. Violations of this rule will result in disciplinary action, and possible law enforcement involvement.

3. The open use of PED's is strictly forbidden in the locker rooms, pool areas, and restrooms.
4. Headphones must be used when listening to any PED device for free-time pleasure.
5. PED's must be put away when testing or when in any testing area of the building. PED's also cannot be used during in-school suspension or detention.

### EMERGENCY PREPAREDNESS

As required by law, fire drills are conducted at regular intervals and are an important safety precaution. It is essential that when the signal is given, everyone follows directions and promptly leaves the building by the prescribed route in an orderly manner. The teacher in each classroom will give students instructions about exiting the building.

The Elizabeth Forward High School also provides training on ALICE emergency preparedness. Alice is an acronym for; Alert, Lockdown, Inform, Counter, and/or Evacuate. ALICE is a research-based program designed to protect organizations during active intruder situations. Periodic drills will take place in order to teach this concept.

### FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives and considered a privilege. These objectives might include specific curriculum activities and/or celebrations of accomplishments. **Field trips are a privilege. The final decision to attend a field trip rests with the principal. Decisions can be based on attendance, grades, behavior, outstanding bills, detention, or a combination of these items.** When on the field trip, students will follow the same rules they follow when in a district building or on district property and will be held subject to disciplinary action as defined in the EFSD code of conduct (Policy 218).

### FLAG SALUTE

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal beliefs or religious convictions. However, all students and staff should stand for the Pledge of Allegiance. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

**ALL ACTIVITY IN THE BUILDING WILL STOP WHILE THE PLEDGE OF ALLEGIANCE IS BEING CONDUCTED.**

## GENERAL RULES OF CONDUCT

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall refrain from interfering with learning and teaching.
- Students shall respect others and property of others.
- Students shall maintain academic integrity.

## GRADING/GRADUATION REQUIREMENTS

The grading scale is as follows:

|           |   |
|-----------|---|
| 90 to 100 | A |
| 80 to 89  | B |
| 70 to 79  | C |
| 60 to 69  | D |
| 50 to 59  | F |

All candidates for graduation shall achieve the necessary credits for graduation as defined by the Elizabeth Forward High School Program of Studies that is annually adopted by the school board.

For yearlong courses, students must pass one of two final nine weeks to earn credit for the course.

## GUIDANCE

Each student enrolled in Elizabeth Forward High School has, in addition to classroom teachers, a counselor to discuss any educational, vocational, social, or personal problems. The counselor will arrange a time during the school day when a private conference can be held in one of the counseling rooms. The Elizabeth Forward High School Guidance Department provides you and your child with valuable information concerning scholarships, college visits, guidance activities and resources. This information is available on-line at [www.efsd.net](http://www.efsd.net).

## HALL RESTRICTION

When traveling the building, students must carry the designated paper hall pass at all times. Students are not to be released from a classroom during class time unless the teacher determines it is appropriate. If there is an emergency, the student will report to the nurse or to high school administration.

Student movement during periods 1 and 9 will be restricted, hall passes are only to be issued in case of extreme emergency

## HAZING POLICY

Any forms of initiation or harassment, known as hazing, as part of any school-sponsored activity is prohibited. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity.

## HEALTH SERVICES

The Health Suite is open daily for first aid and emergency care. The nurse is available to talk with students regarding personal matters relating to their health and well-being. Students should not go to the nurse's suite between periods but should report to their next class and be released. Emergencies are an exception to this rule. Under no circumstance is a student to go home because of illness or injury unless excused by the nurse or the principal. Students should report to the main office when the nurse is not available.

Student visits to the nurse's suite will be recorded and monitored by both the nurse and other school personnel. The Elizabeth Forward School District has developed a medication policy that allows only prescribed medication to be administered during school. If a student needs to take medication during school, he/she needs to secure forms from the nurse. The following procedures will be followed when it becomes necessary for school personnel to administer medication during the school day:

1. Only those medications prescribed by a doctor will be administered.
2. The student will be required to present a physician's signed statement, with instructions including: name of medication, dosage, time the medication is to be taken, and any possible side effects or special instructions.
3. Written parental consent must accompany the physician's statement.
4. Only daily dosages in the original prescription container will be accepted. The school will not be responsible for more than one day's supply of medication.
5. The medication will be kept under lock and key in the nurse's suite office labeled as indicated in item #2.
6. Medication is to be taken in the presence of the school nurse. If the nurse is not in the building, the medication will be taken in the presence of the principal or his/her designee.

The school should be notified if students develop any of these diseases or conditions, including but not limited to: chicken pox, pink eye, impetigo contagious, MRSA, ringworm, lice (exclusion lasts until the student is free from all nits), scabies, scarlet fever, strep throat. Re-admission of any child to school following such an illness will be determined by the child being symptom-free as well as the possible observance of the exclusion period.

**NOTE:** Students must have a physical exam during their JUNIOR year in order to graduate.

In addition to the above medication policy, the school has certain medications that are provided as standing orders by our school physician.

These include:

TUMS or Roloids, Menthol-Eucalyptus cough drops, Hydrocortisone cream 1%, Rubbing alcohol, Artificial Tears, Anbesol, Bactine, Triple Antibiotic Ointment, Burn spray/cream, Sterile eye irrigation solution/contact lens solution, Insect Sting Relief Swabs 20% Benzocaine, Caladryl/Calamine lotion, Hydrogen Peroxide Solution, A & D Ointment,

\*Epi-Pen-to be used in medical emergencies only. Parent and ambulance will be called.

By signing the handbook, you give consent for these medications to be used. If you have any specific questions or concerns, please contact the school nurse.

#### COVID-19 Procedures:

Elizabeth Forward School District will continue to work with federal, state, and local health departments and other governmental agencies to keep the students, staff, and school community safe during the COVID-19 pandemic. The school district realizes that information regarding the virus is constantly changing, which may necessitate changes to our response. The High School Administration reserves the right to enforce guidelines that will protect the health and safety of the people in our schools. This may include but is not limited to the wearing of Personal Protective Equipment (PPE), social distancing procedures, and other restrictive measures. Information about changes to the district COVID-19 guidelines will be shared directly to the students and families, and via the district website.

#### INTERSCHOLASTIC SPORTS

Elizabeth Forward High School belongs to the P.I.A.A. and W.P.I.A.L. and adheres to the rules and regulations of these organizations. Please reference the EFSD Athletic Manual for all sports, rules and regulations.

Sports programs are available in the following areas:

BOYS: basketball, baseball, cross country, football, golf, soccer, swimming, track & field, and wrestling

GIRLS: basketball, cheerleading, cross-country, golf, soccer, softball, swimming, track & field, and volleyball

### iPADS

Each student in the Elizabeth Forward School District is loaned an iPad to use as a tool in the classroom and for educational purposes. The iPad is the property of the school district, and can be taken from the student's possession at any time, for routine maintenance, as part of a code of conduct investigation, or at the discretion of the district staff or administration. It is the sole responsibility of the student to keep the device safe, free from damage, and in proper working order at all times. The school issued iPad must be kept in the protective plastic case that was given to each student upon deployment. Intentional theft or damage to an iPad will be dealt with under the code of conduct, and subject to disciplinary action. It is the responsibility of the student to notify the school of any lost or damaged iPad.

### LEAVING THE SCHOOL GROUNDS

Leaving the school grounds is **NOT** permitted unless permission is first obtained from the high school administration. A phone contact will also be made to secure permission from the parent. Leaving school and/or the school grounds **without** permission will result in out-of-school suspension and loss of driving privileges.

### LOCKERS

Students are encouraged to keep their lockers locked at all times. The school is not responsible for any loss that may occur; however, all losses should be reported to the office promptly. It is strongly suggested that students not keep money or valuables in the lockers. Students should report difficulties with lockers to the main office. Students should use their own combination locks, and they are required to give the combinations to the homeroom teacher. The school does not provide locks. It is strongly recommended that students also purchase their own locks to be used on gym lockers for their gym class. This lock must be removed at the end of each gym class or it will be cut off and the locker contents placed in the gym office. Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during these inspections will be confiscated by the administration and subject to disciplinary action.

Additionally, the student's locker and its contents may be searched when school authorities have reasonable suspicion that the locker contains illegal or contraband items.

### MAKE-UP WORK

Students who are legally absent for the entire school day will be given an opportunity to make up all work missed. **All work must be completed within a time period NOT to exceed the number of school days the student was absent.** Students who have a legal absence for any part of the school day are responsible for the work covered in all classes. If student knows they are going to miss class because of an appointment or an athletic event, they should get their assignments or make arrangements to take a test. **BEFORE** they leave for the day. Students are expected to be prepared for class the next day. In addition, any homework due that day must be submitted **BEFORE** leaving.

### MEDIA CENTER

The Media Center is a creative learning space where students can go to use an array of supplemental learning tools such as: a sound studio, a video production studio, iPads, and laptops. The Media Center is a nationally-renown educational space that maximizes student engagement and creativity. Students are required to have their hall pass filled out properly prior to entering the Media Center. Students should show self-reliance and regard for the rights of others in their behavior. If students behave in a manner that is not conducive to a learning environment, they may have their Media Center privileges restricted.

### MEDICATION IN SCHOOL

All medication (prescription, non-prescription, over the counter) taken during the school day must be prescribed by a Licensed Health Care Prescriber. If medication is necessary during the school day, it must be kept in the health office unless specific guidelines are followed according to the School Board Policy. Parental/physician permission is required on file for any medication to be administered by school staff during school hours. Please refer to EFSD Board Policy 210 for more detailed information.



## MONEY IN SCHOOL

Students are not permitted to carry large sums of money. Large sums of money can be a disruption and a safety concern. In the event the administration determines that the sum of money being held by a student is a concern, the student's parents will be asked to come to the school and retrieve the cash. It is strongly encouraged that any cash being brought to school for a payment be marked in an envelope with the name of the student and the purpose of the payment.

## PUBLIC DISPLAY OF AFFECTION

Students are to keep social behavior in a proper perspective. Public display of affection is a violation of the School Discipline Policy. Physical contact between students such as kissing and/or embracing is not permitted on school grounds and considered a Level I Discipline Violation. Repeated Offenses will be considered a Level II Discipline Violation.

## SCHOOL DANCES

Traditionally, the high school sponsors two large dances during the school year. The annual Winter Formal and Prom are held to provide students with an opportunity to dance, socialize with friends, and have fun in a safe environment. As such, we place restrictions on who can and cannot attend these events. Please be aware of the following general guidelines:

Winter Formal: Open to Elizabeth Forward students in grades 9-12. Our students may bring a guest from another high school, provided that guest is a student in grade 9-12 and in good standing in the guest's school of attendance.

Prom: Open to Elizabeth Forward students in grades 11-12, however, students may choose to ask a guest from our 10th grade. Our students may bring a guest from another high school, provided that guest is a student in grade 10-12 and in good standing in the guest's school of attendance. Guests that are currently not in high school, and under 21 years of age, may attend the prom as an invited guest with two "clean" clearances (PA Child Abuse and Criminal Record Check) at the guest's expense\*

\*Tickets to these events will **NOT BE SOLD TO STUDENTS** unless payment is accompanied by the completed paperwork and proper ID. No exceptions.

\*Any student with 25 absences for ANY reason or 15 non-medical tardies will not be eligible to attend either dance.

## SEARCHES

When the administration has reasonable suspicion that the student, their personal belongings, their locker, or their vehicle (parked on school grounds) may possess/contain an item(s) that is in violation of school policy or criminal code, a search may be conducted. Searches will be conducted in the presence of an adult witness. Any type of contraband may be used for school disciplinary action and/or as part of a criminal complaint. Refusal to be searched will result in disciplinary action consistent with level IV consequences, including expulsion. Confiscated items will not be returned. Any suspicious activity in the restroom will be grounds for a student search.

## SOCIAL SUSPENSION

**Rationale:** Participation in extra and co-curricular activities is a privilege; therefore, the right to participate may be revoked due to academic, attendance, or disciplinary issues.

Elizabeth Forward High School students receiving a social suspension will be ineligible to attend or participate in Elizabeth Forward School District extra-curricular activities including but not limited to; any school sponsored events (home or away), athletics, band or choral concerts, musical, club activities, dances, field trips, assemblies, etc. Social suspensions will last for a set number of school days, not calendar days, and includes activities or events that occur on weekends, during holiday or summer break, or other non-school days. Students will be given written notice of any social suspension which will include a start and end date for the term of the suspension.

Although individual sponsors or coaches reserve the right to set academic and behavioral criteria, the administration reserves the right to use Social Suspension as a consequence for Behavior infractions as defined by the Code of Conduct.

## STEEL CENTER FOR CAREER & TECHNICAL EDUCATION

Steel Center offers high school students the opportunity to train for immediate employment or advanced placement in many colleges and technical schools. Students in grades eleven and twelve attend EFHS for the morning and will report to Steel Center for the afternoon. **If a student receives a disciplinary infraction that involves a suspension, the student will be suspended from EFHS and Steel Center.**

## STUDENT ASSISTANCE

The Student Assistant Program is designed to help students who have problems that are interfering with their success at school. Students sometimes have problems with learning, drugs and alcohol, relationships, attendance, family or other issues. The Student Assistant Team at EF are made up of a concerned group of teachers, counselors, and principals who are specially trained to help and ready to assist with student problems in a positive, direct manner.

The Student Assistance Coordinator is Mrs. Kaila Miele. If you would like more information about this special program just drop in between classes, before or after school, or during a study hall and ask to speak to your counselor.

In addition, the SAP Program offers Mon Yough Mental Health Services. This program offers skill building and counseling services, education, information dissemination, problem identification and referrals, parent and school in-service training, extensive consultation to community and school district personnel.

## STUDENT DRIVING PRIVILEGE

1. Student driving is a privilege reserved for Seniors at Elizabeth Forward High School. Remaining parking passes will be made available to Juniors who apply based on need.
2. ***NO STUDENT*** is permitted to drive without a current office-issued driving pass for any reason (including tardy to school or early dismissal from school). **Your pass MUST BE hung from the vehicle's rearview mirror and visible to high school staff and park in the assigned space for the driving pass.**
3. There is a \$30.00 parking fee. Payment must accompany the application. The fee is non-refundable once you are issued a pass. Checks or money orders only.
4. Student driving passes are ***NON-TRANSFERABLE***. Any student caught sharing a student-driving pass will forfeit his/her pass permanently.
5. Students must notify the main office immediately if their pass is lost or missing. If a student driver's pass is lost, you must pay \$12.00 for a replacement pass to be issued.
6. Students must park in the spot in which their pass indicates. *No student is permitted to park in the Faculty parking area or in any grass area for any reason.*

7. Students are not permitted to move their car from the parking space until all buses have departed the school property at the end of the day. Students are strongly urged to remember all items upon entry of school.
8. Any student who plans to ride in the vehicle of another student must fill out a passenger permission form and turn form into the office before riding in another student's car. The driver is responsible.
9. Senior drivers are permitted up to **three student passengers (total)**. Juniors may have **one passenger** other than family members who live in the same house.
10. Any student who leaves school grounds in a vehicle, resulting in an illegal absence for any part of the school day, will automatically forfeit all driving privileges for the remainder of the school year.
11. If the administration has reasonable suspicion that the student's vehicle, parked on school grounds, may possess an item(s) in violation of school policy or criminal code, a search may be conducted. Any type of contraband discovered may be used for school disciplinary action and/or as part of a criminal complaint. Routine visual inspections by administration will occur frequently for the safety of the campus.
12. Any student cited for careless driving or receiving a speeding ticket on the way to or from school will forfeit their driving pass for the remainder of the school year.
13. Be advised that violations of the disciplinary code of conduct may result in your parking privileges being revoked. Failure to follow any of the parking regulations will result in suspension of driving privileges:

|                       |                                            |
|-----------------------|--------------------------------------------|
| <b>First Offense</b>  | 10 school days suspension of driving pass  |
| <b>Second Offense</b> | 30 school days suspension of driving pass  |
| <b>Third Offense</b>  | Permanent suspension of driving privileges |

14. Ten non-medical tardies to school will result in a two-week suspension of driving privileges. Fifteen non-medical tardies to school will result in forfeit of driving pass permanently.
15. When a driving pass is revoked, the student-driver is not allowed to park off-campus, walk, or be a passenger in another student driver's car.
16. No student may park off campus and walk across either Weigles Hill Road or Scenery Dr.
17. Junior passes will only go on sale after senior passes are complete. Preference for available Junior spots will be determined as follows:
  - a. Student must be in good academic standing to apply.
  - b. Student must demonstrate a documented need to drive. Consideration will be made in the following order of preference:
    - i. Sports or other afterschool activities sponsored by EFHS
    - ii. Jobs that require the student to be there before 3:15pm (must be accompanied by a written note from employer.)
    - iii. First-come, First-serve if spaces are left.
    - iv. Juniors will be notified by if approved.

### STUDENT RESPONSIBILITIES

EFSD Students are expected to Obey District Rules:

- While on school grounds or in school buildings
- While on District grounds or in District buildings
- While in school or district vehicles
- During school-sponsored activities, field trips, and sporting events

### TOBACCO USE/POSSESSION

Act 145 of 1996 amends the Pennsylvania Crimes Code (Title 18) to include language-prohibiting students from possession of or using tobacco in a school, school building, a school bus, or any school property. This includes the use or possession of e-cigarettes and "vaping" products. Students violating tobacco regulations will be sent to a school administrator, the tobacco will be confiscated, and the parent notified of the violation. Confiscated items will not be returned. Violation of the tobacco policy is a Level III offense and the student will be cited for tobacco use.

Upon conviction, the student can be found guilty of a ‘Summary Offense’ and subject to a monetary fine plus court costs. (*EFSD Policy 222*).

### VISITORS

Any person that is not a student of Elizabeth Forward High School must have authorization from the administration to be in the building during normal school hours. All visitors must check into the main office for admission into the building. Students from other schools, graduates or other persons visiting Elizabeth Forward High School without authorization from the administration may be charged with trespassing.

### WEAPONS REGULATIONS

Weapons and/or replicas of weapons are forbidden on school property. Act 26 of 1995 requires an expulsion of a student for at least one year for possession of a weapon on school property.

**“Weapon”** - Shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chucks, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

**“Possession”** - a student is in possession of a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while he/she is on school property, on property being used by the school at a school function or activity, at any school event held away from the school or while the student is on his/her way to or from school. Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student’s parents and to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. Weapons under the control of law enforcement personnel are permitted. The principal may authorize other persons to possess weapons in school buildings. The principal may prescribe special conditions or procedures to be followed before giving such authorization. (*EFSD Board Policy 218.1*)

### WORK PERMITS

All employment certificates for minors (under 18 years of age and not having graduated from high school) are issued from the Elizabeth Forward High School. Students and a parent/guardian must present their Birth Certificate or Baptismal Certificate to a secretary in the High School Office to obtain the required form.

# **PBIS**

PBIS (Positive Behavior Interventions and Supports) is a proactive system-wide approach to establishing the behavioral expectations and school culture needed for all students in our school to achieve social, emotional, and academic success. At the core of PBIS are the behaviors we expect from every student that enters the building. We refer to these as the BRAVE Expectations, as we want all our Warriors to be BRAVE! These behavior expectations are clearly displayed on classroom walls, in the cafeteria, in the hallways, and stairwells in our school. We have been recognized by the state of Pennsylvania for three years in a row for our work in this initiative.

We expect students to:

- **B**e safe
- **R**espectful
- **A**ccountable
- **V**ictorious
- **E**nthusiastic

The goals of PBIS are to:

- Increase appropriate and safe behaviors.
- Decrease time spent disciplining students.
- Increase instructional time.
- Create a positive school climate.
- Create more positive interactions between staff and students.

## **Implementing Our PBIS Plan**

After taking a look at our BRAVE Matrix, you will notice that we have highlighted how to be safe, respectful, accountable, victorious and enthusiastic in various areas in and out of our school. This matrix is the foundation of how we will teach our students the behavioral expectations here at Elizabeth Forward High School. PBIS has been proven to work, but it takes time and patience. This is not an instant fix. We have seen some immediate results, but we have a long way to go. Consistency is the key for PBIS to work. Modeling our expectations, remaining consistent with teaching our expectations, and providing specific positive feedback will ensure we stay on track with helping all of our students become successful.

## PBIS Core Team

Elizabeth Forward High School has a PBIS Core Team that meets on a weekly basis. The team consists of teachers (regular and special education), administration, guidance counselors, and our transition coordinator. This team meets weekly to discuss new and ongoing initiatives, analyze data, make decisions on future plans, and evaluate feedback from students and staff. The team also discusses rewards ("acknowledgements") we use for students and staff following our expectations, what information we will teach or share with the students from gathered data, and other information that is important in helping us create a positive school climate.

One of the most important features of PBIS at EFHS is the use of the web-based data management system called **SWIS**. The SWIS database tracks what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. SWIS eliminates guesswork from the decision-making process about what is and is not working in a building's behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day and people that need them.

## The BRAVE Bunch

The BRAVE Bunch is a student-centered leadership group made up of a cross-section of students in the high school. Students are nominated by their teachers and go through an application and interview process to become a part of the bunch. This group is charged with being the "student voice" in the building, and for helping establish a positive school culture. They provide feedback to the PBIS Core Team and assist with implementing initiatives and creating new ideas to improve existing programs and supports. These students are the cream of the crop and are well known for setting positive examples in the classroom, in their extracurricular activities, and outside of the school. They are go-getters with energy, spirit, and a true desire to help spread positivity around the school. To date, the BRAVE Bunch have been nationally recognized for their work in 'spreading the word' for inclusion, diversity and participation. Although the PBIS Core Team ultimately selects this group, all students are welcome to participate in our efforts to improve the school culture. Students wishing to pitch in and help out should see Mr. Bellora.



## Acknowledgement System

Our behavioral expectations system focuses on acknowledging students who follow and adhere to our five BRAVE Expectations. This framework works in conjunction with school-wide and classroom goals.

### 1. Specific Verbal Feedback

- When a teacher or staff member observes students being safe, respectful, accountable, victorious or enthusiastic, they are to acknowledge them with positive verbal feedback.
- The key to making this framework a success is for all teachers and staff in the building to be aware of the program and use of the same vocabulary.

### 2. Rewarding of BRAVE Bucks (individual acknowledgement)

Teachers and staff award BRAVE Bucks to students who are observed following one of our five expectations in the classroom, hallways, cafeteria, and other areas of the building. These BRAVE Bucks are awarded to encourage and reinforce positive behaviors among our students. Teachers and staff can award BRAVE Bucks to any student, whether they teach the student or not.

The following is the procedure to be followed once a student is acknowledged:

1. Student is acknowledged for their positive behavior.
2. Teacher/staff member fill out a BRAVE Buck and give it to the student.
3. Student is permitted to immediately report to the main office to turn in their BRAVE Buck.
4. In the office, the student writes his/her favorite song on the Buck (this song will be played upon start of the next school day) and gives it to one of our Administrative Assistants.
5. The student signs the "BRAVE Book" and is assigned a number for the Buck to be place on our BRAVE Board.
6. The student will also be acknowledged during our morning and afternoon announcements.
7. Once a row (10 spaces) has been filled on the BRAVE Board, those students will be rewarded with a prize.

### PBIS BRAVE Board Prizes

In the past, our students have been rewarded with the following prizes:

- \$10 gift cards to Carriage Inn, Get Go, Sheetz, Fox's Pizza, iTunes and credit towards their lunch accounts.

- At mid-year and at the end of the school year there are drawings for bigger prizes such as iPods and larger monetary gift cards.

Other acknowledgements for students include:

- ***Large group reward*** (for the whole grade-level class) based upon their achievement on the BRAVE Report Card. Students in a graduating class are tracked quarterly for their academic success, number of absences and tardies, and their involvement with fundraising and extra-curricular activities.
- ***Small group reward*** – the lunch monitors recognize students each week for their good behavior in our cafeteria and for their adherence to the BRAVE Cafeteria Expectations.

***“Fortune Favors the BRAVE!”***

**HIGH SCHOOL – CODE OF CONDUCT – LEVEL I**

| EXAMPLES                                                                                                                                                                                   | PROCEDURES*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SUGGESTED DISCIPLINARY<br>OPTIONS/RESPONSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p>                                      | <p>May include the following, but are not limited solely to the behaviors listed below:</p> <ul style="list-style-type: none"> <li>&gt;Cheating or lying.</li> <li>&gt;Disrespect to teachers and staff - verbal and nonverbal.</li> <li>&gt;Disturbance of a minor nature in classroom, hall, study hall, cafeteria, auditorium, lavatory, or locker room.</li> <li>&gt;Eating in unauthorized areas.</li> <li>&gt;Horseplay or scuffling.</li> <li>&gt;Violation of the dress code (1<sup>st</sup> offense).</li> <li>&gt;Loud or boisterous noise.</li> <li>&gt;Minor defacing of school property (writing on desks, walls, books, etc.).</li> <li>&gt;Possession/Use of noninstructional items (audio devices, playing cards, pagers, beepers, cellular phones, laser pointers, etc.) during restricted times of the school day.</li> <li>&gt;Public displays of affection.</li> <li>&gt;Running in the school building or on school grounds.</li> <li>&gt;Tardiness to class, study hall, or lunch.</li> <li>&gt;Throwing objects (pencils, erasers, snowballs, etc.).</li> <li>&gt;Violation of classroom procedures established by teacher.</li> </ul> | <ul style="list-style-type: none"> <li>&gt;Verbal reprimand.</li> <li>&gt;Teacher-Student conference.</li> <li>&gt;Isolation within assigned area.</li> <li>&gt;Withdrawal of privileges.</li> <li>&gt;After school teacher detention.</li> <li>&gt;Special assignment or activity.</li> <li>&gt;Teacher/Administrator communication with parent/guardian.</li> <li>&gt;Parent/Guardian conference.</li> <li>&gt;Referral to guidance counselor.</li> <li>&gt;Misconduct notice.</li> <li>&gt;Restitution, if applicable.</li> </ul> |
| <p>These misbehaviors should be handled by an individual staff member. However, such misbehaviors may be indicative of a problem that should be referred to appropriate support staff.</p> | <p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Proper and accurate record of the offense and disciplinary action is maintained by the staff member.</p> <p>The staff member may wish to discuss the behavior with the parents/guardians, the administrators, and/or appropriate support personnel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.</p>                                                                                                                                                                                                                                                                                                                  |

**HIGH SCHOOL – CODE OF CONDUCT – LEVEL II**

| <b><u>EXAMPLES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b><u>PROCEDURES*</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b><u>SUGGESTED DISCIPLINARY<br/>OPTIONS/RESPONSES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of administrative personnel because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p> | <p>Student is referred to the administration for appropriate disciplinary action.</p> <p>Administrator meets with the student and/or teacher and decides the most appropriate discipline response.</p> <p>Teacher is informed of the administrator's action.</p> <p>Parents/Guardians are notified of the student's misconduct.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the administrator.</p> | <ul style="list-style-type: none"> <li>&gt; Verbal reprimand</li> <li>&gt; Administrative detention.</li> <li>&gt; Withdrawal of privileges.</li> <li>&gt; Suspension (ISS/OSS).</li> <li>&gt; Parent/Guardian conference.</li> <li>&gt; Temporary removal of bus/driving privilege.</li> <li>&gt; Referral to guidance counselor.</li> <li>&gt; Temporary removal from assigned class or assigned area.</li> <li>&gt; Withdrawal of participation in school-sponsored activities.</li> <li>&gt; Referral to Student Assistance team (SAP).</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.</p>                                                                                                                                                                                                                                                                                                                                    |

**HIGH SCHOOL – CODE OF CONDUCT – LEVEL III**

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Level III infractions are those infractions which might endanger the health or safety of others or themselves as well as continuation of unmodified Level II misbehaviors.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.</p> | <p><b>EXAMPLES</b></p> <p>May include the following, but are not limited solely to the behaviors listed below:</p> <ul style="list-style-type: none"> <li>&gt;Continuation of Level I and/or II misbehaviors.</li> <li>&gt;Attempting or actually breaking into another student's locker.</li> <li>&gt;Dissemination of unauthorized materials.</li> <li>&gt;Disorderly conduct.</li> <li>&gt;Disturbance of a serious nature in cafeteria, auditorium, lavatory, locker room, classroom or hallways.</li> <li>&gt;Fighting.</li> <li>&gt;Hazing.</li> <li>&gt;Intimidation and/or threats to student or staff.</li> <li>&gt;Theft of personal or school property.</li> <li>&gt;Vandalism of minor nature.</li> <li>&gt;Use or possession of tobacco products or lookalike smoking devices including vapors or e-cigarettes.</li> <li>&gt;Major insubordination.</li> <li>&gt;Student harassment (verbal, physical, or sexual) or threats.</li> </ul> | <p><b>PROCEDURES*</b></p> <p>Immediate referral to administration.</p> <p>Administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.</p> <p>Administrator meets with the student to establish the most appropriate response and contacts parents/guardians.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the administrator.</p> | <p><b>SUGGESTED DISCIPLINARY OPTIONS/RESPONSES</b></p> <ul style="list-style-type: none"> <li>&gt;Temporary removal from assigned class.</li> <li>&gt;Suspension (ISS/OSS).</li> <li>&gt;Parental conference.</li> <li>&gt;Withdrawal of privileges.</li> <li>&gt;Restitution of damages or property.</li> <li>&gt;Charges under Criminal Code.</li> <li>&gt;Referral to appropriate law enforcement agencies.</li> <li>&gt;Referral to student assistance team (SAP).</li> <li>&gt;Loss of driving privileges for ninety (90) school days.</li> <li>&gt;Exclusion from all extracurricular and athletic participation/attendance for ninety (90) school days (if a senior, exclusion will include all senior activities, i.e. Senior Barbeque and Banquet).</li> <li>&gt;Days will carry from one (1) school year to the next.</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

## EXAMPLES

May include the following, but are not limited solely to the behaviors listed below:

- >>Continuation of Level I, II, and/or III misbehaviors.
- >>Arson or attempted arson.
- >>Assault and/or battery on student or staff.
- >>Bomb threat.

>Engaging in any conduct contrary to the Criminal Code or ordinances of the

Commonwealth/community on school grounds or at school-sponsored activities.

- >Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community.

- >Extortion.
- >Harassment of student or staff.
- >Leading or participating in a major disruption.

>Possession/Use/Furnishing/Selling of alcohol, drugs, look-alike substances and/or paraphernalia.

- >Possession/Use/Transfer of dangerous explosives or weapons.

- >Refusal to cooperate with a search based on reasonable suspicion.

>Unwarranted pulling of fire alarm.

EXAMPLES (contd.)

> Vandalism of school property or personal property of school personnel.

- > Violation of technology usage policy, the Elizabeth Forward School District computer network and its components.
- > Indecent exposure.

## PROCEDURES\*

Immediate referral to administrator.

The administrator verifies the offense and, if necessary, confers with the teacher/staff member involved before meeting with the student.

Parents/Guardians are notified.  
The student is suspended from  
school and parents/guardians are  
notified of the date of the  
informal hearing.

A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of School Directors.

Law enforcement agencies will be notified.

\*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after

appropriate consultation with and approval by the building principal.

### SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

- >>Suspension (ISS/OSS).
- >>Referral to appropriate law enforcement agencies.
- >>Referral for Superintendent's hearing.
- >>Restitution of damages or property.
- >>Referral for School Board hearing which could result in appropriate disciplinary action including possible expulsion.
- >>Charges under Criminal Code.
- >>Referral to student assistance team (SAP).
- >Loss of driving privileges for the remainder of the school year.
- >Exclusion from all extracurricular and athletic participation for 180 school days (if a senior, exclusion will include all senior activities, i.e. Senior Barbeque and Banquet, and EXCLUSION FROM GRADUATION CEREMONIES).
- >Days will carry from one (1) school year to the next.
- >Disciplinary activities may be held over from grade level to grade level.

# Disciplinary Infractions and Consequences for Office Discipline Referrals

**Disclaimer:** When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student’s previous history, his/her age and maturation, and any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook. All disciplinary action is at the final discretion of school administration.

| Behavior                                                                | First ODR                                                    | Second ODR                                                                          | Third ODR                                                                              |
|-------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Tardy to class                                                          | 1 day ISS                                                    | 3 day ISS                                                                           | OSS<br>Parent Conference                                                               |
| Violation of Dress Code                                                 | Opportunity to Change or ISS                                 | 1 day ISS                                                                           | OSS                                                                                    |
| Possession or Use of E-Cigarette/ Vaping product or paraphernalia       | 3 days OSS<br>45 school-day privilege suspension<br>Citation | 3-10 days OSS<br>Informal Hearing<br>90 school-day privilege suspension<br>Citation | Indefinite OSS<br>Informal Hearing<br>Citation                                         |
| Insubordination to a Staff Member                                       | 1-3 days ISS/OSS<br>Depending on<br>Severity                 | Progressive Based on Severity                                                       | Additional privilege suspension<br>Indefinite OSS<br>Informal Hearing                  |
| Class Cut                                                               | 1 day ISS                                                    | 1 day OSS                                                                           | 3 days OSS<br>Parent Conference                                                        |
| Falsification of Records or Passes                                      | 1 day ISS                                                    | 1 day OSS                                                                           | 3 days OSS<br>Parent Conference                                                        |
| Unauthorized Area                                                       | 1 day OSS                                                    | 1-3 days OSS                                                                        | Indefinite OSS<br>Informal Hearing                                                     |
| Leaving School Grounds w/o Permission                                   | 1 day OSS                                                    | 3 days OSS                                                                          | Indefinite OSS<br>Informal Hearing                                                     |
| Misbehavior @ school sponsored events/activities/assemblies             | Immediate Removal from event<br>Possible OSS                 | 1-3 OSS<br>No activities for 45 school days                                         | OSS<br>No activities for 90 school days                                                |
| Bus Violations                                                          | 1 day ISS                                                    | 1-3 days ISS                                                                        | OSS                                                                                    |
| Tobacco Policy Violation                                                | 3 days ISS<br>Magistrate Citation                            | 1-3 days no bus privilege<br>3 days OSS<br>Magistrate Citation                      | Indefinite Bus Suspension<br>Indefinite OSS<br>Informal Hearing<br>Magistrate Citation |
| Public Displays of Affection                                            | 1 day ISS                                                    | 1 day OSS                                                                           | 3 days OSS<br>Parent Conference                                                        |
| Distributing materials that are a disruption to the educational process | 1-3 ISS/OSS                                                  | 1-3 ISS/OSS                                                                         | Indefinite OSS<br>Informal Hearing                                                     |
| Disorderly Conduct                                                      | 1-3 days OSS<br>Magistrate Citation                          | 3 days OSS<br>Magistrate Citation                                                   | Recommendation for Superintendent Hearing                                              |
| Fighting                                                                | 3-10 days OSS<br>Informal hearing<br>Magistrate Citation     | Indefinite OSS<br>Informal Hearing<br>Citation                                      | Recommendation for a Superintendent Hearing                                            |



|         |                        |
|---------|------------------------|
| Book    | Policy Manual          |
| Section | 200 Pupils             |
| Title   | Bullying/Cyberbullying |
| Code    | 249                    |
| Status  |                        |

### **Purpose**

The **Board** is committed to providing a safe, **positive learning** environment for district students. The **Board** recognizes that bullying **creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.**

### **Definitions**

**Bullying means** an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, **which** occurs in a school setting **and/or** outside a school setting, **that** is severe, persistent or pervasive **and** has the effect of **doing any of the following:**<sup>[1]</sup>

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying, as defined in this policy, includes cyberbullying.**

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or **at** any activity sponsored, supervised or sanctioned by the school.<sup>[1]</sup>

### **Authority**

**The Board prohibits all forms of bullying by district students.**<sup>[1]</sup>

**The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.**

**Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.**



investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

#### Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer **Director of Personnel and Student Services**. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer **Director of Personnel and Student Services** shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

#### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated

This policy **shall** be accessible in every classroom. **The** policy shall **be** posted in a prominent location **within** each school **building and** on the district website.[\[1\]](#)

#### Education

**The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.**[\[1\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

#### Consequences for Violations

**A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:**[\[1\]](#)[\[5\]](#)[\[9\]](#)

1. **Counseling within the school.**
2. **Parental conference.**
3. **Loss of school privileges.**
4. **Transfer to another school building, classroom or school bus.**
5. **Exclusion from school-sponsored activities.**
6. **Detention.**
7. **Suspension.**
8. **Expulsion.**
9. **Counseling/Therapy outside of school.**
10. **Referral to law enforcement officials.**

#### Legal

1. [24 P.S. 1303.1-A](#)
2. [Pol. 103](#)
3. [Pol. 103.1](#)
4. [22 PA Code 12.3](#)
5. [Pol. 218](#)
6. [20 U.S.C. 7118](#)
7. [24 P.S. 1302-A](#)
8. [Pol. 236](#)
9. [Pol. 233](#)
10. [Pol. 113.1](#)



[Bullying Incident Form – FORM A.pdf \(43 KB\)](#)



[Bullying Fact-Finding Form – FORM B.pdf \(49 KB\)](#)

**Audiologists:** Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems.

- **Education/Training Required:** Master's degree
- **Annual Earnings:** \$58,392
- **Growth:** 44.7%
- **Annual Job Openings:** 1,000



## MONDAY

23

## TUESDAY

24

## WEDNESDAY

25

## EVENTS

## CHARACTER TRAITS

Audiologists should be able to effectively communicate diagnostic test results, diagnoses, and propose treatment in a manner easily understood by their clients. Because a client's progress may be slow: patience, compassion, and good listening skills are necessary.

## THURSDAY

26

## SATURDAY

28

## SUNDAY

29

## FRIDAY

27

## AUGUST 2021

| S  | M  | T  | W  | T  | F  | S  |
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| 29 | 30 | 31 |    |    |    |    |

**Dental Assistant:** Assist dentist, set-up patient and equipment, and keep records. Prepares patient, sterilizes and disinfects instruments, prepares materials, and assists dentist during dental procedures.

- **Education/Training Required:**  
On the job training
- **Annual Earnings:** \$29,207
- **Growth:** 37.2%
- **Annual Job Openings:** 16,000



## MONDAY

30

## TUESDAY

31

## WEDNESDAY

1

Beginning of September

## EVENTS

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## CHARACTER TRAITS

Dental assistants should be able to interact with other people and may have to handle several responsibilities at once.

## THURSDAY

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## FRIDAY

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## SATURDAY

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## SUNDAY

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## SEPTEMBER 2021

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**Pharmacy Technicians:** Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications. Assists pharmacists to prepare and dispense medication.

- **Education/Training Required:** On the job training
- **Annual Earnings:** \$22,286
- **Growth:** 36.4%
- **Annual Job Openings:** 22,000



## MONDAY

Labor Day

6

## TUESDAY

7

## WEDNESDAY

8

## EVENTS

## CHARACTER TRAITS

Successful pharmacy technicians are alert, observant, organized, dedicated, and responsible. Teamwork, strong interpersonal and communication skills are needed because there is a lot of interaction with patients and other health care professionals.

## THURSDAY

9

## SATURDAY

11

## SUNDAY

12

## FRIDAY

10

## SEPTEMBER 2021

| S  | M  | T  | W  | T  | F  | S  |
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| 25 | 26 | 27 | 28 | 29 | 30 |    |



**Auditors:** Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures. Reviews data about material assets, net worth, liabilities, income, and expenditures.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$47,424
- **Growth:** 18.5%
- **Annual Job Openings:** 100,000



MONDAY

13

TUESDAY

14

WEDNESDAY

15

## EVENTS

## CHARACTER TRAITS

Auditors must be able to clearly communicate the results of their work to clients and managers. Auditors must be good at working with people, as well as with business systems and computers. Because millions of financial statement users rely on their services, accountants and auditors should have high standards of integrity.

## THURSDAY

16

## SATURDAY

18

## FRIDAY

17

## SUNDAY

19

## SEPTEMBER 2021

| S  | M  | T  | W  | T  | F  | S  |
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**Legal Secretary:** Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas.

- **Education/Training Required:** Post-secondary vocational training
- **Annual Earnings:** \$39,023
- **Growth:** 20.3%
- **Annual Job Openings:** 36,000



## MONDAY

20

## TUESDAY

21

## WEDNESDAY

22

**EVENTS**

**CHARACTER TRAITS**

Secretarial duties are of a personal, interactive nature. Responsibilities such as planning conferences, working with clients and transmitting staff instructions require tact and communication skills.

**THURSDAY**

23

**SATURDAY**

25

**SUNDAY**

26

**FRIDAY**

24

**SEPTEMBER 2021**

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

**Computer & Information Systems Managers:**

Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, analyses and computer programming.

**➤ Education/Training Required:**

Work experience plus degree

**➤ Annual Earnings:** \$101,600**➤ Growth:** 47.9%**➤ Annual Job Openings:** 28,000**MONDAY****27****TUESDAY****28****WEDNESDAY****29**

# EVENTS

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## CHARACTER TRAITS

Persons interested in becoming a Computer & Information Systems Manager must have strong problem-solving, analytical, and communication skills because troubleshooting and helping others are a vital part of the job.

### THURSDAY

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### FRIDAY

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### SATURDAY

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### SUNDAY

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### OCTOBER 2021

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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**Tractor-Trailer Truck Drivers:** Drive tractor-trailer truck to transport products, livestock, or materials to specified destinations.

- **Education/Training Required:** On the job training
- **Annual Earnings:** \$44,000
- **Growth:** 19.8%
- **Annual Job Openings:** 240,000



## MONDAY

4

## TUESDAY

5

## WEDNESDAY

6

## EVENTS

### CHARACTER TRAITS

Drivers must get along well with people because they often deal directly with customers. Employers seek driver/sales workers who speak well and have self-confidence, initiative, tact, and a neat appearance. Employers also look for responsible, self-motivated individuals able to work with little supervision.

### THURSDAY

7

### SATURDAY

9

### SUNDAY

10

### FRIDAY

8

### OCTOBER 2021

| S  | M  | T  | W  | T  | F  | S  |
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**Registered Nurse:** Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Licensing or registration required.

- **Education/Training Required:** Associate's degree
- **Annual Earnings:** \$53,041
- **Growth:** 25.6%
- **Annual Job Openings:** 140,000



MONDAY

Columbus Day

11

TUESDAY

12

WEDNESDAY

13

## EVENTS

## CHARACTER TRAITS

Nurses should be caring and sympathetic. They must be able to accept responsibility, direct or supervise others, follow orders precisely, and determine when consultation is required.

## THURSDAY

14

## SATURDAY

16

## SUNDAY

17

## FRIDAY

15

## OCTOBER 2021

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**Secondary Teacher:** Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, Mathematics, or Social Studies. May be designated according to subject matter specialty, such as Typing Instructors, Commercial Teachers, or English Teachers.

- **Education/Training Required:**  
Bachelor's degree
- **Annual Earnings:** \$43,280
- **Growth:** 18.6%
- **Annual Job Openings:** 60,000



## MONDAY

18

## TUESDAY

19

## WEDNESDAY

20

# EVENTS

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## CHARACTER TRAITS

Teaching requires a variety of skills and aptitudes, including a talent for working with children; organizational, administrative, and record keeping abilities; research and communication skills; the power to influence, motivate and train others; patience; and creativity.

## THURSDAY

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## SATURDAY

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## FRIDAY

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## OCTOBER 2021

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**Radiation Therapist:** Provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards.

- **Education/Training Required:** Associate's degree
- **Annual Earnings:** \$64,000
- **Growth:** 22.8%
- **Annual Job Openings:** 1,000



MONDAY

25

TUESDAY

26

WEDNESDAY

27

# EVENTS

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## CHARACTER TRAITS

Radiation Therapists should be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

### THURSDAY

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### SATURDAY

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**Real Estate Sales Agent:** Rent, buy, or sell property for clients. Perform duties such as studying property listings, interviewing prospective clients, accompanying clients to property site, discussing conditions of sale, and drawing up real estate contracts.

- **Education/Training Required:**  
Post-secondary vocational training
- **Annual Earnings:** \$34,253
- **Growth:** 9.5%
- **Annual Job Openings:** 28,000



## MONDAY

1

## TUESDAY

2

## WEDNESDAY

3

**EVENTS**

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**CHARACTER TRAITS**

Brokers look for applicants who possess a pleasant personality, honesty, and a neat appearance. Maturity, tact, trustworthiness, and enthusiasm for the job are required in order to motivate prospective customers in this highly competitive field. Agents should be well organized, detail oriented, and have a good memory for names, faces, and business details.

**THURSDAY**

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**SATURDAY**

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**FRIDAY**

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**NOVEMBER 2021**

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**Fashion Designer:** Design clothing and accessories. Create original garments or design garments that follow well-established fashion trends.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$49,530
- **Growth:** 20.3%
- **Annual Job Openings:** 2,000



## MONDAY

8

## TUESDAY

9

## WEDNESDAY

10

## EVENTS

## CHARACTER TRAITS

Creativity is crucial in all design occupations. People in this field must have a strong sense of the aesthetic—an eye for color and detail, a sense of balance and proportion, and an appreciation for beauty.

Veterans Day

THURSDAY

11

SATURDAY

13

SUNDAY

14

FRIDAY

12

NOVEMBER 2021

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**Chefs & Head Cooks:** Direct the preparation, seasoning, and cooking of a variety of foods. May plan and price menu items, order supplies, and keep records and accounts. Supervise and coordinates activities of cooks and workers engaged in food preparation.

- **Education/Training Required:**  
Post-secondary vocational training
- **Annual Earnings:** \$36,500
- **Growth:** 9.0%
- **Annual Job Openings:** 35,000



## MONDAY

15

## TUESDAY

16

## WEDNESDAY

17

## EVENTS

## CHARACTER TRAITS

Important characteristics for chefs and cooks include the ability to work as part of a team, a keen sense of taste and smell, and personal cleanliness.

## THURSDAY

18

## SATURDAY

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## SUNDAY

21

## FRIDAY

19

## NOVEMBER 2021

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**Dietitians & Nutritionists:** Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

- **Education/Training Required:**  
Bachelor's degree
- **Annual Earnings:** \$45,781
- **Growth:** 15.2%
- **Annual Job Openings:** 5,000



## MONDAY

22

## TUESDAY

23

## WEDNESDAY

24

## EVENTS

## CHARACTER TRAITS

Dietitians & Nutritionists should be critical thinkers using logic and reasoning to identify the strengths and weaknesses of solutions and also possess investigative personalities.

Thanksgiving

**THURSDAY**

25

**SATURDAY**

27

**SUNDAY**

28

**FRIDAY**

26

**NOVEMBER 2021**

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**Customer Service Representative:** Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

- **Education/Training Required:** On the job training
- **Annual Earnings:** \$27,151
- **Growth:** 32.4%
- **Annual Job Openings:** 359,000



## MONDAY

29

## TUESDAY

30

## WEDNESDAY

First day of December

1

## EVENTS

## CHARACTER TRAITS

Many information clerks deal directly with the public, so a professional appearance and pleasant personality are important. A clear speaking voice and fluency in the English language also are essential because these employees frequently use the telephone.

## THURSDAY

2

## SATURDAY

4

## SUNDAY

5

## FRIDAY

3

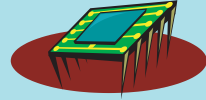
## DECEMBER 2021

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**Computer Hardware Engineers:** Research, design, develop, and test computer equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer equipment and components.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$76,170
- **Growth:** 24.9%
- **Annual Job Openings:** 3,000



## MONDAY

6

## TUESDAY

7

## WEDNESDAY

8

## EVENTS

## CHARACTER TRAITS

Engineers should be creative, inquisitive, analytical, and detail-oriented. They should be able to work as part of a team and to communicate well, both orally and in writing.

## THURSDAY

9

## SATURDAY

11

## SUNDAY

12

## FRIDAY

10

## DECEMBER 2021

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**Graphic Designers:** Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$39,079
- **Growth:** 26.7%
- **Annual Job Openings:** 28,000



## MONDAY

13

## TUESDAY

14

## WEDNESDAY

15

## EVENTS

## CHARACTER TRAITS

Creativity is crucial in all design occupations. People in this field must have a strong sense of the aesthetic - an eye for color and detail, a sense of balance and proportion, and an appreciation for beauty. A good portfolio - a collection of examples of a person's best work - often is the deciding factor in getting a job.

## THURSDAY

16

## SATURDAY

18

## SUNDAY

19

## FRIDAY

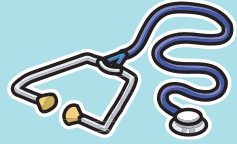
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## DECEMBER 2021

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**Surgeon:** Treats diseases, injuries, and deformities by invasive methods, such as manual manipulation or by using instruments and appliances. Operates on patient to correct deformities, repair injuries, prevent diseases, or restore patient's functions.

- **Education/Training Required:**  
First professional degree
- **Annual Earnings:** \$176,874
- **Growth:** 17.9%
- **Annual Job Openings:** 27,000



## MONDAY

20

## TUESDAY

21

## WEDNESDAY

22

## EVENTS

## CHARACTER TRAITS

People who wish to become surgeons must have the desire to serve patients, be self-motivated, and be able to survive the pressures and long hours of medical education and practice. Surgeons also must have good bedside manner, emotional stability, and the ability to make decisions in emergencies.

## THURSDAY

23

## SATURDAY

25

Christmas Day

## SUNDAY

26

## FRIDAY

24

## DECEMBER 2021

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**Electrician:** Install, maintain, and repair electrical wiring, equipment, and fixtures. Insure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical systems.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$45,233
- **Growth:** 17.3%
- **Annual Job Openings:** 66,000



## MONDAY

27

## TUESDAY

28

## WEDNESDAY

29

## EVENTS

## CHARACTER TRAITS

Agility and dexterity are important traits to have as an electrician. Good color vision is also needed because workers must frequently identify electrical wires by color.

## THURSDAY

30

## SATURDAY

1

New Year's Day

## SUNDAY

2

## FRIDAY

31

## JANUARY 2022

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## Landscaping & Grounds keeping workers:

Landscape or maintain grounds of property using hand or power tools or equipment. Workers perform tasks such as sod laying, mowing, trimming, planting, watering, fertilizing, digging, racking, sprinkler installation and installation of retaining walls.

### ➤ Education/Training Required:

Short-term on the job training

### ➤ Annual Earnings: \$22,000

### ➤ Growth: 29.0%

### ➤ Annual Job Openings: 193,000



## MONDAY

3

## TUESDAY

4

## WEDNESDAY

5

## EVENTS

### CHARACTER TRAITS

Persons planning a career in landscape architecture should appreciate nature, enjoy working with their hands, and possess strong analytical skills. Good oral communication skills, creative vision, and artistic talent are essential.

### THURSDAY

6

### SATURDAY

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### SUNDAY

9

### FRIDAY

7

### JANUARY 2022

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**Automobile Mechanic:** Repair automobile, trucks, buses, and other vehicles. Mechanics repair virtually any part on the vehicle or specialize in the transmission system.

- **Education/Training Required:** Post-secondary vocational training
- **Annual Earnings:** \$30,891
- **Growth:** 18.0%
- **Annual Job Openings:** 104,000



## MONDAY

10

## TUESDAY

11

## WEDNESDAY

12

## EVENTS

### CHARACTER TRAITS

For automobile mechanic jobs, employers look for people with strong communication and analytical skills.

Technicians need good reading, mathematics, and computer skills to study technical manuals, and to keep abreast of new technology and learn new service and repair procedures and specifications.

### THURSDAY

13

### SATURDAY

15

### SUNDAY

16

### FRIDAY

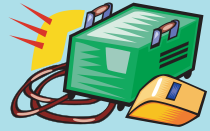
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### JANUARY 2022

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**Welders & Cutters:** Use hand-welding and flame-cutting equipment to weld together metal components and parts or to cut, trim, or scarf metal objects to dimensions as specified by layouts, work orders, or blueprints.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$33,598
- **Growth:** 19.3%
- **Annual Job Openings:** 51,000



## MONDAY

17

Martin Luther King Day

## TUESDAY

18

## WEDNESDAY

19

## EVENTS

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## CHARACTER TRAITS

Welders need good eyesight, hand-eye coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods and be able to bend, stoop, and work in awkward positions.

## THURSDAY

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## SATURDAY

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## SUNDAY

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## FRIDAY

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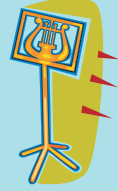
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## JANUARY 2022

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**Musicians:** Play one or more musical instruments in recital, accompaniment, or as members of an orchestra, band, or other musical group.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$40,320
- **Growth:** 20.1%
- **Annual Job Openings:** 33,000



## MONDAY

24

## TUESDAY

25

## WEDNESDAY

26

## EVENTS

## CHARACTER TRAITS

Young persons considering careers in music should have musical talent, versatility, creativity, poise, and a good stage presence. Because quality performance requires constant study and practice, self-discipline is vital.

## THURSDAY

27

## SATURDAY

29

## SUNDAY

30

## FRIDAY

28

## JANUARY 2022

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# JANUARY / FEBRUARY 2 0 2 2

**Construction Manager:** Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

- **Education/Training Required:**  
Bachelor's degree
- **Annual Earnings:** \$62,155
- **Growth:** 16.3%
- **Annual Job Openings:** 26,000



## MONDAY

31

## TUESDAY

1

Beginning of February

## WEDNESDAY

2

## EVENTS

## CHARACTER TRAITS

Construction managers should be flexible and work effectively in a fast-paced environment. They should be decisive and work well under pressure, particularly when faced with unexpected occurrences or delays. The ability to coordinate several major activities at once, while analyzing and resolving specific problems, is essential, as is an understanding of engineering, architectural, and other construction drawings.

## THURSDAY

3

## SATURDAY

5

## SUNDAY

6

## FRIDAY

4

## FEBRUARY 2022

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**Security Guard:** Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

- **Education/Training Required:** Short-term on the job training
- **Annual Earnings:** \$21,100
- **Growth:** 35.4%
- **Annual Job Openings:** 242,000



MONDAY

7

TUESDAY

8

WEDNESDAY

9

## EVENTS

## CHARACTER TRAITS

In addition to the keen observation skills required to perform their jobs, security guards must have excellent verbal and writing abilities to document violations or suspicious behavior. They also need to be physically fit and have quick reflexes because they sometimes must detain individuals until local law enforcement officials arrive.

## THURSDAY

10

## SATURDAY

12

## SUNDAY

13

## FRIDAY

11

## FEBRUARY 2022

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**Substance Abuse Social Worker:** Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.

- **Education/Training Required:** Master's degree
- **Annual Earnings:** \$35,400
- **Growth:** 35.0%
- **Annual Job Openings:** 7,000



## MONDAY

Valentine's Day

14

## TUESDAY

15

## WEDNESDAY

16

# EVENTS

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## CHARACTER TRAITS

Substance Abuse Social Workers - should be emotionally mature, objective, and sensitive to people and their problems. They must be able to handle responsibility, work independently, and maintain good working relationships with clients.

### THURSDAY

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### SATURDAY

19

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### SUNDAY

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### FRIDAY

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## FEBRUARY 2022

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 |    |    |    |    |    |

**Occupational Therapist:** Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, home making, and daily living skills as well as general independence to disabled persons.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$59,366
- **Growth:** 33.9%
- **Annual Job Openings:** 4,000



## MONDAY

21

Presidents' Day

## TUESDAY

22

## WEDNESDAY

23

## EVENTS

## CHARACTER TRAITS

Need patience and strong interpersonal skills to inspire trust and respect in their clients. Ingenuity and imagination in adapting activities to individual needs are assets.

## THURSDAY

24

## SATURDAY

26

## SUNDAY

27

## FRIDAY

25

## FEBRUARY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 27 | 28 |    |    |    |    |    |



**Emergency Medical Technician:** Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

- **Education/Training Required:** Post-secondary vocational training
- **Annual Earnings:** \$24,877
- **Growth:** 31.3%
- **Annual Job Openings:** 19,000



## MONDAY

Last day of February

28

## TUESDAY

1

## WEDNESDAY

2

## EVENTS

## CHARACTER TRAITS

EMTs should be emotionally stable, have good dexterity, agility, and physical coordination, and be able to lift and carry heavy loads. They also need good eyesight (corrective lenses may be used) with accurate color vision.

## THURSDAY

3

## SATURDAY

5

## SUNDAY

6

## FRIDAY

4

## MARCH 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**Police Patrol Officer:** Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crimes, and apprehend and arrest suspects.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$41,260
- **Growth:** 23.2%
- **Annual Job Openings:** 21,000



MONDAY

7

TUESDAY

8

WEDNESDAY

9

## EVENTS

## CHARACTER TRAITS

Personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in law enforcement.

## THURSDAY

10

## SATURDAY

12

## SUNDAY

13

## FRIDAY

11

## MARCH 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**Plumber:** Assemble, install, and repair pipes, fittings, and fixtures of heating, water, and draining systems, according to specifications and plumbing codes.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$44,281
- **Growth:** 10.2%
- **Annual Job Openings:** 49,000



## MONDAY

14

## TUESDAY

15

## WEDNESDAY

16

## EVENTS

## CHARACTER TRAITS

Because plumbers frequently must lift heavy pipes, stand for long periods, and sometimes work in uncomfortable or cramped positions, they need physical strength as well as stamina. They also may have to work outdoors in inclement weather.

## THURSDAY

17

## SATURDAY

19

## SUNDAY

20

## FRIDAY

18

## MARCH 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**Editor:** Perform variety of editorial duties, such as laying out, indexing, and revising content of written materials, in preparation for final publications.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$43,865
- **Growth:** 22.6%
- **Annual Job Openings:** 14,000



MONDAY

21

TUESDAY

22

WEDNESDAY

23

## EVENTS

## CHARACTER TRAITS

Editors must be able to express ideas clearly and logically and should love to write. Creativity, curiosity, a broad range of knowledge, self-motivation, and perseverance also are valuable. Writers and editors must demonstrate good judgment and a strong sense of ethics in deciding what material to publish. Editors also need tact and the ability to guide and encourage others in their work.

## THURSDAY

24

## SATURDAY

26

## SUNDAY

27

## FRIDAY

25

## MARCH 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |



**Anesthesiologists:** Administer anesthetics during surgery or other medical procedures.

- **Education/Training Required:** First professional medical degree
- **Annual Earnings:** \$225,000
- **Growth:** 17.9%
- **Annual Job Openings:** 27,000



MONDAY

28

TUESDAY

29

WEDNESDAY

30

## EVENTS

## CHARACTER TRAITS

People who wish to become anesthesiologists must have a desire to serve patients, be self-motivated, and be able to survive the pressures and long hours of medical education and practice. Anesthesiologists also must have a good bedside manner, emotional stability, and the ability to make decisions in emergencies.

## THURSDAY

31

## SATURDAY

2

## SUNDAY

3

First day of April

## FRIDAY

1

APRIL 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**Architectural Drafters:** Prepare detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by architect.

- **Education/Training Required:** Associate's degree
- **Annual Earnings:** \$40,384
- **Growth:** 20.8%
- **Annual Job Openings:** 12,000



MONDAY

4

TUESDAY

5

WEDNESDAY

6

## EVENTS

## CHARACTER TRAITS

Architectural Drafters must be able to visually communicate their ideas to clients. Good communication skills, the ability to work independently or as part of a team, and creativity are important qualities for anyone interested in becoming an architect.

## THURSDAY

7

## SATURDAY

9

## SUNDAY

10

## FRIDAY

8

APRIL 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**Photographer:** Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$30,000
- **Growth:** 17.0%
- **Annual Job Openings:** 13,000



## MONDAY

11

## TUESDAY

12

## WEDNESDAY

13

## EVENTS

### CHARACTER TRAITS

Technical expertise, a “good eye,” imagination, and creativity are essential. Photographers need good eyesight, artistic ability, and hand-eye coordination. They should be patient, accurate, and detail oriented.

### THURSDAY

14

### SATURDAY

16

### SUNDAY

17

Easter Sunday

### FRIDAY

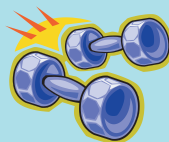
15

### APRIL 2022

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**Fitness Trainer:** Fitness trainers help clients assess their level of physical fitness and help them set and reach fitness goals. They also demonstrate various exercise activities and help clients improve their technics.

- **Education/Training Required:**  
Postsecondary vocational training
- **Annual Earnings:** \$30,343
- **Growth:** 40.3%
- **Annual Job Openings:** 19,000



## MONDAY

18

## TUESDAY

19

## WEDNESDAY

20

## EVENTS

### CHARACTER TRAITS

Persons planning recreation and fitness careers should be outgoing, good at motivating people, and sensitive to the needs of others. Excellent health and physical fitness are required due to the physical nature of the job.

## THURSDAY

21

## SATURDAY

23

## SUNDAY

24

## FRIDAY

22

APRIL 2022

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |



**Sales Manager:** Direct the actual distribution of a product or service to the customer. Coordinate sales for distribution by establishing sales territories, quotas, goals, and establish training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and monitor the preferences of customers.

- **Education/Training Required:**  
Work experience plus degree
- **Annual Earnings:** \$81,456
- **Growth:** 32.8%
- **Annual Job Openings:** 21,000



## MONDAY

25

## TUESDAY

26

## WEDNESDAY

27

## EVENTS

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## CHARACTER TRAITS

Persons interested in becoming sales managers should be mature, creative, highly motivated, resistant to stress, flexible, and decisive. The ability to communicate persuasively, both orally and in writing, with other managers, staff, and the public is vital. These managers also need tact, good judgment, and exceptional ability to establish and maintain effective personal relationships with others.

## THURSDAY

28

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## SATURDAY

30

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## SUNDAY

1

First day of May

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## FRIDAY

29

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## MAY 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 29 | 30 | 31 |    |    |    |    |

**Accountant:** Analyze financial information and prepare financial reports to determine or maintain records or assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

- ⇒ **Education/Training Required:** Bachelor's degree
- ⇒ **Annual Earnings:** \$56,000
- ⇒ **Growth:** 18.5%
- ⇒ **Annual Job Openings:** 100,000



## MONDAY

2

## TUESDAY

3

## WEDNESDAY

4

## EVENTS

## CHARACTER TRAITS

Employers seek applicants with strong interpersonal and communication skills. Proficiency in accounting and auditing computer software or expertise in specialized areas such as international business, specific industries, or current legislation, also may be helpful.

## THURSDAY

5

## SATURDAY

7

## SUNDAY

8

Mother's Day

## FRIDAY

6

## MAY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
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| 29 | 30 | 31 |    |    |    |    |

**Travel Clerks:** Provide tourist with travel information. Duties include answering inquiries, offering suggestions, and providing literature pertaining to trips, excursions, sporting events, concerts, and plays. May make reservations, deliver tickets, arrange for visas, or contact individuals and groups to inform them of packaged tours.

- **Education/Training Required:** Short-term on the job training
- **Annual Earnings:** \$33,062
- **Growth:** 14.5%
- **Annual Job Openings:** 39,000



## MONDAY

9

## TUESDAY

10

## WEDNESDAY

11

# EVENTS

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## CHARACTER TRAITS

Many travel clerks deal directly with the public, so a professional appearance and pleasant personality are important. It also is increasingly helpful for those wishing to enter the lodging or travel industries to speak a foreign language fluently.

### THURSDAY

12

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### SATURDAY

14

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### SUNDAY

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### FRIDAY

13

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#### MAY 2022

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**Human Resource Managers:** Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensations, recruitment, personnel policies, and regulatory compliance.

- **Education/Training Required:**  
Work experience plus degree
- **Annual Earnings:** \$68,204
- **Growth:** 12.7%
- **Annual Job Openings:** 14,000



## MONDAY

16

## TUESDAY

17

## WEDNESDAY

18

## EVENTS

## CHARACTER TRAITS

Human resource managers must speak and write effectively. The growing diversity of the workforce requires that they work with or supervise people with various cultural backgrounds, levels of education, and experience. They must be able to cope with conflicting points of view, function under pressure, and demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality.

## THURSDAY

19

## SATURDAY

21

## SUNDAY

22

## FRIDAY

20

MAY 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |



## Hairdressers, Hairstylists & Cosmetologists:

Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. May also apply make-up, dress wigs, perform hair removal, and provide nail and skin care services.

- **Education/Training Required:**  
Post-secondary vocational training
- **Annual Earnings:** \$23,000
- **Growth:** 13.0%
- **Annual Job Openings:** 78,000



## MONDAY

23

## TUESDAY

24

## WEDNESDAY

25

**EVENTS**

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**CHARACTER TRAITS**

They should enjoy working with the public and be willing and able to follow clients' instructions. Communication, image, and attitude play an important role in career success.

**THURSDAY**

26

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**SATURDAY**

28

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**SUNDAY**

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**FRIDAY**

27

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**MAY 2022**

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**Flight Attendant:** Provides personal services to insure the safety and comfort of airline passengers during flight. Greet passengers, verify tickets, explain use of safety equipment, and serve food or beverages.

- **Education/Training Required:** Long-term on the job training
- **Annual Earnings:** \$41,382
- **Growth:** 18.4%
- **Annual Job Openings:** 8,000



## MONDAY

Memorial Day

30

## TUESDAY

31

## WEDNESDAY

Beginning of June

1

## EVENTS

## CHARACTER TRAITS

Airlines prefer to hire poised, tactful, and resourceful people who can interact comfortably with strangers and remain calm under duress. Flight attendants must have excellent health and the ability to speak clearly.

## THURSDAY

2

## SATURDAY

4

## SUNDAY

5

## FRIDAY

3

JUNE 2022

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**Writers:** Originate and prepare written material, such as scripts, stories, advertisements, and other material. Writers select the material they want to use, organize it, and use the written word to express ideas and convey information.

- **Education/Training Required:** Bachelor's degree
- **Annual Earnings:** \$44,000
- **Growth:** 28.4%
- **Annual Job Openings:** 18,000



## MONDAY

6

## TUESDAY

7

## WEDNESDAY

8

## EVENTS

## CHARACTER TRAITS

Writers must be able to express ideas clearly and logically and should love to write. Creativity, curiosity, a broad range of knowledge, self-motivation, and perseverance are also valuable. Writers must demonstrate good judgement and a strong sense of ethics in deciding what material to publish.

## THURSDAY

9

## SATURDAY

11

## SUNDAY

12

## FRIDAY

10

JUNE 2022

| S  | M  | T  | W  | T  | F  | S  |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |