

STUDENT HANDBOOK

2007 – 2008

Ferndale Area Junior/Senior High School

600 Harlan Avenue
Johnstown, PA



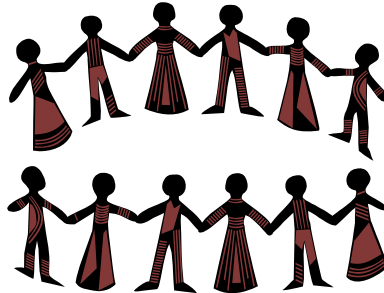
Table of Contents

Absences.....	13-14
Accidents	14
Activity Buses.....	15
Affection	15
Alma Mater	161
Assemblies.....	15
Attendance	16
Authority of Faculty.....	16
Bell Schedules.....	10-12
Book bags	16-17
Cafeteria	17-18
Cell Phones.....	18
Change of Important Information.....	18
Child Abuse and Sex Abuse.....	19
Commencement Requirements.....	19
Computer Use Policy and Agreement.....	19
Conduct and Courtesy.....	8
Confidentiality of Student Records.....	20-21
Course Failures.....	21
Curriculum Requirements.....	21-22
Debts/Unpaid Bills	23
Delivery of Articles to Children	23
Discipline Guidelines and Procedures.....	23-25
Discrimination Policy	4
Disrespect	25
Distance Learning	26
District Policies	56-135
Dress Code	26-27
Drills	27
Drug-Free Schools Policy.....	27
Drug/Weapon Detection Dogs.....	28
Dual Enrollment.....	28
Extra-Curricular Activities	28-29
Flag Salute	29
Fund Raising	29
Gaskin	158-160
Gifted Services	29
Grading.....	30-31
Grade Report Mid-Nine Weeks	31
Guidance Services	31-32
Guidelines Regarding the Legal Name of a Student.....	32
Hall Passes/Admits	32
Harassment.....	32
Hazing	32-33
Hearing, Speech, and Vision Therapy.....	33
High School Course Completion by 7th & 8th Grade Students.....	33
High School Course Completion by 9th through 12th Grade Students	33
Homebound Instruction	33-34

Homework Policy.....	34-35
How to Study.....	35-36
How to Take a Test.....	36
Inclement Weather.....	7
Independent Study.....	36
Internet Access.....	36-37
Library.....	37
Literature, Leaflets, and Newspapers.....	37
Locker Searches.....	37-38
Medication Administration during School Hours.....	38-39
National Honor Society.....	39-40
Office of Vocational Rehabilitation.....	41-42
Parents Guide for Solving Problems at School.....	54-55
Parking and Student Vehicles.....	41
Photographs/Web Site.....	42
Regulations of the State Board of Education of PA.....	136-157
Rehabilitation Act—Section 504 (Handicapped).....	42
Safety and Security.....	42
Scheduling.....	43
School Dances/Junior Senior Prom.....	43
School Directory.....	6
School Hours.....	43
School Issued Materials Responsibilities.....	43-44
School Spirit.....	8
Sexual Harassment.....	44
Signs and Posters.....	44
Special Education.....	44-45
Student Assistance Program.....	45
Student Insurance.....	45
Student Records Policy.....	45
Student Searches.....	46
Study Hall.....	46-48
Summer School.....	48
Tardy To Class.....	48-49
Telephone Use.....	49
Testing Schedule.....	50
Tobacco Use Policy.....	51
Transfer Students.....	51
Transportation.....	51-52
Valuables.....	52
Visitors.....	52
Vocational-Technical School.....	52-53
Work or College Release.....	53
Working Papers.....	53

DISCRIMINATION POLICY

The FERNDALÉ AREA SCHOOL DISTRICT will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The FERNDALÉ AREA SCHOOL DISTRICT employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for persons with disabilities should contact John Kowal, Business Manager, Administrative Office, 100 Dartmouth Avenue, Johnstown, PA 15905, telephone: (814) 535-1507.





August 2007

Dear Parents/Guardians:

Public education will succeed to the extent that the home and school work together in a cooperative partnership. Many of the policies and procedures outlined in this handbook promote parent involvement. Likewise, parental and community participation have been central to their development. This handbook, a summary of important information, is designed to help you and the Ferndale Area School District by providing summaries of information to the most frequently asked questions. It also includes information that we are required to publish; therefore, you should not consider this information to be complete or entire.

Our main goal is to emphasize student achievement. We will give high priority to activities and instructional programs that foster academic success. To do this, the school climate must be conducive to learning. The programs and policies defined in this booklet will help maintain uniform standards on discipline and will provide an orderly environment that promotes learning.

Ferndale Area High School works closely with the local law enforcement agencies to provide a safe and orderly environment for all students—one where they can learn free of disruptions and fear. This endeavor requires the help of our students and parents.

We ask that you review this booklet with your child and remind him/her of the expectations and the consequences of breaking school rules and regulations. These regulations apply to all school activities including those that occur after regular school hours. The booklet also outlines guidelines for teachers to help them deal consistently with discipline problems.

Please sign the signature page, along with your child, and return it to the school. The Student Handbook and Code of Student Conduct are distributed to all students at the beginning of the school year. Upon the receipt of the signature page, Internet Agreement Form, and the Student Emergency Card, your son/daughter will be issued a school locker for their use throughout the school year.

If you have any questions, please call us (814) 288-5757.

Sincerely,

Ferndale Area High School Administration

SCHOOL DIRECTORY

Board of Education

Ridley Banks, President
Barbara Penna, Vice President
Edward Jones, Secretary
Robert Vamos, Treasurer
Gregory Blue
Sandra Chobany
Gary Eisenhuth
Richard Lucas
Jeffrey Stewart

Administration

Dr. Christine Oldham, Superintendent 814-535-1507
oldham@fasdk12.org
John Kowal, Business Manager 814-535-1507
jkowal@fasdk12.org
Steven Brown, High School Principal 814-288-5757
sbrown@fasdk12.org
Jennifer Gamble, Assistant High School Principal 814-288-5757
jgamble@fasdk12.org
Glenn Wagner, Athletic Director 814-288-5757
gwagner@fasdk12.org
Edward Moran, Elementary Principal
Special Education Coordinator 814-535-6724
emoran@fasdk12.org
Kathy Popchak, Food Service Director 814-288-5757
kpopchak@fasdk12.org

Support Services

Larry Illig, Maintenance 814-288-5757
lillig@fasdk12.org
Laryssa Bermer, High School
Guidance Counselor 814-288-5757
lbermer@fasdk12.org
Amy Spangler, High School
Guidance Counselor 814-288-5757
aspangler@fasdk12.org
Judy Virgin, School Nurse 814-288-5757
jvirgin@fasdk12.org
In-Shore Technologies, Technology 814-288-5757
inshore@fasdk12.org

INCLEMENT WEATHER

In the event that it is necessary to close or delay the opening of schools because of hazardous weather conditions or for any other school emergencies, the following radio and television stations will be notified by 6:15 a.m.

WJAC-TV	Channel 6
WTAJ-TV	Channel 10
WKYE	96.5
WJAC	850
WGLU	92.1
WMTZ	1490
WYSN	101.7
WADJ	1330

Before your child leaves for the bus stop, he/she should check for such announcements. **Because media systems sometime break down, it is advisable to check two or three different locations to verify the school closing or delay.** Notice will also be provided through the aforementioned in the event of a non-scheduled early dismissal from school.



TO ALL STUDENTS...

We welcome you to the Ferndale Area High School and the Ferndale Area School District. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

Be proud of your school. Take good care of it and feel free to make suggestions for improving it. As a school citizen, you are expected to act and conduct yourself properly. You will learn necessary and useful skills for the future. As a student you may find some things unfamiliar at first, but you will soon become accustomed.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school.

School Spirit

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

School spirit may be divided into three categories:

1. **Courtesy**—Toward teachers, fellow students, administrators, guests, and the officials of school athletic activities.
2. **Pride**—In everything our school tries to accomplish and has accomplished.
3. **Sportsmanship**—The ability to win and lose gracefully.

Conduct and Courtesy

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers, staff, guests, and fellow students will make school enjoyable for all.

**Ferndale Area High School
2007-2008**

Bell Schedule

7:00 – 7:30 Teachers Report
7:00 – 7:30 Seminar Time
7:30 – 7:35 Students to lockers then 1st Period
7:35 – 8:16 1st Period (Pledge only)
8:19 – 9:00 2nd Period
9:03 – 9:44 3rd Period
9:47 – 10:28 4th Period
10:31 – 10:56 Homeroom (Announcements)

Lunch 5A	Lunch 6A	Lunch 7
10:59 – 11:29 Lunch	10:59 – 11:40 5th Period	10:59 – 11:40 5th Period
11:32 – 12:13 6th Period	11:43 – 12:13 Lunch	11:43 – 12:24 6th Period
12:16 – 12:57 7th Period	12:16 – 12:57 7th Period	12:27 – 12:57 Lunch

1:00 – 1:41 8th Period
1:44 – 2:25 9th Period

2:25 Students Dismissed
2:30 – 3:00 Teachers Dismissed

2-Hour Delay
Bell Schedule

9:00 – 9:30 Teachers Report

9:00 - 9:30 Seminar Time

9:30 – 9:35 Students to lockers then 1st Period

9:35 – 10:06 1st Period
(First 2 minutes for pledge and announcements)

10:09 – 10:38 2nd Period

10:41 – 11:10 3rd Period

11:13 – 11:42 4th Period

NO HOMEROOM

11:45 – 12:15 5th Period /Lunch 5A

12:18 – 12:48 6th Period/Lunch 6A

12:51 – 1:21 7th Period /Lunch 7

1:24 – 1:53 8th Period

1:56 – 2:25 9th Period

2:25 Students Dismissed

2:30 – 3:00 Teachers Dismissed

2-Hour Early Dismissal
Bell Schedule

7:00 – 7:30 Teachers Report

7:00 – 7:30 Seminar Time

7:30 – 7:35 Students to lockers then 1st Period

7:35 – 8:06 1st Period

(First 2 minutes for pledge and announcements)

8:09 – 8:38 2nd Period

8:41 – 9:10 3rd Period

9:13 – 9:42 4th Period

NO HOMEROOM

9:45 – 10:14 8th Period

(Vo-Tech report to Cafeteria)

10:17 – 10:46 9th Period

(Vo-Tech report to Cafeteria)

10:49 – 11:19 5th Period/Lunch 5A

11:22 – 11:52 6th Period/Lunch 6A

(Vo-Tech report to Room 30)

11:55 – 12:25 7th Period/Lunch 7

(Vo-Tech report to Room 30)

12:25 Students Dismissed

2:30 – 3:00 Teachers Dismissed

1-Hour Early Dismissal

Bell Schedule

7:00 – 7:30 Teachers Report
7:00 – 7:30 Seminar Time
7:30 – 7:35 Students to lockers then 1st Period
7:35 – 8:09 1st Period (Pledge only)
8:12 – 8:46 2nd Period
8:49 – 9:23 3rd Period
9:26 – 10:00 4th Period
10:03 – 10:23 Homeroom (Announcements)

Lunch 5A	Lunch 6A	Lunch 7
10:26 – 10:56 Lunch	10:26 – 11:00 5th Period	10:26 – 11:00 5th Period
10:59 – 11:33 6th Period	11:03 – 11:33 Lunch	11:03 – 11:37 6th Period
11:36 – 12:10 7th Period	11:36 – 12:10 7th Period	11:40 – 12:10 Lunch

12:13 – 12:47 8th Period

12:50 – 1:25 9th Period

1:25 Students Dismissed

**Ferndale Area High School
General Information**

Absences

If a student is to be absent from school, parents are asked to contact the Main Office before 7:35 A.M. to report the reason for the absence. Otherwise, the school, to verify the absence, may call parents. If a parent cannot be reached, one of the persons listed on the Emergency Card maybe contacted.

1. **Excused Absences:** Absence from school due to personal illness, serious illness, or death in the family, emergency medical/dental attention, field trips, and absences **pre-approved by the administration** are Excused Absences. Students with excused absences are permitted to make up work and receive credit for missed work and tests. Upon return from an excused absence, the student must contact his/her teachers within three (3) school days after an absence to schedule the necessary make up work. If contact is not made within three school days, all missed work will be considered a zero (0) for grade purposes.
2. **Unexcused/Unlawful Absences:** Any absence from school that does not meet the criteria of an Excused Absence is considered an Unexcused/Unlawful Absence. Students receiving an Unexcused/Unlawful Absence will receive a **failing grade of 0% on any work missed during the Unexcused/Unlawful Absence.** When a student has accumulated **three (3) Unlawful Absences,** citations will be filed with the District Magistrate, and will continue to be filed (in accordance with PA School Code Chapter 11, Sect. 11.24). Citations may also be filed with the Juvenile Probation Office if truancy continues after first citation.
3. Upon returning to school from an absence, all students are required to submit a **written excuse to attendance/office immediately.** The note should be dated, signed by the parent (or Doctor if Medical note) and include a specific reason for the absence. The student will then receive an Admit Slip to take to his/her teachers to be admitted to class. **Each teacher will sign or initial the slip and return it to the student at the end of each class.** The last period teacher will keep the slip and return it to the office. Failure to bring in an excuse **within 3 days of the absence will result in the absence being coded as Unexcused/Unlawful.**
4. Students not admitted to school by **9:45 A.M.** may not participate in any after-school activities or events unless a doctor's medical excuse is provided.
5. In the case of a student being absent for several days (3 or more), parents may request and pick up assignments in the office. When the absence is a **planned, pre-approved by administration absence,** arrangements for assignments are to be made prior to the absence.

6. The administration strongly discourages family vacations during the school year. Where such trips cannot be avoided, parents are **required to fill out a Vacation Form in the high school office at least one week in advance.** Upon approval by the administration, the absence will be coded as excused. Students are to make arrangements for assignments and tests/quizzes prior to leaving. Duration and frequency must not interfere with the student's education. Any family trips for which prior approval is not obtained will be considered unexcused and/or unlawful and if in excess of three days, a warning notice may be sent.
7. Routine medical/dental appointments should be scheduled outside of the school day. If such appointments occur during school hours, please obtain a note from the doctor/dentist office, with the appointment date and time, so the absence may be properly coded. **Student absences for driving tests, photo sessions, and hairdressing appointments will be coded as Unexcused/Unlawful.**
8. Students who are illegally absent from school, who are absent without parent consent, who leave school for any amount of time without permission of the administration or signing out in the office, or **who are absent from any class without permission will be considered truant and will be reported to the magistrate.** If truancy continues, the student may be referred to Juvenile Probation. Truancy is an Unlawful Absence. In addition to losing credit for work missed, students will face disciplinary action that may include, but not limited to, detention, suspension or legal action.
9. Repeated absences, tardies, and early dismissals from school would seem to indicate a medical condition requiring medical care and attention. Therefore, once a student has accumulated **ten (10) combined absences, tardies, and/or early dismissals, a doctor's note will be required for all future absences, tardies, and/or early dismissals from school:** otherwise, the absences, tardies, and/or early dismissals will be considered Unexcused/Unlawful. Parents will be informed by mail when this becomes necessary. **It is the responsibility of the student and their parent to provide the school with a note from the doctor. The school cannot request notes from a doctor if the doctor refuses to provide one to the parent.**
10. All absences, tardies to school, and early dismissals, both Excused and Unexcused, are noted on the student's official school records.

Accidents

Students should report any accidents that may occur, not only in school, but on their way to and from school, to the teacher, nurse, or administrator as soon as possible.

Activity Buses

Activity buses will be provided according to the following schedule:

1. **Beginning in September**, there will be a 3:45 p.m. activity bus scheduled every Tuesday, Wednesday, and Thursday. This activity bus will stop at the High School front entrance.
2. **Beginning the first day of school**, an activity bus is scheduled every day at 5:45 p.m. and will pick up students at the High School front entrance.

Affection

Visible and open displays of affection between students **will not be permitted**:

- o On the school premises during and immediately before or after school hours.
- o On the school premises at any time when a school-sponsored group is using the school.
- o Off school premises at any school activity, function or event.

Examples of visible or open displays of affection that will not be permitted include but are not limited to, kissing, petting, holding hands, caressing, embracing, hugging and/or any other bodily contact that represents a visible or open display of affection. (SEE DISCIPLINE CODE.)

Assemblies

At all times the student's behavior should be respectful and courteous. Improper conduct at an assembly will result in disciplinary action.

Students will walk, orderly, under the direction of the homeroom teacher. Students will file into the designated seating area. Each seat will be automatically filled by the next student in line.

No one is permitted to step over seats to another row. No one is permitted to run into the auditorium or to break away from the orderly entrance by homeroom. No one is permitted to sleep or eat/drink. Students who cannot follow directions or behave will not be permitted to attend assemblies.

Prior to a general assembly, students are to report to their homerooms (when possible). Textbooks and other materials are to be left in lockers.

Attendance

Consistent presence in school and class is a necessity for success in any course. In the education of students, interaction with the teacher and peers and classroom participation in class activities are essential components. Student attendance in school is required by state law (Chapter 11, Sect. 11.13) and is monitored daily by the administration.

- A. Upon arrival to school, students must report to the Auditorium
 - B. **Any student wishing to eat breakfast should report to the Cafeteria**
 - C. Students must remain in the Auditorium until 7:30 a.m.
 - D. All students, parents, teachers, and visitors must enter through the **Main Office**.
2. All students are expected to be in the building **no later than 7:30 a.m.**
 3. Once they arrive, students are expected to remain in the building and report to their scheduled classes until dismissal. **No one is permitted to leave the building without prior approval of the administration. Early Dismissals must be turned in to attendance/office before 7:35 a.m parental confirmation may be obtained.** Early dismissals or late arrivals (after 9:45 a.m.) in excess of three (3) periods (2 hours 20 minutes) will be considered a **half-day absence**.
 4. All students who are permitted to leave the building for any reason during the school day **must sign out in the Main Office**. Students who return to school within the same day **must sign in at the Main Office**.
 5. Parents may be required to sign their child out of school at the time of an Early Dismissal.

Authority of Faculty

Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any school function and/or activity. The School Code and Criminal Code of Pennsylvania give teachers the same authority as parents while students are involved in school and school activities.

Book bags

Book bags, backpacks, and other large carrying containers are not permitted to be carried to classes. Students may bring them to school, but must keep them in their lockers until the end of the school day.

On Physical Education days, students may transport gym clothes in a see-through bag when they have gym class.

Stopping at lockers is permissible between classes **ONLY** if the student gets to their destination **ON TIME!**

Cafeteria

**FERNDALE AREA HIGH SCHOOL HAS A CLOSED LUNCH PERIOD.
NO STUDENTS ARE PERMITTED TO LEAVE THE BUILDING AT LUNCH TIME.**

1. The price for lunch at the Ferndale Area High School is \$1.35 per meal. Breakfast is served daily at the price of \$.55. Those who are eligible for the free meals receive one lunch and one breakfast per day at no cost. Anyone eligible for reduced meals receives one lunch per day at \$.40, and one breakfast at \$.30.

Students are urged to pay by the week or longer by putting money in their account. In figuring the amount of money needed, please remember that students may buy additional food at ala-carte prices. Cash or checks will be accepted. However, if cash is sent, please make sure the student's name or pin number accompany the payment.

2. Guidelines and forms for free and reduced lunches will be distributed to each student the first day of the school year. If the family income fulfills the requirements for free or reduced lunches the forms should be completed and returned to the high school office.
3. The lunch period is part of the regular schedule for the day. Students must report to the cafeteria during their lunch period. **STUDENTS SHOULD NOT RUN.** Students who run to lunch will receive an automatic detention. Students will remain in the cafeteria until the lunch period has ended. Students must secure permission from cafeteria monitors in order to leave the cafeteria prior to the end of the lunch period.
4. Students are reminded that other classes are in session during their lunch period. Therefore, they should not be loud and boisterous while traveling in the halls during the lunch period.
5. Rules and regulations of conduct are enforced by Cafeteria Monitors. These are listed below:
 - a. If you must use the restroom, you must sign out. Only 2 boys and 2 girls will be permitted out at a time.
 - b. There is to be **NO RUNNING** or **JUMPING** the lunch line. Students caught doing so will be sent to the end of the line. Second time students will be at the end of the line for **ONE WEEK.**

- c. Students are responsible for their own lunch trays. Trays must be taken care of and tables left clean. If this rule is not followed, seats will be assigned.
- d. There will be **NO FOOD THROWING**. Disciplinary action will be given. Students found to be throwing food will clean the cafeteria.

Cell Phones, Pagers, Communication Devices or Electronic Equipment

Students are not permitted to use cell phones, pagers, communication devices, or electronic equipment (walkman, CD players, cameras, iPods, etc.) during school. Such items are to remain off at all times during the school day and kept in a locked locker. Anyone using these items during any class, homeroom, activity period, or at any time throughout the school day will face disciplinary action and confiscation of such devices. (SEE DISCIPLINARY CODE)

In the case a student has a need of such device due to a medical condition or immediate family member with a medical condition, a written statement from an authority/medical doctor must be on file in the office.

Change of Important Information

A parent or guardian should immediately notify the school in writing of any changes in address, home/work telephone number, emergency contact, or bus stop.



Child Abuse and Sex Abuse

Under the Child Protective Service Act of 1975, all school district personnel (administrators, teachers, nurses, etc.) are **MANDATED BY LAW** to report suspected child abuse. Reports of suspected abuse will be made immediately by telephone and a written report follows within 48 hours.

Concerned citizens may also make a report of suspected child abuse if he/she has reasonable cause to suspect that a child is an abused child by calling toll-free Childline at 1-800-932-0313. All reports made are strictly confidential and you may remain anonymous. Parents may use the line directly without notifying the school especially in cases of pre-school children.

Commencement Requirements

Students **MUST** have completed all requirements for graduation and paid all obligations, including serving suspensions/detentions to participate in commencement exercises with their class.

Students will not be permitted to participate in the graduation ceremony unless dressed appropriately.

1. Boys must wear dress slacks (no jeans); a shirt with a collar and dress shoes (no athletic-type shoes or flip flops).
2. Girls must wear a dress or skirt and blouse, stockings and dress shoes (no athletic-type shoes or flip flops).

Computer Use Policy and Agreement

As technology expands and student use of computers increases, it is necessary for the district to devise a standard computer use policy. We ask that you please read this with your child emphasizing the terms and conditions for proper and acceptable computer usage.

1. Students are permitted to use computers only under proper faculty supervision.
2. Students may use school computers for school-related work only.
3. **STUDENTS MAY NOT BRING SOFTWARE FROM HOME TO USE ON THE SCHOOL'S COMPUTERS.**
4. Students will not copy the work of others. The following consequences may be taken if violation occurs:
 - *1st Time = "F" for the assignment
 - *2nd Time = "F" for the marking period and disciplinary action
 - *3rd+ Time = "F" for the year and disciplinary action**This is for all subjects collectively.**

5. A student may not go into an area of software where he/she is not permitted, eg.-
 - Games, screen saver = referral to office for discipline.
 - Chats or messaging services = referral to office for discipline.
 - MySpace.com or like web sites = referral to office for discipline.
 - Changing any default setting = referral to office for discipline.
 - Getting into DOS without permission = removal from the class and failure in this class for the year.
6. Damage as a result of misuse to any software will result in the student being expelled from class and responsible for the cost of repairs and/or replacement of the software. The student must pay any cost incurred.
7. Damage as a result of misuse to any hardware will result in that student being responsible for the cost of repairs and/or replacement of the equipment. The student will fail that course for the year and repeat it if needed for graduation.
8. Any theft of computer software or hardware will result in payment of the cost of repairs and/or replacement of the equipment. Students are also responsible for copyright violations. The student will fail that course for the year and repeat it if needed for graduation. In addition to disciplinary action, charges may also be filed with the authorities.
9. At any time the administration reserves the right to revoke computer use privileges as a part of the discipline process.

Confidentiality of Student Records

A permanent record file of your child's grades, biographical data, health records and standardized test scores is maintained by the high school office. These records are considered confidential information and will not be released to any agency outside the school, with the exception of another public school district, without your **written** permission.

If a parent or guardian wishes to examine their child's record at any time, they may do so by contacting the high school office. Convenient arrangements will be made for the parent or guardian to meet with the counselor to explain the contents of the individual file.

The parent or eligible student has the right to refuse to permit the release of directory-type information to military recruiters, newspapers, and outside agencies which is personally identifiable; i.e., student name and address, honor roll, athletic rosters, homeroom rolls, etc. If the parent or eligible student wishes to exercise this right, the school

administration shall be informed in writing by September 7, 2007 for the 2007-2008 school year and by July 1, 2008 for the 2008-2009 school year.

The Ferndale Area High School shall be responsible for assuring that confidentiality policies and procedures are precisely enforced and administered.

Upon the request of the parents, information no longer relevant to and necessary for the provision of educational services to the student must be destroyed by the School District and Intermediate Unit; however, a separate written record of student's name, address, phone number, grades, attendance records, classes attended, grade level complete, and year completed must be maintained for at least 100 years beyond the date the student attains age 21.

Course Failures

Students in grades 7 & 8 are generally enrolled in five core content areas (Math, English, Science, Social Studies, and Reading). Students in grades 9-12 are generally enrolled in four core content areas (Math, English, Science, and Social Studies). Failure of 2 or more core subjects will result in:

- 1 failure - Summer School optional
- 2 failures - Summer School optional
- 3 failures - Possible retention in the grade or pass courses through Summer School

Students failing 2 or more subjects will be required to complete courses in the following order (Math, English/Reading, Science, Social Studies) during the summer school session. Students who opt out of summer school or who do not pass courses through summer school will be scheduled for course recovery during the following school year. Course recovery classes will replace the student's study hall, cycle classes or electives.

Curriculum Requirements

1. As a general rule, all students must schedule seven courses per day, which will be a combination of required and elective courses.

2. The following are required for graduation:

4 credits in English *

7 credits in Mathematics and Science with no more than 4 credits in either area

(GJCTC students—3 credits in Math and 3 credits in Science)

4 credits in Social Studies *

2 credits in Foreign Language

2.5 credits in Health and Physical Education (GJCTC students—1 credit)

1 credits in Computer Science

.5 credits for the Graduation Project *

4 credits in Electives * (student selects additional courses from among those approved for credit toward graduation by the school district, including approved vocational education courses)

Completion of 75 points in Independent Reading (Accelerated Reader) (GJCTC students—37 points)

Demonstration of proficiency of PA Academic Standards through either the PSSA or the FASD Local Assessment *

* = Courses required for students attending the Greater Johnstown Career and Technology Center (GJCTC)

Total number of credits for graduation: 25



Debts/Unpaid Bills

Students are responsible for paying for all damaged materials and equipment prior to the close of school. Any materials purchased for various classes must be paid in full. Failure to comply will result in formal action being taken. **Students and/or parents may be referred to the Magisterial Judge for collection. Graduating seniors will not be permitted to participate in commencement ceremonies until all debts are cleared.**

Delivery of Articles to Children

If you find it necessary to bring articles of clothing, lunches, instruments, etc., to school during the day, **please leave them in the office.** Following this procedure will prevent many classroom interruptions, for delivery can usually be made at a time when the child is free.

Discipline Guidelines and Procedures

One of the strongest factors that helps any school become a great school is the active cooperation of its students.

All students should realize that it is necessary for any large organization to establish certain rules and regulations which will tend to preserve the dynamics of the group and contribute to a true learning environment in the school. Students are expected to act as ladies and gentlemen at all times.

1. Fighting in or around school is a violation of school rules. Violation of this rule constitutes a serious offense, and violators will be suspended from school and charges may be filed with law enforcement.
2. Students may not leave the building without permission from an administrator.
3. Students who drive to school must have permission from the high school principal to use the vehicle during school hours.
4. STUDENTS MUST USE THE ENCLOSED WALKWAY DURING THE CHANGE OF CLASSES TO GO FROM ONE BUILDING TO ANOTHER. The crosswalks at Harlan and Summit may only be used before and after school.
5. Because of the danger involved, throwing snowballs is not permitted near the school buses or on school property and is cause for suspension.
6. Good citizenship is a desirable trait in an educated person. Proper behavior on school buses and at school events is a

mark of good citizenship. Disrespectful and rude behavior must be avoided at assemblies, athletic events, or at any school function.

**AN INSOLENT OR INSUBORDINATE MANNER OR ATTITUDE
CANNOT AND WILL NOT BE TOLERATED**

In accordance with the Ferndale Area School Board's Discipline Code 218.1, the following disciplinary guidelines and actions will be implemented.

The faculty and administration believe that in order for students to grow and succeed in their academic endeavors, appropriate behavior is required to ensure a safe school environment conducive to learning. Misbehavior on the part of students impedes orderly classroom procedures and interferes with the learning process. The following guidelines and procedures have been developed to assist students in maintaining appropriate, expected and acceptable behaviors. It is the belief of the administration that if students follow these guidelines, they will greatly increase their academic progress and education. Upon return from out-of-school suspension a meeting may be set up with an administrator, parent and the student before the student is readmitted to class.

As with all procedures, the administration reserves the right to use discretion in any and all discipline issues.

Detention

1. Detention is held Tuesday, Wednesday, and Thursday, from 2:30 P.M. to 3:30 P.M. and Tuesday and Thursday from 2:30 P.M. to 5:30 P.M. and is managed by a Detention Monitor. Students must take work and may be required to summarize in writing what they did while in detention. No talking and/or sleeping is permitted.
2. A student assigned detention may report to practice/game after detention is over.
3. Students receiving detention are assigned the next scheduled detention session and are expected to report on the assigned date or receive additional punishment.
4. Students may make arrangements for a ride home after detention or they can ride the activity bus home (Tuesday, Wednesday, and Thursday 3:45 p.m. or 5:45 p.m.)
5. Failure to serve an assigned detention will result in additional discipline until the original detention is served.

Suspension

1. **Students who are suspended (In- or Out-of-School) are not permitted to participate in or attend school-sponsored activities either at the school or away from the school during the period of suspension.**
2. When students are suspended, class assignments must be made up as directed by the teachers.
3. Being on school property without permission while on **out-of-school suspension** will result in additional suspension time assigned to the offending student.
4. Students having In-school suspension (ISS) must have work to do. Students are to be obtained assignments from teachers prior to the suspension. Students will not be permitted to sleep or talk. Failure to have work, or causing disruption during the In-school suspension, will result in additional suspension time.
5. In-school suspension students will eat as a group for lunch. Students assigned to ISS have the option of purchasing lunch or bringing a bag lunch. Students will not be permitted to leave the ISS room to obtain items from the locker or cafeteria.
6. Upon return from out-of-school suspension an informal meeting may be set up with an administrator. Both the student and his/her parent/guardian may be required to attend the meeting before the student is readmitted to class.

Disrespect, Disobedience, and Assault

When addressing a teacher, students must use the courtesy prefix of Mr., Mrs., or Miss in combination with the teacher's last name. Students should expect corrections by teachers in those situations when conduct warrants correction.

Students are to give their undivided attention in class. **Under no circumstances** will swearing or vulgarity be permitted. Any such actions will result in **immediate disciplinary action** by the teacher and administration. Verbal disrespect or obscene gestures of disrespect towards any staff member **will not be tolerated**, and severe disciplinary action will be taken.

Any assault action on the part of the student will result in immediate suspension and/or recommendation to the Board of Education for a disciplinary hearing.

Distance Learning

Opportunities for students to enroll in courses not typically offered, as a part of the regular student schedule is available through distance education. Students interested in distance education must be able to learn with minimal direct teacher contact. If courses are available through the regular FAHS course offerings, they must be taken with a FAHS teacher unless there is a scheduling conflict that cannot be resolved.

Dress Code

The specific dress and appearance guidelines for Ferndale Area High School are as follows:

1. Student clothing must be neat and clean with **no depictions promoting drugs, alcohol, tobacco, sex, racism, violence, weapons, obscene language, inappropriate messages, vulgarity, double meaning or anything that would be inconsistent with acceptable public behavior or disruptive to the learning environment.**
2. Student clothing will provide **total body coverage and not be excessively tight. The following are not permitted: exposed mid-riff, halters, shirts with spaghetti straps, camisoles, off the shoulder shirts, low-cut shirts or tops, visible undergarments, and muscle shirts.**
3. Clothing that has **holes, rips, tears or is transparent/translucent is prohibited.**
4. Short shorts and skirts are prohibited.
5. Hats and other head coverings are not to be worn in the building at any time.
6. Bandanas are **not to be worn or visible** on a student at any time.
7. Jewelry should not be disruptive to the learning environment or pose a safety concern:
 - A. **No large, sharp, dangling necklaces or bracelets**
 - B. **No chains hanging from belts, purses, pockets or wallets**
 - C. **No animal collars or excessive necklaces or bracelets**
 - D. **No pendants that represents a weapon, promotes drug/alcohol use, or contains any liquid substance.**
8. Piercing – While the administration appreciates the individuality of students, body piercing must conform to acceptable standards and **not disrupt the learning environment.**

9. Make-up and hairstyles must be consistent with the stated dress and appearance philosophy:
 - No hairstyle that interferes with or disrupts the classroom-learning environment.
 - No excessive or disruptive make up.
 - Hair coloring should be tasteful and remain within the guidelines of not interfering with or disrupting the learning environment.
10. Student clothing **must cover all undergarments at all times.** Pajamas are not permitted at any time as outwear.
11. Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted (slippers, excessively high heels). Shoelaces must be tied.

Drills

Periodic emergency drills are a necessary part of the school safety routine. The object of these drills is to clear the building as quickly as possible with no disorder.

When the fire alarm is sounded, all classroom windows and doors are to be closed; lights are to be left on. Students are to go swiftly and quietly to the exit designated for each room. Go directly to the areas designated for your safety.

These drills are for the safety of students and are extremely important. For this reason, running, shoving, pushing, or any other kind of thoughtless behavior will not be tolerated.

Other drills will be conducted for bomb threats, severe weather alerts, and/or other catastrophic possibilities. Teachers will provide specific directions prior to these drills.

Drug-Free Schools Policy

The Drug Free Schools Policy is established by the Ferndale Area School District pursuant to the Drug Free Act of 1988. It shall be unlawful to manufacture, distribute, dispense, possess, or use any controlled substance within the meaning of Section 202 of the Controlled Substance Act. All students shall abide by this policy. Those who violate this policy shall be punished in accordance with the District Discipline Policy, as published in this handbook. In addition, the District will file charges with the law enforcement on each case.

Drug/Weapon Detection Dogs (Ferndale Area School Board Policy 226.1)

In order to better ensure the safety and well being of the school community, Drug-sniffing Dogs and Weapon-sniffing Dogs will be periodically used to conduct searches of the school grounds and student lockers.

Dual Enrolment

Ferndale Area High School has partnered with local colleges to offer college-level Dual Enrollment courses during the regular school year. Taking advantage of this postsecondary experience may jump-start a student's college career by giving him/her the opportunity to earn college credits while still in high school.

In order to enroll in dual enrollment courses students should:

1. Acquire the Dual Enrollment Application from the guidance office
2. Designate the Dual Enrollment courses in which you wish to enroll
3. Return the completed application with the payment to the guidance office (cost is stated on the application)
4. Upon completion of the course and after the grades are reported to the college, a grade report will be mailed to the student from the college

Extra-Curricular Activities

It is a **privilege** to participate in extra-curricular activities, such as, but not limited to, inter-scholastic sports, the school band, cheerleading, majorettes, chorus, forensics, intramurals, school clubs, etc.

Since student participation in those activities represents the school, students are expected to follow school rules.

Suspensions prevent students from participating in practices/competitions those days. Unacceptable student behavior may result in students being removed from the team/squad/club.

Extra-Curricular Activities Available and Grades Allowed Participating

Varsity/JV Football	9 – 10 – 11 – 12
Varsity/JV Girls Volleyball	9 – 10 – 11 – 12
Varsity/JV Boys/Girls Basketball	9 – 10 – 11 – 12
Varsity Golf	9 – 10 – 11 – 12
Varsity Baseball	9 – 10 – 11 – 12
Varsity Softball	9 – 10 – 11 – 12

Varsity/JV Cheerleading	9 – 10 – 11 – 12
Varsity/JV Hockey	7 – 8 – 9- 10 – 11 – 12
Junior High Football	7 – 8 – 9
Junior High Girls Volleyball	7 – 8 – 9
Junior High Boys/Girls Basketball	7 – 8 – 9
Junior High Competition Cheerleading	7 – 8 – 9
Marching Band	7 – 8 – 9- 10 – 11 – 12
Concert Band	7 – 8 – 9- 10 – 11 – 12
Jr. High Chorus	7 – 8 – 9
NHS	10 – 11 – 12
Scholastic Scrimmage	9 – 10 – 11 – 12
Student Government	9 – 10 – 11 – 12
Student Advisory Council	7 – 8 – 9 – 10 – 11 – 12
Junior High Student Council	7 – 8
Reading Competition	7 – 8 – 9 – 10 – 11 – 12
Math Counts	7 – 8
Library Club	7 – 8 – 9 – 10 – 11 – 12
Art Club	9 – 10 – 11 – 12
Ski Club	7 – 8 – 9 – 10 – 11 – 12
Bible Club/Helping Hands	7 – 8 – 9 – 10 – 11 – 12

Flag Salute

Every student and citizen has the responsibility to show respect for his/her country and its flag. However, students do not have to join in the pledge of allegiance or salute the flag if they choose not to on the basis of personal beliefs or religious convictions. Students who do not want to participate in the ceremony must respect the rights of those who do. Students can either stand or sit, but they must remain silent.

Fund Raising

Students are not required to sell fund raising items. However, if they participate in the fund raiser, they are accountable for the items under consignment. The last day of the fundraiser there must be total accountability through payment of the items or items returned. Failure to comply with terms of the fund raiser will disqualify the participant from the benefits of the purpose of the fundraiser, and they will be held accountable for the funds. Fund raising activities should model wellness goals. All fund raising activities must be approved by the Administration.

Gifted Services

Ferndale Area School District provides a systematic screening and evaluation to determine the needs of gifted students as required by Chapter 16 of the Pennsylvania School Code. The screening process may result in a Gifted evaluation and a Gifted Individual Education Plan for students who meet state requirements. For further information contact the high school guidance counselors.

Grading

It is necessary for a student to be in regular attendance in order to grasp the important aspects of every course. Failure to do so will result in losing information and inter-related experiences with teachers and peers essential to the fulfillment of the criteria established for each course.

Report card grades are based on each grading period and are not cumulative. It is necessary to obtain a passing grade each report period to be guaranteed a passing final grade for the subject. Simply accumulating grades during the first semester or first few grading periods in order to expect a passing grade on the basis of final grade average is not a proper approach to your education.

Subject grades are issued every nine weeks. Generally, report cards are distributed the third day following the close of a report period. Accelerated Reader reports will be attached to the report card.

Incomplete grades must be made up within ten school days after the current grading period. Exceptions will be determined by the teacher and approved by administration. If incomplete work is not completed within the designated time, a “zero” will be assigned to incomplete assignments and the final grade will be averaged. It is the responsibility of the student/parent (guardian) to see that his/her work is made up to comply with the above requirements.

Percent	<u>Unweighted Courses (1.0 c.u.)</u>		<u>Weighted Courses (1.0 c.u.)</u>
	Grade	Q.P.	Q.P.
93-100%	A	4.0	4.5
90-92%	A-	3.8	4.3
88-89%	B+	3.2	3.7
83-87%	B	3.0	3.5
80-82%	B-	2.8	3.3
78-79%	C+	2.2	2.7
73-77%	C	2.0	2.5
70-72%	C-	1.8	2.3
68-69%	D+	1.2	1.7
63-67%	D	1.0	1.5
60-62%	D-	0.8	1.3
59%-0.0%	F	0.0	0.0

Percentages of .5 or greater will be rounded up to the next whole number. Percentages of .4 or less will remain the same.

Weighted Classes include: College English, Advanced Chemistry, Calculus, Anatomy and Physiology, and a variety of Distance Learning courses including Latin 1, Latin 2, Latin 3, Latin Literature, Honor Physics, AP Physics, AP Calculus, AP Statistics, AP Biology, AP Chemistry, AP Psychology, AP Macroeconomics, AP US Government, AP History, AP Literature and Composition, and US and Global Economics.

The following formula is used to determine **GPA**:

$$\frac{(\text{Letter Grade}) * (\text{Course Unit}) * (\text{Academic Weight})}{\# \text{ of Credits}} = \text{Quality Points}$$

Grade Report Mid-Nine Week

Teachers will inform parents by written notice concerning a student's progress or impending failure. These notices are to be sent during the fifth week of the nine-week grading period.

HONOR ROLL

Highest Honor – 95% and Above

High Honor – 90% to 94.9999%

Honor – 85% to 89.9999%

Percentages are an average of all marking period grades. Any grade earned which is lower than an 80% makes the student ineligible for the honor roll.

Guidance Services

Guidance services are available to all students to assist them:

- Adjust in school
- Improve their grades
- Discuss concerns
- Work through problems
- Explore options
- Reach decisions
- Acquire career and job information
- Check progress towards reaching graduation requirements
- Career and post-secondary education exploration

Students also receive information from school counselors through classroom visits, small group counseling sessions, individual conferences, P.A. announcements, and bulletins.

Important information alerting parents and students to special evening presentations, tests, and other programs will be sent home.

Admission officers from college, trade, technical, and business schools, and the military will visit the guidance office. Students may schedule appointments to meet with them.

Any student with an educational, vocational, or personal problem is encouraged to schedule an appointment to discuss the matter with his/her counselor. Ferndale Area encourages students and parents to take advantage of the guidance services provided.

Guidelines Regarding the Legal Name of a Student

ONLY ONE LEGAL NAME—Each student has one and only one legal name. This name will be the **ONLY ONE** used by the Ferndale Area School District in **ALL** communications and dealings with the student, including official records, report cards, homework papers, class lists, and verbal communications.

In accordance with the Pennsylvania School Law, Volume 1, Chapter 95, Section 95.06, *“the name of a child may be legally changed in only **TWO** ways: through court adoption proceedings or name change by order of the court.”*

Upon receipt of **AN OFFICIAL DOCUMENT FROM THE COURT** indicating adoption or name change, the school district will **IMMEDIATELY** change all records to comply with such change. Any questions should be directed to the Superintendent at 814-535-1507.

Hall Passes/Admits

Students are not permitted to travel from one area to another without a hall pass or admit signed by a member of the school staff. Students traveling without authorization will be disciplined according to the discipline code.

Harassment, Bullying, or Mistreatment by Other Students

If a child believes that he/she is being harassed, bullied, or mistreated by another student, he/she should first contact a teacher or guidance counselor. The teacher or counselor will attempt to solve the problem. If the problem continues, the child should then contact the administration.

Hazing

The Ferndale Area School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or

district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Hearing, Speech, and Vision Therapy

Teachers provide instruction designed to help children overcome difficulties caused by hearing, speech, and vision impairments with special training in techniques effective in eliminating these disorders. Questions concerning these services should be made to the Special Education Coordinator at 814-535-6724.

High School Course Completion by 7th & 8th Grade Students

In some cases, students are capable of advanced academic work. Students who complete high school courses during their 7th & 8th grade years will have the option of having the credits and their grades factored into their high school grade point average (GPA) for those courses. Decisions made toward course inclusion on high school transcripts will be required to be made at the conclusion of the student's 8th grade year. Courses completed, but not included on the high school transcript will require students to complete all graduation requirements during grades 9-12.

High School Course Completion by 9th through 12th Grade Students

Students in grades 9th through 12th are expected to meet or exceed grade level expectations in order to meet graduation requirements. In the event that a student has not met grade level expectations, Summer School will provide an opportunity for credit recovery. If a student or his/her parent chooses not to take advantage of Summer School, they do so with the knowledge that the student will not remain on track to graduate with his/her class.

<i>Status</i>	<i>Credits Completed</i>	<i>AR Points</i>
<i>Freshman</i>	<i>Less than 6</i>	<i>Less than 19</i>
<i>Sophomore</i>	<i>6</i>	<i>19</i>
<i>Junior</i>	<i>12</i>	<i>38</i>
<i>Senior</i>	<i>18</i>	<i>57</i>
<i>Graduate</i>	<i>25</i>	<i>75</i>

Homebound Instruction

Homebound instruction is available to all students who, in the opinion of their physician, are unable to attend school for an extended period of time. Generally, homebound instruction may be provided when an absence extends beyond two weeks. Students who are

homebound for less than two weeks can obtain their daily homework and assignments by contacting the high school office. A psychiatrist must submit requests for homebound instruction for mental health reasons.

Homebound instruction can be provided for a maximum of eight weeks. If the physician/psychiatrist determines there is a need beyond eight weeks, then another physician/psychiatrist request must be submitted. Homebound instruction can be provided for a MAXIMUM of five hours per week.

To secure homebound instruction, a request form from the high school office must be signed by the physician to indicate the nature of the disability and the length of absence. The form should be returned to the high school office and necessary arrangements to have a certified instructor sent to the home will be made, providing a mutual time can be arranged. These services are provided at no cost to the parent.

Homework

Homework is an integral part of almost every learning activity and is beneficial at all levels of the curriculum. It provides an opportunity for increased learning time, practice reinforcement, simulation, and the development of self-discipline and good work habits. In addition, it provides a means whereby parents can be informed of the learning that is occurring in the classroom and thereby, creates a bond of cooperation. The teacher must and shall be responsible for defining the specific role of homework in the student's educational career. The student and his/her parents/guardians must also assume a responsible role involving cooperation and communication between the home and the school.

Students—each student has the responsibility to develop good work and study habits. The student, in preparing an assignment, should:

1. Make sure he/she understands the assignment: its purpose, when it is due, and how it should be done.
2. Initiate the request for help when needed.
3. Develop a personal system for remembering and/or recording assignments. Utilize provided agendas/organizers.
4. Arrange to make up missed assignments as required by the teacher.
5. Make the teacher aware of immediate demands of other school assignments or school responsibilities.
6. Request homework assignments on the third day of absence by contacting the high school office.

7. Find time for homework by budgeting the time that is available. When in class, study time/study hall is provided during the school day and the student should take advantage of it. Long-term assignments should be planned so that they do not have to be done all at once.
8. Arrange with teachers time to make up missed assignments between student arrival and teacher arrival (7:00 - 7:30 p.m.), homeroom time, or after-school tutoring.

Parents—cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework. They should:

1. Provide an environment conducive to study: e.g., a quiet, well-lighted place, ample workspace, and necessary basic materials.
2. Help in development of satisfactory study schedule.
3. Motivate toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Point out principles involved, giving illustration.
6. Accept each child's own best work and avoid undue comparison with that of other children.
7. Attempt to understand the values of various types of homework.
8. Contact the school when the student is experiencing problems with assigned homework or will be absent for an extended period of time. Contact with the school should be made between 7:00-7:30 a.m. and after 2:30-4:00 p.m. Please leave a message with the secretary and the teacher will be able to call back when he/she is available.

How to Study

1. Attitude is important—think positively, work independently, and seek help only when you have exhausted your own resources, then ask questions and use library resources.
2. Learning requires concentration—keep your mind on what you are doing. It will take less time.
3. At home, have a definite well-lighted, quiet place to study. You will have to study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations and directions. If the assignment is not written, make notes of your own, outline what you have learned.

5. If the assignment is a long-term project, do a little of it each day- don't let it go until the last minute. It will be easier and you will do a better job.

How to take a test

1. Relax and forget other people.
2. Read the directions carefully and then follow them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for-not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

Independent Study

Independent study is available to students who would like to maximize their course enrollment. Students interested in independent study must be a motivated self-starter and be able to work independently. All independent studies must be channeled through one period of a student's school day. One or more courses may be taken during that period, but the student will be responsible for all course requirements. Courses available at FAHS must be taken with a FAHS teacher, unless there is a scheduling conflict. Students will receive credit for the number of independent study classes completed. Students cannot take an Independent Study without approval of the parents, guidance counselor, independent study teacher, and administration.

Internet Access

The Ferndale Area School District recognizes the vast, diverse, and unique resources Internet access offers to both teachers and students. The goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing innovation and communications.

The FASD reserves the right to log Internet use and to monitor file server space utilization by District users.

The school assumes the right to remove a user account from the network to prevent further unauthorized or illegal activity. All use of the

network must be in support of education and research consistent with the curriculum of FERNDALE AREA SCHOOL DISTRICT.

Internet users are required to sign a user agreement form prior to being permitted to access the Internet. The signed Internet Agreement is due at the start of each school year. Students who are on sites other than those needed to do school work will be disciplined as follows:

- 1st offense: Student placed on Internet Probation.**
- 2nd offense: Student loses Internet privilege.**

Library

We are proud of our library and its facilities. Students are welcome to use those facilities during study halls for reading, research, and class assignments. A student wishing to use the library will require a pass. The library staff will issue passes to students before the late bell at the start of the school day, and between classes. Students will report immediately to the library. The library staff will notify study hall monitors of a student's presence in the library. Students may not use the library for work that can be completed in a study hall. Teachers are encouraged to develop research projects with the librarian, which can include selected video field trips.

Students will be required to pay ten cents per day for overdue library books.

Literature, Leaflets, and Newspapers Distribution

1. The administration may prohibit the distribution or dissemination of student-originated material on school grounds when such material would, in her/his judgment, materially and substantially interrupt the educational process or intrude upon the rights of others.
2. The distribution of leaflets, newspapers, petitions and other printed materials on school district properties by a student, parent, or community group is permitted only with the approval of the building principal.

Locker Searches (Ferndale Area School Board Policy 226.1)

All lockers are and shall remain the property of the Ferndale Area School district. **Students shall only have limited expectation concerning privacy in their use of school lockers.** Under no circumstances should students share lockers with other students. The contents of a locker have been determined by the courts to be in the possession and property of the student assigned that locker. Locker searches will be conducted by the administration when reasonable suspicion exists. The student assigned the locker being searched will

be present when the search takes place, as long as the circumstance allows. In the event of a locker search producing contraband, the student will face disciplinary action in accordance with the Discipline Code. If said contraband is an illegal substance or material that poses a threat to the school community, parents and Local Law Enforcement officials will be contacted and action in accordance with the Discipline Code will be taken.

Medication Administration during School Hours

The school district will cooperate with parents and their medical practitioners in giving prescribed medications when it must be taken during school hours.

Ideally, all medication should be given at home. It is also recognized that at the present time many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. However, any student who is required to take medication during the regular school day must comply with school regulations. These regulations include the following;

Prescription medication will be administered by the school nurse or other authorized personnel under the following conditions:

1. Upon written request from the physician to the school officials that medication is administered to the student. Included in the request must be the name of the student, name of medication, dosage, and frequency of administration.
2. Parental or guardian written request that medication be administered as prescribed in physician's statement.
3. All medication must be in protective containers that are properly labeled by the physician or pharmacy.

The administration of non-prescription medication is discouraged and can usually be avoided by adjusting the time schedule around school hours. If it is absolutely necessary for a child to receive non-prescription medication during school hours, it will be administered by the school nurse or other authorized personnel under the following conditions:

1. Receipt of written request or authorization from parent or guardian.
2. Included within the request must be the name of the student, name of medication, dosage and frequency of administration.
3. All medication must be in a protective container that is properly labeled.

All medications (prescription and non-prescription) **MUST** be transported to and from school by a parent or guardian for the safety of all students. **No student will be permitted to carry any medication at any time.**

A student may carry inhalers **only after** written consent by a physician is obtained to verify student knowledge of the use and administration of the medication.

Neither the school nurse nor administrative staff will dispense medications of any kind without written permission from the parent/guardian.

Students are not permitted to use the nursing station to rest unless authorized by the school nurse or administrative staff. **Students too sick to attend class should have the nurse, (or office staff, in the absence of the nurse) contact the child's parents to pick them up.**

There are certain instances when the school nurse is mandated by the PA Department of Health to exclude students from school. An example is when there is a question of a communicable disease. If excluded, the student will have to be seen and released by a physician prior to returning to school. Written notification from the releasing physician is required to return to school.

These regulations are for the safety and protection of all students in the district. Your cooperation with these regulations will be appreciated.

The school nurse shares her time with the elementary school. Her time at the high school is Monday-Friday from 10:30 a.m. – 12:30 p.m.

National Honor Society

Membership

Section 1: Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on **outstanding scholarship, character, leadership, and service.** Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2: Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3: The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, or

adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

Section 4: Candidates become members when inducted at a special ceremony.

Section 5: Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 6: A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 7: Members who resign or are dismissed are never again eligible for membership or its benefits.

Selection of Members

Section 1: To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. For a student moving into the district, the present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Section 2: Candidates must have a cumulative scholastic average of at least 85%, B, or 3.00 (on a 4.00 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. Starting with the class of 2011, candidates must have a cumulative scholastic average of at least 3.40 (on a 4.00 scale) or the equivalent standard of excellence.

Section 3: The selection of each member to the chapter shall be by a majority vote of the faculty council.

Section 4: A description of the selection procedure shall be published in an official school publication, which is widely available in a timely fashion to all students and parents of the school. The selection procedures shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

Section 5: The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Office of Vocational Rehabilitation

The Pennsylvania Office of Vocational Rehabilitation (OVR) serves persons with impairments that present a substantial impediment to employment. Services are provided to individuals who can benefit from and who need services to prepare for, enter, engage in, or retain employment.

Vocational Rehabilitation is a direct service program through 21 district offices located throughout the Commonwealth. The Federal and State governments work in partnership to fund the Vocational Rehabilitation Program. Since 1919, Pennsylvania has provided rehabilitation services to thousands of persons with impairments as a legal right and a public service.

These impairments include but are not limited to:

Alcoholism	Amputation	Developmental Disabilities
Diabetes	Drug Addiction	Hearing Impairment
Epilepsy	Head Trauma	Learning Disabilities
Mental Illness	Muscular Disease	Neurological Disease
Visual Impairments	Mental Retardation	Respiratory Disease
Spinal Cord Injury	Speech Impairment	

Who is eligible for service? Important factors determining eligibility are:

1. A physical or mental impairment causes an impediment to employment and there exists an ability to benefit from services.
2. The need for services to prepare for, enter, engage in, or retain gainful employment.

A Vocational Rehabilitation Counselor will determine eligibility for services after gaining a thorough understanding of an individual's abilities, limitations, interests, and aptitudes. Services are provided on a nondiscriminatory basis. For further information contact the high school guidance office at 814-288-5757 or the Office of Vocational Rehabilitation at 1-800-762-4223.

Parking and Student Vehicles

The Ferndale Area School District provides bus transportation for all students. Student driving is not condoned and the FASD does not provide parking for students.

For safety reasons students are requested to use provided bus transportation. Parking on school property is limited to school personnel only. All others will be towed at the owner's expense.

Photographs/Web Site

A commercial photographer takes colored photographs of students annually. **There is no obligation to purchase these photographs.**

The Ferndale Area School District maintains a district web site to inform parents of pertinent district information. Throughout the year, pictures are taken to post on our web site. Parents or guardians of a student may deny this picture-taking procedure to school administration by submitting a **written letter EACH year** prior to the beginning of school to the high school office specifically denying web site pictures.

Rehabilitation Act—Section 504 (Handicapped)

The Ferndale Area School District, in compliance with Section 504 of the Rehabilitation Act of 1973, provides that no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the School District.

Also, the School District does not discriminate in hiring of the handicapped, provided reasonable accommodations to an applicant's handicap can be made. If a student believes that he/she has been discriminated against because of their handicap, they should first discuss it with their administration. If the problem is not resolved at this level, the student should obtain a "Section 504" grievance form and submit it according to the directions provided with the form. Any questions concerning "504" should be directed to the Superintendent's Office at 814-535-1507.

Safety and Security

To ensure continued safety within the school there have been cameras installed at various entrances and exits. Monitors for each camera are located in the office and viewed by school district employees only. All visitors must be buzzed into the high school for added security.

Also, there is one main entrance opened for public use and all visitors must report to the office upon entering the building to sign in and receive a visitor's badge.

Anyone entering the school **MUST** use the front door. All other doors are locked. Students are not permitted to open doors to allow anyone access to the building. Doors should not be propped open for any reason.

Scheduling

1. Each spring students must register for classes for the next school year through the Guidance Office. Each registration form needs a parent's signature. Please review class selections very carefully. July 1 is the deadline for students to make changes or add/drop courses for the following school year. The only course additions or drops that will be considered in September will be those approved by administration.
2. Students may not change their schedules without parental and administrative consent.
3. The administration reserves the right to change schedules when it becomes necessary due to class size, student needs, etc.

School Dances/Junior Senior Prom

All dances are required to have no less than four faculty supervisors plus one policeman in attendance. **STUDENTS MUST REMAIN INSIDE THE BUILDING. IF A STUDENT LEAVES THE DANCE, HE OR SHE IS NOT PERMITTED TO RETURN.** Students must register guests from outside the school with the administration prior to the dance. Clubs and organizations are to remove all decorations at termination of the dance and restore gym for class usage. Book bags, gym bags, etc., if brought to the dance must be checked in at the door and can be picked up when the student leaves. Students must be in at least **TENTH GRADE** in order to be permitted to ATTEND THE PROM.

School Hours

Upon the arrival at school (which includes arrival to the general area surrounding the building complex), students are to report to their respective areas. Students may enter the building at 7:30 a.m. or upon arrival of their school bus. ALL students arriving prior to 7:30 a.m. must report to assigned areas as outlined on page 13. **The first period bell rings at 7:35 a.m. and the dismissal bell rings at 2:25 p.m.**

School Issued Materials Responsibility

All basic texts and related materials are provided to students for their use during the school year. The students are expected to take proper care of their textbooks. Students are responsible for their condition and return. If a student receives a damaged book, he or she must inform the teacher of its condition immediately. **Stolen books are the responsibility of the student from whom it was stolen.** Students will be charged the prevailing textbook replacement cost. If the book is found, monies will be refunded. In the event that the textbooks are damaged beyond ordinary wear and tear, the student or

his/her parents are required to pay for the damage. The same requirement applies in the event that textbooks or library books are lost or stolen. Students, who are issued any equipment or supplies, including athletic equipment, will be held responsible for its return in an acceptable condition.

Sexual Harassment

Definition: Sexual harassment means unwelcome sexual advances, request for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs; when submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances; when such conduct has the effect of unreasonably interfering with the individual's work; or when such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

It is the policy of the Ferndale Area School District to provide a learning and working atmosphere for students, employees, and visitors free from sexual harassment. It is a violation of this policy for any administrator, teacher, or other employee, or any student to engage in or condone sexual harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to insure that the applicable policies and procedures of this school district are implemented. Any student who believes that he or she has been subject to sexual harassment should bring the concern to his/her guidance counselor or administrator. The student may file a complaint with the administrator in accordance with the district's prohibition of sexual harassment policy. A copy may be obtained from the superintendent's office.

Signs and Posters

Permission from the administration must be received to display signs and posters. Signs and posters must be taped to the tile walls and/or stapled on bulletin boards. DO NOT TAPE POSTERS TO PLASTERED WALLS OR ON DOORS.

Special Education

The Ferndale Area School District provides, at no cost, appropriate public education to exceptional students. To qualify as an exceptional student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental

disorders, as set forth in the Pennsylvania State Standards and Regulations: autism/pervasive developmental disorder, blindness/visual impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, and speech/language impairment. The Ferndale Area School District does not discriminate against students with special needs and does provide for such needs in its Special Education Program.

Any person desiring testing for such programs is required to follow district guidelines for requesting testing. The Ferndale Area School District provides screening/identification procedures to ensure that eligible students receive an appropriate education consisting of special education and related services, individualized to meet student needs. These services are provided in compliance with state and federal law.

Parents may obtain additional information regarding special education services, programs, and parental due process rights by contacting the Special Education Coordinator at 814-535-6724.

Student Assistance Program

Student Assistance Program is a program in the high school designed to identify and assist students who may have issues that pose as barriers to learning and school success (e.g. drugs, alcohol, emotional). The SAP faculty members are professionally trained to use a systematic process to identify problems and recommend resources to help students.

Our Student Assistance Program is a voluntary and supportive program for students and their parents. Referrals should be made to the guidance counselor, administration, or faculty who will assist the student through this difficult situation. SAP is an intervention, not a treatment program that requires parent permission for participation.

Student Insurance

The School District provides the opportunity for parents to purchase accident/medical coverage for their children. Purchase of the program is optional. Information is generally sent home during the first week of school.

Student Records Policy

A copy of the Student Records Policy of the Ferndale Area School District is available for inspection in the High School Office at 600 Harlan Avenue Johnstown, PA 15905.

Student Searches (Ferndale Area School Board Policy 226.2)

Searching students will only take place when reasonable suspicion, as determined by the administration, exists. Searches of students and student property may only be conducted by the administration. Searches will consist of the emptying of pockets, purses, book bags, and other personal articles including, but not limited to, shoes, socks and if deemed warranted, a “pat-down” of the student to detect hidden/concealed objects.

The following procedure will be followed in the searching of a student:

1. The student will be questioned by the administration about the incident/concern whenever possible. Reasonable suspicion will be determined at this time.
2. The student will have the opportunity to voluntarily produce the item(s) he/she is suspected of having in his/her possession. If the student produces the item(s) in question, parents will be contacted immediately. If deemed necessary, Local Law Enforcement officials will be contacted, also.
3. If a student voluntarily participates in the search, the search will be conducted by the administration. Upon the conclusion of the search, regardless of what, if any items are found, the parent/guardian will be contacted.
4. If a student refuses to be searched by school officials, parents and local law enforcement officials will be contacted and the student may face a search conducted by law enforcement officials, off school premises.
5. In the event of a weapon or a controlled or dangerous substance being confiscated as a result of a search, students will face disciplinary action according to the Discipline Code and criminal charges and proceedings through the local law enforcement agency.
6. Searches by the administration may include the use of hand wands or metal-detection units.

Study Hall

Study halls should be considered a place for students to go to spend their time wisely in preparing their lessons. Study halls are mandatory assignments. Everyone should observe the following rules:

Procedures:

1. Students should be on time. Assigned seats are to be taken quickly and quietly.

2. Attendance will be taken each period. The office will be notified of any missing student whose name does not appear on the Daily Bulletin.
3. A sign-out-sheet is provided each period for students to sign out for activities, to attend classes in other rooms, to use the restroom, to go to their locker, etc. In all cases **Admits must be shown to the study hall teacher before** the student may sign the log and be permitted to leave.
4. All admits from study hall to another classroom **must be signed by the teacher** of the class to which the student is leaving the study hall. The **study hall teacher must sign** the admit indicating he/she is aware of the student leaving the study for that purpose.

Regulations:

1. Students must come to study hall prepared to use this time in an educationally constructive manner. This is the student's opportunity to review materials from previous classes, study for exams and complete assigned homework. **Students will not be permitted recreational type games.**
2. Students should always plan to have something **constructive** to do during study hall. They should bring necessary books and supplies with them. Students are permitted to read books, magazines and newspapers.
3. Under no circumstances will students be permitted to sleep or lay their heads on the desks. **This is not a free period.** Study halls are to give the students an opportunity to use the time to his/her educational advantage, and must be used for that intended purpose.
4. Study hall teachers **may** allow groups of 2 or more to study as a group as long as it does not disturb others in the room. This decision is up to the discretion of the teacher in charge.
5. **Quiet** will be observed at all times.
6. Only **one boy and one girl** should be excused at a time for the purpose of using the restroom. Students are not to be excused from study hall to go to another teacher, room, gym, guidance office, or office unless they have a pre-approved pass signed by a staff member. Failure to report to study hall without following the proper sign-out procedure may be considered a class cut or insubordination.

7. **Students will sit in assigned seats** and not move from that assigned seat unless permitted by the teacher in charge.
8. Teachers may establish additional regulations for their study hall.
9. Teachers may withdraw hall pass privileges from students based on behavior.

Summer School

Summer School is offered to all students. Students needing remediation will have priority over students desiring Summer School for enrichment. Each year before the close of school, students and families will receive a registration form listing courses offered, cost per course, and dates for Summer School. Summer School is all on-line; however, students are required to be in attendance every day. Teachers in the core subject areas will be on-site for assistance. Financing is available for those who qualify. If there are any questions, please contact the guidance office. (Also see page 19, *Course Failures*, for more information)

Tardy to Class

The expectation of the administration is that all students will be in class, on time, prepared to work. Students are given three (3) minutes in between periods to get to their next class.

An Excused Tardy occurs when the student arrives late to class (after the bell) **with a written excuse or pass from an administrator, guidance counselor, or faculty member.** Excused tardies should not count against the student. Students attending an in-school sponsored activity should receive an Excused Tardy.

An Unexcused Tardy is when a student arrives late to class (after the bell) **without** a written excuse or pass from an administrator, guidance counselor, or faculty member. The Unexcused Tardy procedure is as follows:

1. Upon the accumulation of three (3) Unexcused Tardies to class **the teacher** will notify parents/guardians that the student is in violation of the policy. This is to serve as a warning to the parent and student that continued unexcused tardies will result in disciplinary action being taken by the administration.
2. On the fifth (5th) Unexcused Tardy (2 after the 1st notice) the teacher will fill out a discipline referral for Unexcused Tardies to Class. The **administration** will then contact the parent/guardian and discuss the options of Detention or In/Out-of-School suspension.

3. For each Unexcused Tardy after the fifth (5th), the administration reserves the right to implement discipline that may include, but is not limited to the options mentioned above, as well as In-School Suspension, Out-of-School Suspension, loss of student privileges, and/or a formal hearing for continued violation of the school code.

Telephone Use

Students are not called from classes to the telephone except in cases of illness or **emergency**. Such messages will be delivered to students when the message is sufficiently important. **PARENTS OR FRIENDS SHOULD NOT CALL STUDENTS DURING SCHOOL HOURS. STUDENTS WILL NOT BE CALLED TO THE PHONE. STUDENT USE OF THE SCHOOL TELEPHONE IS LIMITED TO EMERGENCIES AND SCHOOL RELATED BUSINESS.** The following rules apply to students using the office phone:

1. Each telephone call is limited to three minutes.
2. The telephone cannot be used as an excuse for being late to class or being excused from class.
3. Students using the phone must ask for permission from the secretary.



Testing Schedule

Ferndale Area High School will conduct various tests to determine abilities, interests, and educational needs. The results of these tests provide a continuing record of each child's academic progress. The tests are also an invaluable aid to teachers and counselors in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the school year, the following tests will be administered to your child as part of this program:

Name of Test	Grade
Career Exploration Survey (Keys2Work)	8, 9
*PSSA Reading & Math	7, 8, 11
*PSSA Writing	8, 11
*PSSA Science	8, 11
Local Math, Reading, and Writing Assessment	12
Midterms/Finals Specific content	7-12
Terra Nova	9, 10
Inview Cognitive Abilities Test	10
Graduation Project	12
Hearing Screening	11
Vision Screening	7-12
The Following are Voluntary:	
PSAT/NMSQT Aptitude Test/NMerit Qualifying Test	10, 11, 12
ACT/SAT	11, 12
College Boards College Admissions Test	11, 12
ASVAB (Armed Services Vocational Vocational Aptitude Test, provide Aptitude Battery)	11, 12

Tobacco Use Policy

In accordance with Act 128 of 2000 and Title 22 of the School Law Code, the school district may initiate prosecution of a student who possesses and/or uses tobacco or look alike products in any area of the school district's buildings, buses, vans and vehicles that are owned, leased or controlled by the school district or on school grounds. Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar or pipe; other lighted smoking product; and smokeless tobacco in any form. The district prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Students convicted of possessing or using tobacco in violation of this policy may be fined, charged with court costs, or admitted to alternative adjudication in lieu of imposing a fine. Students who possess or use tobacco on grounds will face action by the law enforcement and disciplinary action.

Transfer Students

A student who transfers from another district should register as soon as possible. Birth certificate, immunization records, transfer cards from his/her former district, report card, disciplinary history, and proof of residency must be presented at the time of the child's registration at the high school office for grades 7-12.

Transportation

Recognizing that proper student discipline is necessary to the efficient and safe operation of any school bus line, the Ferndale Area Junior/Senior High School utilizes the following system of bus discipline:

The punishment for the "first offense" will be at the administration's discretion, according to the seriousness of the offense.

If a student continues to misbehave, this constitutes a "second offense" and it results automatically in at least three days suspension of bus privileges. The student must then find his own transportation for the period of the suspension. Any absence during this period will be unexcused unless a physician's excuse is received.

A "third offense" by a student could result in suspension of riding privileges for an indefinite period.

The following are prohibited on school buses-including buses taking students to extra-curricular activities; smoking or chewing tobacco, fighting, profanity and abusive language, standing in the aisles, hands and arms out of the windows, initiation activities of any kind, food and drink, crowding at doorway to get on or off the bus, heckling the bus driver, and use of cell phones.

Students are to follow directions of bus drivers relative to opening and shutting windows. Nothing will be thrown out of windows. In addition to school disciplinary action, violations for littering and vandalism may result in civil discipline.

Valuables

It is recommended that valuables and large amounts of money not be brought to school. Valuables or money should not be left in the student's desk or locker. If it is necessary for a student to have such articles with him/her, he/she should deposit them with the office for safekeeping. **In the event of a loss, the School District assumes no responsibility for the loss. Students have sole responsibility for their valuables.** It is strongly recommended that payment of large bills for candy, yearbook, class ring, lunch, etc., be paid by check.

Visitors

Parents and citizens are welcome to visit the high school. When you desire to visit, please contact the high school office to make appropriate arrangements. If you wish to have a formal conference with a teacher, please contact the high school office or guidance office to make arrangements.

If a public group wishes to tour, please contact the Superintendent's office to make necessary arrangements to visit at any time during the school year.

Students are not permitted to bring guests to school without prior approval of the principal. At no time should parents/visitors go directly to a classroom, cafeteria, etc., without first reporting to the office. This procedure is required to assure the safety of your children.

Vocational-Technical School

Counselors will make announcements over the PA system concerning the availability of Vo-Tech applications. It is the student's responsibility of initiating their request to the guidance counselors, who will inform the principal. Application packets for Vo-Tech will be distributed to interested students after administrative approval.

Students who are currently enrolled in the Ferndale Area High School and who are interested in the Vocational-Technical program should complete and submit an application form to the Ferndale Area High School's guidance office prior to the first of March for admission to the Greater Johnstown Area Vocational-Technical School for the next term beginning in September.

Students are to return completed application to the guidance counselor with student and parent/guardian signatures. Students will be notified of acceptance or rejection by the district or Vo-Tech.

Students scheduled for Vo-Tech **MUST** satisfy all outstanding obligations and complete graduation requirements of Ferndale Area High School.

Work or College Release

Students in grade 12 may carry a reduced load of classes and be excused for the purpose of reporting for work or enrolling in college courses. Graduation requirements must be met and the student must take a minimum of 4 credits of coursework per semester at FAHS. A student's attendance must be regular, and required work release and college admittance documentation must be submitted to the office. The building principal is responsible for determining the student's eligibility and must approve the request.

Working Paper Procedures

Students under 18 must obtain an employment certificate in order to get a job. The parent, guardian, or legal custodian of the minor for whom such employment certificate for Transferable Work Permit is requested must make application for Employment Certificate. The parent or guardian must appear in person in the high school office with definite proof of age; birth certificate, baptismal certificate, passport, or other documentary evidence, of the minor.

A Parents Guide for Solving Problems at School

Unfairness, misunderstanding, hurt feelings, and conflicts are experiences common to all of us. When children experience these problems at school it causes difficulty for everyone: the children, parents, and school staff. How to successfully solve problems at school is what this guide is all about.

1 Take Your Concern To The Person Closest To The Problem

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It is best if you make time to talk with school personnel regularly before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, coach, or bus driver, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, call to state the problem and during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

2 Present Your Concern to the Next Level

The principal is responsible for supervision of staff within the buildings. This is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

The principal's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with him/her the

reasons why you feel uncomfortable dealing with the person who is closest to the situation.

3 Talk With The Superintendent of Schools

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the Superintendent of Schools is the next place to go.

The Superintendent may take any or all of the following actions:

1. Informally discuss the concerns with the building principal and involved staff members including guidance personnel and on occasion, the aggrieved student.
2. Set up a meeting including the parent or guardian, Superintendent, Principal, and selected staff.
3. Bring the concern to a "Committee of the Whole" of the Board of Education. This action would be to inform the Board and seek their collective input.

4 Contact Your School Board Members

School Board Members are elected to represent the interest of all students, parents, and district residents. You should always feel free to tell them your point of view. Individual School Board Members do not, however, have direct authority in day-to-day school operations. The Board's primary responsibility is to make policies that guide the School District. All authority is the collective result of official actions by a majority of the Board at meetings open to the public.

So when should a Board Member be contacted and what can they do? A Board member may take the following action:

- After other means to solve a problem have been tried, the Board member may informally discuss the issue with the Superintendent or other administrators to consider whether policies or rules should be changed.
- The Board member may request that the Board review the specific policies that relate to the situation.

FERNDALE AREA
SCHOOL
DISTRICT
POLICIES

113. SPECIAL EDUCATION

Each student with a disability, who is able to lawfully attend the schools of the district, shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

Students with disabilities who are provided special education programs by the district shall include all resident children who meet the criteria defined by law.

The Board directs that all students with disabilities, who can lawfully attend, shall be identified, evaluated, and provided with appropriate educational services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parental notification.

The district's special education plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the Strategic Plan adopted by the Board.

The Board shall determine the facilities, programs, services and staff that will be provided by the district for the instruction of students with disabilities.

In order to maintain an effective special education plan, the Board may participate in special education programs of Appalachia Intermediate Unit No. 8.

The Board shall adopt the policies and procedures of Appalachia Intermediate Unit No. 8, in accordance with state and federal requirements.

The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's special education plan and shall periodically report to the Board the criteria and results of such evaluation.

The program to which each student with a disability is assigned shall be one that provides an appropriate education, seeks to assure success in learning, and offers the least restrictive environment, in accordance with federal and state regulations.

The Board directs that all procedures for implementing an individualized education program be designed to guard the privacy of the student and family.

No student with a disability shall be denied, because of handicap/disability, participation in activities, programs or services offered or recognitions rendered to district students, unless participation is not possible because of the handicap/disability.

The district shall maintain procedures and processes that implement special education programs and services, in accordance with federal and state laws and regulations, in the following areas:

1. Educational plans.
2. Child find.
3. Assessments.
4. Screening.
5. Evaluation.
6. Reevaluation.
7. Individualized Education Program (IEP).
8. Extended School Year services (ESY).
9. Behavior support.
10. Educational placement.
11. Disciplinary placements.
12. Facilities.
13. Early intervention.
14. Procedural safeguards.
15. Confidentiality of information.

113.1. DISCIPLINE OF STUDENTS WITH DISABILITIES

When necessary, behavior support programs shall be developed and maintained for students with disabilities in order to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program (IEP), behavior support plan, and Board policy.

The Board directs that the district shall comply with provisions of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations. No student with a disability shall be expelled if the student's particular misconduct is a manifestation of his/her disability.

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.

Any removal from school is a change of placement for a student identified with mental retardation.

A student with a disability whose behavior is not a manifestation of his/her disability may be expelled pursuant to district policy and procedures.

A hearing officer may order removal of a student with a disability to an alternative setting for forty-five (45) days where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

Weapons Violations

Prior to a manifestation determination and formal expulsion proceedings, a student with a disability who carries a weapon to school or a school function may be removed from his/her current placement. The student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days, during which time the formal expulsion proceedings shall occur.

Drugs/Controlled Substances Violations

A student with a disability who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement. The student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days.

113.2. BEHAVIOR SUPPORT

The district believes in the use of positive behavior support. This policy is designed to enable students with individualized educational programs (IEPs), who need a behavior support program, to benefit from their free appropriate education program within the least restrictive environment.

A behavior support program shall be developed for eligible students whose actual or anticipated behavior, as determined by the IEP team, is a manifestation of the student's disability and for students who have been identified as seriously and emotionally disturbed.

Application of the behavior support program shall not constitute a change in the student's educational placement.

It is imperative that causes of the student's behavior problems be

addressed prior to the development of a behavior support program. In the behavior support program, positive techniques must be used to improve the student's opportunity for learning and achievement of academic standards established for the program.

The following terms shall have these meanings, unless the context clearly indicates otherwise:

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Positive techniques - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints - devices and techniques designed and used to control acute or episodic aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions; the term includes physical and mechanical restraints.

Effective techniques to: modify the contextual influences of behavior (i.e. setting events and immediate antecedent events); teach socially appropriate alternative skills; and reduce problem behavior will be employed. Positive techniques shall be attempted prior to the use of more intrusive or restraining measures and will also be monitored along with improvements in the student's general health and well-being as a result of positive behavior support. A least to most intrusive hierarchy of strategies will be utilized.

The behavior support plan for a student with an IEP must be designed/implemented in accordance with Pennsylvania Department of Education (PDE) Guidelines for Effective Behavior Support. Specifically, a multicomponent approach to modify contextual influences, teach alternative skills, and reduce problem behavior is to be documented in the Behavior Improvement Plan. Evaluation procedures must also be present.

Positive rather than negative measures shall form the basis of behavior support programs. The types of intervention chosen for a particular student shall be the least intrusive necessary. Aversive techniques, restraints or discipline procedures may not be used as a substitute for an educational program, for the convenience of staff or employed as punishment, and may not be included in the IEP.

The use of physical restraint when implemented as a protective procedure must be documented as a part of a student's crisis management plan in the student's Behavior Improvement Plan with

his/her IEP. Restraints used to control acute or episodic aggressive behavior may be used only when the student is acting in a manner as to be a clear and present danger to him/herself, other students, or employees, and only when less restrictive measures and techniques have been proven to be or are less effective. The use of restraints to control the aggressive behavior of an individual student shall cause a meeting of the IEP team to review the current IEP for appropriateness and effectiveness.

District personnel will be trained in the use of specific procedures, methods, and techniques for the utilization of physical restraint as a protective procedure and shall be certified in crisis intervention strategies.

If the use of physical restraint is considered for use as a protective procedure as a part of the crisis management plan, the Behavior Improvement Plan may be reviewed by a human rights review committee for positive effective techniques to assure the dignity and rights of the student are being considered.

The use of reduction-oriented consequence strategies, including the crisis management plan, may not be employed as punishment for the convenience of staff, or as a substitute for an educational program.

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be included in the IEP only when recommended by a qualified medical professional and agreed upon by the student's parents/guardians. Mechanical restraints shall prevent a student from injuring him/herself or others, or promote normative body positioning and physical functioning.

The following aversive techniques of handling behavior are considered inappropriate and may not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Serial suspensions.
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Methods that have not been outlined in the plan.

The district, in conjunction with the IEP team, must obtain parent/guardian approval through the IEP process for all procedures identified within the student's individualized Behavior Improvement Plan as a part of the IEP.

The district assures that it will provide adequate training and support to appropriate personnel in the use of specific procedures, methods, and techniques as outlined in state regulations and PDE Guidelines for Effective Behavior Support. Training will be updated, as appropriate.

The Superintendent or designee is responsible for ensuring that agreed upon behavior support plans within IEPs for students are implemented in a consistent manner, and this policy is implemented in compliance with applicable state regulations.

114. GIFTED EDUCATION

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education programs designed to meet the individual educational needs of each student.

In order to provide quality gifted education services and programs, the Board may enter into a cooperative agreement with Appalachia Intermediate Unit No. 8.

Gifted student - shall mean a student of school age with an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ lower than 130 when other educational criteria strongly indicate gifted ability. For purposes of this definition, any determination of mentally gifted status shall include an assessment by a certified school psychologist.

GIEP - shall mean a Gifted Individualized Education Program.

GMDT - shall mean a Gifted Multidisciplinary Team. The GMDT shall be formed on the basis of the student's needs and shall be comprised of the student's parents/ guardians; a certified school psychologist; persons familiar with the student's educational experience and performance; one or more of the student's current teachers; persons trained in the appropriate evaluation techniques; and, when possible, persons familiar with the student's cultural background. A single member of the GMDT may meet two (2) or more of the specified qualifications.

The district's gifted education program shall provide the following:

1. Services and programs planned, developed and operated for identification and evaluation of each gifted student.
2. Gifted education for each identified student, based on the unique needs of the student, not solely on the classification.
3. Gifted education that enables identified students to participate in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs.

Referral Procedures

The Superintendent or designee shall develop and implement procedures and the necessary forms to permit teachers to refer a

student or allow a parent/guardian to request in writing that a school-aged student undergo a gifted multidisciplinary evaluation to determine if the student is gifted.

Evaluation Process

The Superintendent or designee shall develop and implement procedures to create a GMDT to determine if a school-aged student is eligible to receive gifted services.

Development Of GIEP

The Superintendent or designee shall develop and implement procedures to ensure the development of a GIEP for each gifted student and subsequent modification of services, in the manner prescribed by law.

Caseloads/Class Size

The Superintendent or designee shall develop and implement procedures, in conjunction with the building principals and other appropriate school personnel, to annually assess the delivery of gifted education within the district in order to:

1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.
2. Address the educational placements for gifted students within the district.
3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of seventy-five (75) students.
4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.

Notwithstanding the above, the district shall have the right to make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.

Notice/Consent For Evaluation

Prior to the district conducting an initial gifted multidisciplinary evaluation or re-evaluation of any school-aged student, the district shall provide the parents/ guardians of that student with written notice proposing such an evaluation and obtain written parental consent to do so.

Awareness Activities

The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the district of its gifted education program. Those awareness activities may include providing written notice of the district's gifted education program through newspapers and district publications;

distributing such written notice to private schools serving school-aged residents; hosting meetings and/or distributing literature designed to inform parents/ guardians of newly-enrolled students of the district's gifted services.

Confidentiality of Student Records

All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, and the State Board of Education Regulations.

Non-Discrimination

Classroom teachers shall not discriminate, or alter the students' grades due to students being taken from the classroom to engage in enrichment/acceleration programming, and further, shall make available without penalty, the opportunity to complete missed assignments.

115. VOCATIONAL TECHNICAL EDUCATION

The Board shall provide a program of vocational technical education in order to:

1. Prepare students for gainful employment as skilled workers or technicians in recognized, new and emerging occupations.
2. Prepare students for enrollment in postsecondary education programs.
3. Assist students in choosing meaningful career pathways.

For purposes of this policy, vocational technical education shall be defined as a series of planned academic and vocational technical education courses articulated with one another to teach the knowledge and skills necessary to prepare students to effectively pursue recognized profitable employment.

The Board shall support a program of vocational technical education which may include:

1. Vocational technical courses of study interwoven and articulated throughout the curriculum of the school.
2. A cooperative education program to offer students experience in private employment.
3. Attendance at the Greater Johnstown Career and Technology Center and participation in a cooperative program of career development.

In order to maintain a program of vocational technical education, the Board shall, in cooperation with the Greater Johnstown Career and Technology Center, establish the number of credits to be awarded

toward graduation for vocational technical education courses of study and for cooperative education programs.

The Superintendent or designee shall be responsible for developing procedures which ensure that students and parents/guardians are informed that admission to vocational technical education programs is accessible to regularly enrolled students, in accordance with established criteria for admittance.

All students participating in vocational technical programs supervised by this Board or in vocational technical programs sponsored by this Board are considered to be regularly enrolled in district schools and are subject to the policies and rules of the Board, and jointly established policies and rules of this district and the Greater Johnstown Career and Technology Center.

116. TUTORING

The Board recognizes that some students may require special help beyond the regular classroom program.

Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties, consistent with the collective bargaining agreement.

In cases where extra help is desirable and the parents/guardians request such assistance, the building principal or designee may recommend that the parents/ guardians secure tutorial services for the student from a list of available tutors maintained by the school.

Excusal From School

Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.

The tutor's qualifications must be approved by the Superintendent.

The district may establish reasonable conditions for excusal of a student for such tutoring.

Private Tutoring

The instructional program for students not enrolled in public schools due to private tutoring by a qualified tutor shall comply with state law and regulations.

The parent/guardian shall provide written assurance that all instructional requirements are being met.

When the Superintendent receives a complaint that a student is not being provided the required instruction or that a student is not making

satisfactory progress, the Superintendent may request evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.

Evidence of satisfactory progress may include samples of student work, assignments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and time instruction was provided.

117. HOMEBOUND INSTRUCTION

The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The initial approval period of homebound instruction for an individual shall not exceed three (3) months.

Application for homebound instruction shall be certified by a licensed physician, psychologist, or psychiatrist and include the nature of the illness or disability, state the probable duration of the confinement, and be recommended by the Superintendent.

The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months.

The Board shall provide homebound instruction only for those confinements expected to last at least two (2) weeks. Exceptions may be recommended by the Superintendent.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

The Board reserves the right to withhold homebound instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

118. INDEPENDENT STUDY

The Board shall consider the approval of a course of independent study for a properly qualified student, as recommended by the Superintendent, on the condition that the student will demonstrate achievement of established academic standards as a result of participation in the independent study.

The purposes of independent study shall be to:

1. Extend the learning experience of the classroom.
2. Develop a student's judgment and self-reliance in the conduct of the learning experience.
3. Relate academic knowledge to the world of work and learning beyond the school.
4. Draw upon community resources as well as school resources for a student's educational program.
5. Include a greater variety of learning experiences within the educational program.
6. Identify and explore an area of particular interest.
7. Set personal learning goals and work toward achieving them, with appropriate staff guidance.
8. Learn to utilize various research tools and methods.
9. Learn to draw sound conclusions from research findings.

The Board shall approve each course of independent study and may designate the number of credits toward graduation to be awarded upon successful completion of each course, except that the Board reserves the right to assign no credit for an approved course.

Each course of independent study must meet the requirements of applicable laws and regulations.

The Superintendent or designee shall implement procedures for independent study which shall include:

1. Counseling of students who apply for independent study.
2. Development of specified, measurable instructional objectives and standards for each planned course of independent study.
3. Assurance that each student conducts study under appropriate staff guidance and supervision.
4. Progress monitoring of each student.
5. Certification of the completion of each course of independent study based upon the original specified objectives.
6. Preparation of recommendations for Board approval of courses of independent study.

Recommendations for approval may include the qualifications of the student, objectives established for the course, description of the method of study and research to be undertaken, staff members assigned to advise the project, manner in which the project will be evaluated, and proposal for the number of credits to be awarded for the course.

The Board directs that only those students shall be admitted to courses of independent study who provide evidence of academic proficiency, maturity of judgment, a strong motivation to learn, self-reliance and staff recommendations.

Courses of independent study may not be limited to participation by a single student but may involve a group of students, subject to Administrative approval.

121. FIELD TRIPS

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, or curriculum-related club or activity, and is supervised by a teacher or district employee.

The Board shall approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the Board.

Overnight field trips must be evaluated for educational merit and approved by the Board.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission and in each case shall disclose in writing to the parents/guardians that the Board is not endorsing, supporting, or sponsoring the trip.

The Superintendent or designee shall prepare and implement procedures for operation of field trips.

It shall be the responsibility of the planning teacher to obtain written permission for the field trip from the building principal and the Superintendent or designee. The teacher-sponsor shall develop detailed instructions, estimated costs, and plans for supervision for each field trip.

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. The effectiveness of field trip activities is monitored and evaluated continuously.
5. Teachers are allowed flexibility and innovation in planning field trips.

Field trips shall be chaperoned by at least one (1) district employee per group per class and adequate numbers of chaperones as warranted by the situation, unless a variance to this provision is granted by the Superintendent.

Field trips shall be taken in a contracted school bus or public carrier, unless otherwise approved by the Superintendent.

Students shall be dressed appropriately and shall conduct themselves in a proper manner, or participation may be denied.

In the event that an educational opportunity in the form of a field trip arises between Board meetings, the Superintendent shall have authority to approve the field trip if waiting for Board approval would deprive the students of the opportunity. The Superintendent shall advise the Board of such action. School time shall not be utilized for outings or trips unrelated to a specific area of study.

122. EXTRACURRICULAR ACTIVITIES

The Board believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.

All learning experiences offered by the schools, curricular and extracurricular, shall be planned and integrated toward attainment of the district's educational objectives.

For purposes of this policy, extracurricular activities shall be those programs that are sponsored by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

The Board shall make school facilities available and shall assign staff members for the support of extracurricular activities for students. Such

availability and assignment shall be in accordance with the Equal Access Act.

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.

The Board shall maintain the program of extracurricular activities at such cost as may be determined by the Board to participating students from time to time.

1. The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.
2. Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

Guidelines shall ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to district students.
2. Ensures provision of competent guidance and supervision by staff.
3. Guards against exploitation of students.
4. Provides a variety of experiences and diversity of organizational models.
5. Provides for continuing evaluation of the program and its components.
6. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.

Equal Access Act

The district shall provide secondary students the opportunity for noncurriculum related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. Noninstructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

Attendance Requirements

Students involved in extracurricular activities must attend school that day. Students who are absent or tardy must present an excuse for the absence or tardiness upon returning to school, or they will be declared ineligible for the team's (club or activity) next scheduled event, whether it is a practice, meeting or contest.

Tobacco Use Violations

Any use or possession of tobacco shall be prohibited, as outlined in Board policy.

The following additional penalties shall be prescribed for students participating in extracurricular activities and interscholastic athletics who violate this policy:

1. First offense - One (1) week suspension from the team/activity, if in season.
- One (1) week suspension from the team/activity for next year's season, if out of season.
2. Second offense - Dismissal from the team/activity, if in season.
- Exclusion from the team/activity for one (1) season, if out of season.
3. Third offense - Will result in a one (1) year suspension from all extracurricular activities/interscholastic athletics and referral to the Student Assistance Team for counseling.

Controlled Substance Violations

A student participating in extracurricular activities and interscholastic athletics who violates Board policy on controlled substance abuse will immediately be suspended from all extracurricular activities and interscholastic athletics for one (1) year. However, successful completion of a SAP Team recommended program may be considered to reduce the suspension to not less than four (4) weeks in length. A second offense will result in loss of all extracurricular privileges, including attendance to any school-sponsored activities for one calendar year.

Summer Practice Sessions

The Board recognizes the need for student organizations to prepare for school-related activities prior to the beginning of the fall school term, and the need for the importance of family-related summer activities.

Mandatory practice sessions for student organizations, prior to the commencement of the school term, shall require the prior written approval of the building principal.

No student organization shall practice on school property or under the auspices of the district without a coach, advisor or director present.

The building principal shall retain the authority to cancel or postpone any summer practice session that will disrupt the maintenance procedures necessary to open the fall school term.

123. INTERSCHOLASTIC ATHLETICS

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, and in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall direct the administration to determine the standards of eligibility to be met by all students participating in an interscholastic

program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; be free of injury and recovered from illness, as determined by the district or a personal physician; and be enrolled in this district as a student in good standing.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this district.

Unless serving as a coach, assistant coach, or approved volunteer or assistant, the Board prohibits any non-high school student from scrimmaging/practicing with a student involved in interscholastic athletics.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility, as established.
2. Attended school regularly.
3. Conformed to the appropriate rules of conduct.
4. Been in attendance on the day immediately preceding the athletic event or practice.
5. Returned all school athletic equipment previously used.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an interscholastic athletic activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

The Athletic Director or designee shall annually prepare, approve and present a periodically update to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

Eligibility

To be eligible for an interscholastic competition, a student must pursue a curriculum defined and approved by the building principal as a full-time curriculum.

The student must maintain passing grades in such an approved curriculum, as certified by the building principal. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.

In addition, to be eligible for interscholastic athletics, a student must have passed at least four (4) full credit subjects, or the equivalent, during the previous grading period.

In cases where student's work in any preceding grading period does not meet these standards, the student shall be ineligible to participate in that sport for fifteen (15) consecutive school days of the next grading period. While ineligible, a student must attend remediation provided after school.

In the case that a student's course work falls below passing, such that s/he is not maintaining passing grades in four (4) full credit courses, or the equivalent, that student will be ineligible to participate in any interscholastic competition for one (1) week and/or until his/her grade(s) are elevated to a passing grade to meet the four-credit requirement.

Each Thursday teachers must submit to the building principal a list of students involved in interscholastic athletics who are failing any of their courses. The principal shall meet and discuss the grade with those students to inform them of their ineligibility status.

The Board recognizes the importance of providing a comprehensive educational program for all students. Students in academic difficulty should seek out additional individual teacher assistance. In this respect, the district shall make an effort to provide tutorial assistance, if requested.

Interscholastic athletic coaches shall make reasonable rules and

regulations governing the membership and awards of their organizations. Such rules and regulations shall be in writing. A copy of a coach's rules and regulations must be approved by the building principal prior to distribution to each student member. Any subsequent amendments must also be reviewed and approved by the principal prior to distribution.

Infractions which occur when school is not in session shall incur penalties starting with the first day of the applicable activity(ies).

Attendance Requirements

To be eligible to participate in the practice for or presentation of a school-sponsored activity which occurs after the close of a school day, students shall be in attendance for their regularly assigned classes during the afternoon session of that school day, unless the absence is for a school-approved activity, visitation, or appointment.

The building principal may waive this requirement in the event of circumstances of an emergency nature which, in his/her opinion, warrant the waiver. Students who participated in the practice for or presentation of a school-sponsored activity after the close of a school day, who are absent for the morning and/or afternoon session on the day following the activity, and whose absence(s) have been determined to be illegal or unexcused, shall be denied permission to participate in the practice for or presentation of any school-sponsored activity scheduled for that day.

Cancellations

If the school day is cut short or cancelled entirely due to weather conditions, all practices will be cancelled. Events will be postponed to a future time, when possible.

Rules and Regulations

All participants shall be bound by the following general rules and regulations, in addition to each sport's or organization's unique rules and regulations during the activity's season.

1. Attendance at all scheduled practices is mandatory as long as the student attends school the day practice is scheduled. Only a coach or advisor may excuse a student from practice.
2. Attendance at all games/meets/functions is mandatory. In order to participate in a scheduled game/meet/function the student must be in attendance for a one-half day (afternoon) of school the day of a scheduled game/meet/function unless the absence is for a school approved activity, visitation, or appointment.
3. Students must use school-provided transportation to and from all functions/games/meets requiring transportation. For liability purposes, the only exception to the regulation is that a student may ride or drive home with a parent/guardian with prior approval

by the administration. A written request is to be submitted to the office the morning of the event, checked for validity by the office, and a copy given to the coach.

4. Students are responsible for any and all school-issued equipment, including uniforms, that have been issued to them. Students must pay the school district the replacement cost for any equipment not returned other than equipment or uniforms that are damaged or destroyed due to ordinary wear-and-tear.

Tobacco Use Violations

Any use or possession of tobacco shall be prohibited, as outlined in Board Policy, including but not limited to Board Policy 227.

The following additional penalties shall be prescribed for students participating in extracurricular activities and interscholastic athletics who violate this policy:

1. First offense - One (1) week suspension from the team/activity, if in season.
- One (1) week suspension from the team/activity for next year's season, if out of season.
2. Second offense - Dismissal from the team/activity, if in season.
- Exclusion from the team/activity for one (1) season, if out of season.
3. Third offense - Will result in a one (1) year suspension from all extracurricular activities/interscholastic athletics and referral to the Student Assistance Team for counseling.

Controlled Substance Violations

A student participating in extracurricular activities and interscholastic athletics who violates Board policy on controlled substance abuse will immediately be suspended from all extracurricular activities and interscholastic athletics for one (1) year. However, successful completion of a SAP Team recommended program may be considered to reduce the suspension to not less than four (4) weeks in length. A second offense will result in loss of all extracurricular privileges, including attendance to any school-sponsored activities for one calendar year.

Summer Practice Sessions

The Board recognizes the need for student organizations to prepare for school-related activities prior to the beginning of the fall school term, and the need for and importance of family-related summer activities.

Interscholastic sports activities and practice sessions shall be governed by the Pennsylvania Interscholastic Athletic Association regulations, or any other applicable governing body.

No student organization shall practice on school property or under the auspices of the district without a coach, advisor or director present.

The building principal shall retain the authority to cancel or postpone any summer practice session that will disrupt the maintenance procedures necessary to open the fall school term.

Uniforms, Equipment And Supplies

So that students' needs are served in an orderly, efficient and cost-effective manner, the following procedures respecting equipment, uniforms and other supplies needed to engage in sports activities shall be observed:

1. The Athletic Director shall keep a strict inventory of all uniforms, equipment and supplies on hand for each sport. This shall include the date on which team uniforms were purchased. All sports materials shall be kept in a secure area.
2. Each head coach shall be responsible for the care and custody of uniforms, supplies and equipment needed to carry on the specific activity. She/He may delegate housekeeping tasks to an assistant, but she/he shall not be relieved of this responsibility.
3. Each head coach shall check his/her inventory annually at the beginning and close of each season in concert with the Athletic Director. At the close of each season, the inventory shall be the basis for tentative budgeted equipment, materials and supplies for the following year.
4. Any student failing to return athletic equipment, uniforms or supplies assigned to him/her shall be assessed the full replacement cost of the delinquency other than equipment or uniforms that are damaged or destroyed due to ordinary wear-and-tear. The head coach of each sport shall report a list of delinquents to the high school principal no later than two (2) weeks following the last match or game of a sports season. The principal shall not process a student's grades, promotion or graduation until the delinquency is satisfied. The student cannot compete in another extra-curricular event until the delinquency is satisfied.
5. When the budget for student activities is formulated by the Athletic Director, she/he shall forward it to the principal. A master inventory detailing the current status of each sport shall accompany the budget.
6. A master inventory detailing the current status of each sport shall be maintained by the Athletic Director. Each head coach shall submit an inventory to the Athletic Director following completion of his/her sport.

Employment Of Coaches

Employment of coaches for interscholastic athletic activities shall be in accordance with the Athletic Coaching Agreement.

124. SUMMER SCHOOL

It is the policy of the Board that the district may conduct a summer program of remedial and enrichment instruction for resident students of this district.

In order to support a program of summer instruction, the Board shall employ teaching and administrative staff, provide necessary books, materials, supplies, and equipment, and utilize schools or other facilities as required.

Planned instruction offered in summer school may be designed as credit or noncredit offerings.

Students eligible for the district's summer school program shall include resident students who are eligible for regular attendance in district schools.

With regard to transportation, the Board does not accept responsibility for any student.

The Superintendent or designee shall be responsible for:

1. Planning the summer school curriculum.
2. Recommending appropriate staff appointments.
3. Assigning students and staff.
4. Evaluating and reporting on student progress.
5. Utilizing facilities.
6. Developing and enforcing rules for student behavior.

Guidelines for the operation of summer school shall be consistent with Board policies, and the operation of summer school shall not conflict in any way with the administration of the regular school sessions.

127. ASSESSMENTS

The Board recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards and provide information for improving the educational program.

The Board shall approve an assessment plan for use in district schools that is aligned with the adopted academic standards and state assessments. The assessment plan shall be described in the district's Strategic Plan.

The Board reserves the right to review district assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.

The Board shall grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, to the extent it is available to the district, during regular district office hours. The district shall ensure the security of the assessment documents. No photocopying or note-taking of the contents of the assessment shall be permitted.

The Board shall grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent or designee.

The Superintendent or designee shall recommend methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, and staff input.

The Superintendent or designee shall annually disseminate to parents/guardians and the public information regarding student assessment results, as required by federal and state law and regulations.

The results of any assessment may be released by the Superintendent using district-wide data, or by principals employing school data, but such data may not be traceable to individuals.

The Superintendent shall recommend improvements in the curriculum and instructional practices based upon student assessment results.

Parents/Guardians shall receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.

The district shall provide assistance to students not attaining academic standards at the proficient level. The district shall inform students and parents/guardians about how to access such assistance.

The district shall provide assistance to students not attaining academic standards at the proficient level. Students who were not proficient on the Grade 11 PSSA will be required to participate in the Grade 12 PSSA Retest. Participation will only be required in those areas where Reading, Writing, and Math performance was "Basic" or "Below Basic." For students with IEPs, participation in the Retest will be defined through the IEP.

Student Exemptions From State Assessments

Parents/Guardians shall have the right to have their child(ren) excused from state assessments, upon receipt of a written request to the Superintendent or designee. Parents/Guardians shall be informed prior

to the administration of state assessments of the following: the dates of the scheduled testing; the grade levels and subject areas of the scheduled testing; the rights of parents/guardians to request exemption of their child(ren) from the testing; and the required form or format for requesting the exemption. Notification may be through district newsletters and/or building calendars and flyers.

130. HOMEWORK

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.
3. Encourage parent/guardian and child interaction.

Each student shall be responsible for completing homework assignments as directed.

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

Homework will not be assigned as a form of punishment.

204. ATTENDANCE

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Death in family.

5. Family educational trips.
6. Educational tours and trips.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

All absences occasioned by observance of the student's religion on a day as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, and other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to

study for mental, physical or other reasons that preclude regular attendance.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Appalachia Intermediate Unit or the Department of Education, or other entities where contracted services have been determined by the school district.

Educational Tours And Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The number and duration of tours or trips for which excused absences may be granted to a student during the school term is limited to a total of five (5) school days per year.

The Superintendent or designee shall implement procedures for the attendance of students which shall include:

1. Ensuring a school session that conforms with requirements of state regulations.
2. Governing the keeping of attendance records in accordance with state statutes.
3. Distributing annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
4. Imposing on truant students appropriate incremental disciplinary measures for infractions of school rules.
5. Ensuring that students legally absent have an opportunity to make up work.
6. Issuing written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

208. WITHDRAWAL FROM SCHOOL

The Board affirms that even though statute requires attendance of a student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The withdrawal of students attending college full-time shall be approved.
Counseling services shall be made available to any student who wishes to withdraw.

Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.

Students shall be informed about the tests for General Educational Development.

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

210. USE OF MEDICATIONS

The Board shall not be responsible for the diagnosis and treatment of student illness.

The Board will cooperate with parents/guardians and their medical practitioners in administering medication to students during school hours when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.

Before any medication may be administered to any student during school hours, the Board shall require:

1. The written order of the prescribing physician to school officials that medication be administered to the student. Included in the order must be the name of the student, name of the medication, dosage, frequency of administration, and possible side effects. Any special instructions should also be included.
2. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. Included within the request must be the name of the student, name of the medication, dosage and frequency of administration.

The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or other authorized school personnel, or self-administered by the student, upon written request of the parent/guardian.

All district employees involved in administering or supervising of self-

administration of medication shall receive appropriate training as directed by the building administrator, before performing this responsibility.

Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Any medication to be administered during the school day must be brought to the school (nurse's office or main office) by the parent/guardian. Students are not permitted to carry any medication during school hours. No medication is to be kept in the student's possession or locker.

All prescription medication must be in the original prescription bottle with current date and name of the student on the bottle.

All nonprescription medication must be in the original container and be clearly labeled. Medication sent in envelopes or baggies will not be accepted.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
 - a. Reason for taking this medication.
 - b. How often and length of time.
 - c. What will happen if medication is not taken or is taken incorrectly.
 - d. Physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
 - a. Name of student.

- b. Name of medication.
- c. Medication dosage.
- d. Time of administration.
- e. Route of administration.
- f. Signature of student and the monitor of self-administration.
- g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

210.1. POSSESSION/USE OF ASTHMA INHALERS

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the district comply with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.

- c. Times medication is to be taken, if appropriate.
- d. Length of time medication is prescribed.
- e. Diagnosis or reason medication is needed, unless confidential.
- f. Potential serious reaction or side effects of medication.
- g. Emergency response.
- h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/ guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers.

213. ASSESSMENT OF STUDENT PROGRESS

The Board recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.

Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards and to learn the student's strengths and weaknesses, plan an educational or vocational future for the student in areas of the greatest potential for success, and know where remedial work is required.

The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.

Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.

The district's assessment system shall include a variety of assessment strategies which may include:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Demonstrations, performances, products or projects by students related to specific academic standards.
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally-available achievement tests.

7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. Other measures, as appropriate, which may include standardized tests.

The Superintendent or designee shall implement the following procedures to assess student progress, in accordance with district goals and regulations of the State Board of Education.

At the outset of any course, each student should be informed about the academic standards to be attained.

Each student should be kept informed of personal progress during the units of a course of planned instruction.

Methods of assessment shall be appropriate to the planned instruction and maturity of students.

Assessment strategies should objectively evaluate and reward students for their efforts.

Students should be encouraged to assess their own academic achievements.

All assessment systems shall be subject to continuing review and revision.

Staff, students, and parents/guardians should be involved in the continuing program of assessment review.

214. CLASS RANK

The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents/ guardians and others of their relative academic placement among their peers.

The Board authorizes a system of class rank, by grade point average, for students in grades 9-12. All students shall be ranked together.

Class rank shall be computed by the final grade in all subjects for which credit is awarded.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

Weighted Grades

In recognition of the heavier burden of certain work, grade point averages shall be weighted by awarding extra credit for each designated honors course and each designated advanced placement course.

The Superintendent or designee shall develop procedures for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.

215. PROMOTION AND RETENTION

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

217. GRADUATION REQUIREMENTS

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and results of district and/or state assessments.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan. There shall be only one (1) diploma awarded by this district and no distinctions shall be made between various programs of instruction.

The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services.

A list of all candidates for the award of a diploma shall be prepared by the Superintendent or designee and submitted to the Board for its approval.

A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards.

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.

A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.

Students shall be informed of graduation requirements they are required to complete.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Diplomas For Eligible Veterans

In order to honor and recognize eligible veterans who left high school prior to graduation to serve in World War II or the Korean War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II and the Korean War who are eligible for a high school diploma.

218. STUDENT DISCIPLINE

The Board acknowledges that student conduct is closely related to learning. An effective instructional program requires a safe and orderly school environment and efficacy of the educational program is, in part, reflected in the behavior of students.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Discipline Code to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Discipline Code governing student discipline.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Policy 233.

Corporal Punishment

Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Discipline Code, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Discipline Code shall be available in each school library and school office.

The building administrator shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district

and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational and/or extracurricular programs of the schools or threatens the health and safety of others.

218.1. WEAPONS

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, martial arts weapon, straight razor, explosive, noxious, irritating or poisonous gas, poison, replica of a weapon, and/or other item fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents/guardians and patrons. The term shall also include any tool, device, instrument, implement, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Possessing - 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 on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to

expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel on the premises on official duties rather than personal matters are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

218.2. TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building administrator shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building administrator may immediately suspend the student.
2. The building administrator shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The building administrator shall inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the

curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student web sites; through other district-owned technology and the like.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing

the rights of students to engage in protected expression.

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline For Engaging In Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Distribution Of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1)

school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting Of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review Of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent

and then to the Board, in accordance with Board policy and district regulations or procedures.

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the Discipline Code.

This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

222. TOBACCO USE/POSSESSION

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held on or off school property (day or night).

The Board prohibits tobacco use and possession by students when they represent the school (i.e. work study program, seminars, school visits, field trips, or any similar event).

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Discipline Code and other efficient methods.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office

of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

Students participating in extracurricular activities and/or interscholastic athletics of the district who violate this policy shall also be subject to the penalties prescribed in applicable Board policy.

224. CARE OF SCHOOL PROPERTY

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/ Guardians shall be held accountable for the actions of their child.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.

Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

225. RELATIONS WITH LAW ENFORCEMENT AGENCIES

The Board recognizes that compulsory attendance laws impose on the Board the custodianship of district students while they are present in the schools.

It shall be the policy of the Board that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding

district property.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that establishes guidelines for when law officials will be called to school and the actions that will follow.

Interrogations

When police request permission to interrogate a student at school, the building administrator shall inform the Superintendent, determine why such interrogation could not occur at the student's home, and attempt to inform the student's parents/guardians.

Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.

Arrests

When the police request permission to arrest a student at school, the principal shall inform the Superintendent, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant.

No student shall be released to police authorities without proper warrant and appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the principal.

226. LOCKER SEARCHES

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and district procedures.

The Superintendent or designee shall implement this policy.

Requests for the search of a student's locker shall be directed to the building principal or designee, who shall:

1. Notify the Superintendent.
2. Notify the student that s/he may call a parent/guardian or another representative.
3. Appoint a third party to be present at the inspection.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

The principal shall be responsible for promptly recording in writing each locker inspection: such record shall include the reason(s) for the search, persons present, objects found and their disposition.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers and shall be encouraged to keep their assigned locker closed and locked against incursion by other students.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Searches conducted by the administration may include but not be

limited to utilization of certified drug dogs, metal detection units, hand wands, or any device used to protect the health, safety and welfare of the school population.

226.1 STUDENT SEARCHES

The district shall adhere to the principle that student searches will be conducted only when there are circumstances that a search is warranted.

Personal searches of students will be made only when there is reasonable suspicion for such a search and will be limited to the student emptying his/her pockets, purse, or other personal articles including, but not limited to, shoes, socks, backpack, belt, and if deemed warranted, a patdown to detect hidden objects. Reasonable suspicion will be determined by a school administrator before a search is considered.

Personal body searches will not be made under any circumstances by school personnel, nor will any statements be made by school personnel that such searches may occur.

If an event occurs in which a student is suspected of hiding on his/her person a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself, the student will be confronted in accordance with the following guidelines:

1. The student will be confronted about the incident if there is reasonable suspicion that the student does, in fact, have the item(s) of concern on his/her body.
2. If the student does not, at his/her own volition, retrieve the item(s) and present them to the administrator in charge, the parent/guardian will be called about the incident.

If the parent/guardian will come to the school, they may question the student regarding the incident.

If the student does not voluntarily produce the alleged item(s), the parent/ guardian will then be asked to deal with the student to retrieve the item(s).

The failure to produce an item does not preclude disciplinary proceedings if circumstantial evidence sufficient to cause appropriate authorities to believe the suspected act occurred exists.

3. If the parent/guardian does not agree to come to the school and deal with the situation immediately or within a reasonable period of time, the student will be apprised that the complainant may file civil charges.

4. If an incident occurs in which the health, welfare, or safety of the school population is involved, legal authorities as well as the parent/guardian will be requested to come to the school.
5. The student shall be closely supervised until the authorities take the responsibility for the student.
6. Only legal authorities (i.e. police) may conduct a body search, which shall occur off the school premises.
7. The Superintendent shall be notified of the incident.
8. The building administrator shall be responsible for promptly recording in writing each student search: such record shall include the reason(s) for the search, person present, objects found and their disposition.

Searches conducted by the administration may include but not limited to utilization of certified drug dogs, metal detection units, hand wands, or any device used to protect the health, safety, and welfare of the school population.

227. CONTROLLED SUBSTANCES/PARAPHERNALIA

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored

activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Students participating in extracurricular activities and/or interscholastic athletics of the district who violate this policy shall also be subject to the penalties prescribed in the applicable Board policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of

students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance and the student denies such, the student may be required to submit to drug or alcohol testing, as a condition to not having disciplinary action imposed. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

229. STUDENT FUNDRAISING

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services.

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

District students are not obligated to conduct door-to-door sales for fundraising activities.

Collection of money by approved school organizations may be permitted by the building principal.

Collections by students on behalf of school organizations outside the schools may be permitted only by the principal.

1. The building principal shall be responsible for approving fundraisers in a way which shall provide opportunities for various/groups to raise funds without causing undue pressure on students or patrons.
2. The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618.

231. SOCIAL EVENTS AND CLASS TRIPS

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.

Class trips and social events that take place outside of school facilities require approval by the Board.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of

the district or the school.

Procedures for the conduct of student social events and class trips shall include the following:

1. Designation of a staff member who shall be the employee responsible for the event.
2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event.
3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

233. SUSPENSION AND EXPULSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Every principal/designee in charge of a public school may temporarily suspend any student for disobedience or misconduct.

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension, except that, when extraordinary circumstances involving the health and safety of the

student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Informal hearings under this provision shall be conducted by the building principal.

Purpose Of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements For Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience

warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

In the event that a student's actions warrant expulsion from Greater Johnstown Career And Technology Center, A.K.A. Greater Johnstown Area Vocational Technical School, the Ferndale Area School District Board of Education will consider it as an expulsion from the Ferndale Area School District as well.

However, should a student wish to re-enroll in the Ferndale Area School District, a hearing will be conducted by the Board of Education to consider such application.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/ guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/ guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

- a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension And Prior To Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion. If the approved educational program is not complied with, the district may take action to ensure that the student will receive a proper education.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of a Discipline Code, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

236. STUDENT ASSISTANCE PROGRAM

The Board is committed to assisting all students to achieve to their fullest potential.

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.

The Superintendent or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

237. ELECTRONIC DEVICES

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The Board prohibits use of personal communication devices by students during the instructional school day. During the school day, electronic devices shall be turned off and stored in the student's locked locker or personal vehicle.

The Board prohibits use of cellular telephones to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities.

In addition, the Board prohibits use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The Superintendent or designee shall annually notify students,

parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, or other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad, for the sole purpose of receiving a call for response by the appropriate emergency organization.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Laptop Computers/Personal Digital Assistants

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

246. STUDENT WELLNESS

Ferndale Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students

will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include:

1. Assessment of school environment regarding student wellness issues.
2. Evaluation of food services program.
3. Listing of activities and programs conducted to promote nutrition and physical activity.
4. Recommendations for policy and/or program revisions.
5. Suggestions for improvement in specific areas.
6. Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in

accordance with federal law shall be provided annually by the Food Service Director.

Wellness Committee (School Health Council)

The Board shall appoint a Wellness Committee (SHC) comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public, teacher, school nurse, school counselor, and other individuals chosen by the Board.

The Wellness Committee (SHC) shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption. The committee will meet minimally one (1) time each semester.

The Wellness Committee (SHC) may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee (SHC) may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Wellness Committee (SHC) may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Wellness Committee (SHC) shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Physical Activity

District schools may provide opportunities for developmentally appropriate physical activity throughout the school program.

Physical activity breaks may be provided for elementary students during classroom hours.

Physical activity shall not be used as a form of classroom discipline.

Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

A varied and comprehensive curriculum shall be developed and implemented so that it reflects the State Board of Education curriculum regulations and academic standards for Health, Safety and Physical Education.

Students shall be active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Physical education shall be taught by certified health and physical education teachers.

Professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio that will promote a safe and active experience for students.

Physical education shall not be used as a form of punishment.

Physical education classes shall not be denied as a form of punishment.

Other School Based Activities

Students shall be provided a clean and safe meal environment, as measured by the Department of Health.

Drinking water shall be available at all meal periods and throughout the school day.

Students shall have access to hand washing or sanitizing before meals and snacks.

Professional development shall be provided for district nutrition staff.

To the extent possible, the district shall utilize outside resources to enhance student wellness.

The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.

Nutrition Guidelines

All foods available in district schools during the school day shall be

offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

All competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three (3) year plan.

247. HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, and/or verbal instructions by the coach or sponsor at the start of the season or program.

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Discipline Code. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

248. UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive

educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Business Manager as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

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

All students will be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct

that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Discipline Code, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

807. OPENING EXERCISES/FLAG DISPLAYS

The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.

A United States flag shall be displayed on or near each school building during school hours, in clement weather and at other times determined by the Board.

A United States flag shall be displayed in every classroom.

The district may offer opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students shall not be compelled to participate in opening exercises.

A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises.

Opening exercises may include a moment of silence.

808.1. LUNCH ACCOUNTS

Each year, students forget, lose, and misuse their lunch tickets and money. For this reason, the Board adopts this policy to govern situations when students do not have lunch money or when their lunch accounts have insufficient funds.

For purposes of this policy, the term ticket means all forms of exchange, including daily, weekly or monthly paper tickets, money, cards, coins or tokens.

The Board shall permit students to incur reasonable charges. Parents/Guardians are responsible for the student's charges and shall be contacted for payment.

Reasonable charges shall not exceed the cost of five (5) lunches.

The Board reserves the right to deny a student his/her choice of meal if outstanding charges are not paid. A meal that meets the nutritional requirements may be substituted.

The Board reserves the right to pursue collection of delinquent accounts, including but not limited to use of a collection agency, and pursuing the same before a District Court or the Court of Common Pleas, when the totality of the circumstances, including the amounts due, justify such action in the opinion of the Board.

The district shall inform students and parents/guardians in writing of the district's policy regarding delinquent charges and the parent's/guardian's responsibility for them. The notice shall be provided to all households at the time they begin participating in the lunch program.

At least one (1) advance written warning shall be given to the student and parent/guardian prior to refusal to allow additional meals. The written warning shall include an explanation that the student has repeatedly had a problem with delinquent charges and that each subsequent time the student fails to have a paid-up account balance, s/he is expected to bring a lunch or pay full price for lunch.

Meals shall always be provided to students in pre-K, kindergarten, first, second and third grades and to disabled students who may be unable to take full responsibility for a lunch account.

Meals shall always be provided to students in elementary grades (1-6).

Nothing in this policy precludes the use of a collection agency and/or action brought before a district court or the Court of Common Pleas to pursue collection of delinquent accounts as necessary.

815. INTERNET ACCESS

The Board recognizes the vast, diverse and unique resources that Internet access offers to both teachers and students.

The Board supports use of these resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Internet is an electronic highway connecting multitudes of computers and devices all over the world. Their locations include departments of the federal and state governments, universities, libraries, museums, private corporations, and individuals worldwide. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The district takes precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Board firmly believes that the valuable information and instruction available on the Internet far outweighs the possibility that users may procure materials not consistent with the educational goals of the district.

The electronic information available via the Internet to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy or integrity of information received. The district shall not be responsible for any information that may be lost, damaged, altered or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log Internet use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in revocation of those privileges and appropriate disciplinary action.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

The district shall make every reasonable effort to ensure that the Internet and network resources are used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The Superintendent or designee shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing

technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users of the network and the Internet.

Use of the network must be in support of education and research consistent with the curriculum of the district.

Internet Usage Agreement

Smooth operation of the district network and the Internet in general relies on the efficient, ethical and legal utilization of network resources. Network users shall agree to the restrictions imposed by the district, implicitly by usage of the network and explicitly by his/her signature on the Internet Usage Agreement. Network access will be terminated and future access may be denied for violation of the provisions in the Agreement. Changes to the Agreement will be binding, and a copy of the current Agreement will be available on request, and posted on the district website.

Failure to follow the procedures and restrictions in the Agreement will result in the loss of the privilege of Internet access. Other disciplinary procedures may take place as needed in accordance with Board policy.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.

4. Product advertisement or political lobbying.
5. Development or deployment of software to affect security, operation, or data of any connected device or computer, within or without the district.
6. Hate mail, discriminatory remarks, and offensive or inflammatory material.
7. Unauthorized or illegal installation, distribution, communication, modification, reproduction, or use of copyrighted materials.
8. Access to obscene or pornographic material or child pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Quoting of personal communications in a public forum without the original author's prior consent.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the network and its system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Network users should be aware that personal files and e-mail are not confidential. Personal information may be revealed:

1. Due to previously unexposed defects in software.
2. Due to compromise of user name and password.
3. Due to computer virus/worm infection.
4. During an investigation of violation of prohibitions listed in this policy.
5. In the event of legal summons or subpoena.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network or violation of the prohibitions listed in this policy will result in denial of access to the network, and further disciplinary procedures will be administered by the building principal or others delegated by the authority of the Superintendent and Board.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the network, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of network access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses, worms, or malware.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

826. PRIVACY OF HEALTH INFORMATION (HIPAA)

It shall be the policy of the Board to protect and safeguard the protected health information (PHI) created, acquired, and maintained by the district, consistent with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule), pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), any case law arising from the interpretation thereof, and applicable state laws.

For purposes of this policy, all health information created and maintained by the district and its agents that is considered part of a student's education record under FERPA (Family Educational Rights and Privacy Act) is not subject to this policy.

The Board and administration recognize that, as an employer and health plan sponsor, and a provider of health care services, certain components within its organization engage in HIPAA-covered functions and must comply with the HIPAA Privacy Rule; however, there are other components of the district that engage in noncovered functions and are not required to comply with the HIPAA Privacy Rule. Therefore, the district hereby designates itself as a "Hybrid Covered Entity" under HIPAA and its rules and regulations.

The Board shall designate the Business Manager as the district's Privacy Officer, who will undertake the following tasks to ensure

compliance with the HIPAA Privacy Rule:

1. Conduct a thorough initial assessment of all existing policies, procedures, and practices for creating, maintaining, using, disclosing, and destroying health information to determine where the gaps may be with respect to meeting HIPAA and/or FERPA standards, and as to whether there are reasonable administrative, technical, and physical safeguards to protect the privacy of health information.
2. Draft, adopt, and maintain administrative policies and procedures to allow the district to meet the requirements of the HIPAA Privacy Rule as they may apply to the employee health plan and/or its other covered component(s).
3. Draft and adopt a Notice of Privacy Practices that describes, among other things, the uses and disclosures that the district is permitted or required to make under the HIPAA Privacy Rule, its obligations under HIPAA, and the rights related thereto for employees, students, and/or other individuals who may receive services from the district's covered component(s).
4. Draft and adopt HIPAA-compliant written authorizations to use or disclose PHI for purposes unrelated to treatment, payment, health care operations, and other designated purposes under the HIPAA Privacy Rule.
5. Identify business associates and enter into business associate agreements with all third parties that access PHI when providing services on behalf of the district in relation to its employee health plan and/or health care provider components.
6. Establish a training program for all members of the district workforce on HIPAA and the Board's policies and procedures, as necessary and appropriate for said employees to carry out their functions. Such training program shall include refresher courses.
7. Develop a process for handling complaints, including the designation of a specific individual to handle such complaints and appropriate procedures for documenting said complaints and the disposition thereof.

The Privacy Officer, in conjunction with the Superintendent, shall ensure the appropriate development and implementation of sanctions against those members of the workforce who fail to comply with this policy.

In addition to ensuring that Board policies and procedures are adopted and implemented to ensure compliance with the HIPAA Privacy Rule, the Board and administration will mitigate, to the extent possible, any harmful effects of improper disclosures of PHI and will refrain from any activity that may intimidate, threaten, coerce, discriminate against, or retaliate against an individual for exercising his/her rights under

HIPAA.

This policy and any administrative procedures developed and implemented under the authority of the Privacy Officer shall replace any existing policies and procedures relating to the use and disclosure of PHI. Any separate policies and procedures relating to the use and disclosure of health information may only be maintained to the extent that they do not conflict with this policy.

904. PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee.

Tobacco Use

The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

Free Admittance

District personnel will be admitted to all school events at no charge.

Free passes to school events will be available to each Board member and a guest. The Board Member must be present for the pass to be utilized. Additionally, each student participant will receive two (2) family passes.

The Reciprocal Activity Pass for school districts within the Appalachia Intermediate Unit 8 will be honored to any and all activities conducted by the district.

The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and honor the passes of this district.

Gold Activity Card

Any district resident age sixty-two (62) or older is eligible for a Gold Activity Card. Other eligible adults would be those who are receiving Social Security Disability Awards (SSA disability or SSI disability), all former members of the Board, and any employee who has retired from the district.

The Gold Activity Card is free admission for any eligible resident and one (1) guest to the following events:

1. All athletic contests except P.I.A.A. sponsored tournaments and playoffs.
2. Music department concerts.
3. Plays.
4. Any other student performances and programs.

Cards may be used for graduation ceremonies, but seats must be reserved by contacting the high school principal's office.

Gold Activity Cards can be secured at the Office of the Principal, Ferndale Area High School, 600 Harlan Avenue, Johnstown, PA 15905, upon presentation of proof of age and residence.

Free passes and Activity Cards are nontransferable and will admit only the recipient and a guest.

919. DISTRICT/SCHOOL REPORT CARDS

To provide pertinent information regarding the academic performance of the district and its schools, the Board shall annually develop and publicly disseminate a district report card and report cards for the individual schools, in accordance with federal and state laws and regulations.

The Board, at its discretion, may include additional information not required by law on the district report card.

District Report Cards

District report cards shall contain the following information:

1. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, gender, disability, migrant status, English proficiency and status as economically disadvantaged.
2. Comparison of above student groups regarding achievement levels on state assessments.

3. Percentage of students not tested, disaggregated by student groups.
4. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required.
5. Aggregate data on state indicators to determine Adequate Yearly Progress (AYP), such as attendance rates for elementary schools.
6. Graduation rates for secondary schools, disaggregated by student groups.
7. Information on district's performance regarding Adequate Yearly Progress (AYP) and the number, percentage and names of schools identified for improvement, including how long they have been so identified.
8. Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials.
9. Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by schools in the top quartile and bottom quartile of poverty.
10. Comparison of district students' achievements on state assessments to students in the state as a whole.

School Report Cards

School report cards shall contain the following information:

1. Same information contained on the district report card.
2. Whether the school has been identified for improvement.
3. Information that compares the school's students' achievement on state assessments and indicators of Adequate Yearly Progress (AYP) to students in the district and the state as a whole.

The Superintendent or designee shall be responsible to ensure:

1. Required information is annually updated and posted.
2. District report card and school report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.
3. District and school report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies.

4. Public access is provided to the state report card and the school profile maintained by the state.

923. TOBACCO USE

In recognition of the health hazards associated with the use of tobacco, in compliance of local, state, and federal laws and in support of the District's goal for practice of sound health habits by students, personnel, and community, the district adopts the following policy to prohibit the use, possession, or distribution of all forms of tobacco.

For purposes of this policy, "tobacco" shall mean the use, possession, or distribution of tobacco, including cigar, cigarette, pipe, chewing tobacco and snuff.

In compliance with local, state, and federal laws, to protect students, staff, and others from the safety hazards of tobacco, the Board prohibits possession or use of tobacco in any form by students, staff or others (community):

1. In buildings owned by, leased by or under the control of the School District;
2. On property owned by, leased by or under the control of the School District;
3. On buses, vans or other vehicles owned by, leased by or under the control of the School District;
4. At any school-sponsored or school-sanctioned events (day or night);
5. When a student represents the school (i.e. work study program, seminars, school visits, field trips, or any similar event).

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF EDUCATION

REGULATIONS OF THE
STATE BOARD OF EDUCATION OF PENNSYLVANIA

CHAPTER 12. STUDENTS AND STUDENT SERVICES
STUDENT RIGHTS AND RESPONSIBILITIES

Notes of Decisions

Construction of Regulations

When the legislature did not delegate power over student conduct and discipline to the State Board of Education, the regulations of the Board pertaining to such matters were invalid and unenforceable. *Girard School District v. Pittenger*, 370 A.2d 420 (Pa. Cmwlth. 1977); reversed 392 A.2d 261 (Pa. 1978).

In issuing these regulations, the State Board was acting within the field of education and was not exceeding the authority of the grant of legislative rulemaking power contained in section 1317 of The Administrative Code of 1929 (71 P. S. § 367). *Girard School District v. Pittenger*, 392 A.2d 261 (Pa. 1978).

The provisions of 22 Pa. Code §§ 12.1—12.15 (relating to student rights and responsibilities) are to be considered as in *pari materia* with 24 P. S. §§ 5-510, 5-511(a), 13-1317, 13-1318 and 13-1338. *Girard School District v. Pittenger*, 392 A.2d 261 (Pa. 1978).

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.

- (2) The student is pregnant.
- (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
- (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

Authority

The provisions of this § 12.1 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.1 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (279556).

Cross References

This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school).

§ 12.2. Student responsibilities.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

Authority

The provisions of this § 12.2 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.2 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (279556) and (293057).

§ 12.3. School rules.

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

Authority

The provisions of this § 12.3 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.3 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293057).

Notes of Decisions

Scope of Authority

The board of school directors exceeded its authority in adopting its "zero tolerance policy," where the policy failed to provide the superintendent with discretion to recommend a modification to the policy's 1-year expulsion requirement for possession of a weapon. *Lyons v. Penn Hills School District*, 723 A.2d 1073 (Pa. Cmwlth. 1999); appeal denied 740 A.2d 235 (Pa. 1999).

Sufficient Notice

The District's distribution of its drug and alcohol policy in the student handbook provided to all students—of which Appellant student acknowledged seeing—satisfied any legal requirement as to notice of the District's policy. *T. S. v. Penn Manor School District*, 798 A.2d 837 (Pa Cmwlth. 2002); appeal denied 812 A.2d 1232 (Pa. 2002).

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

Authority

The provisions of this § 12.4 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.4 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293058).

§ 12.5. Corporal punishment.

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

Authority

The provisions of this § 12.5 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.5 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293058).

Notes of Decisions

Teacher Disability

The pretermination procedures afforded a tenured school teacher, who, after being warned, continued to use excessive force on students in violation of the policy on corporal punishment, did not violate due process. *Kramer v. Newman*, 840 F.Supp. 325 (E. D. Pa. 1993).

§ 12.6. Exclusions from school.

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. § 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

Authority

The provisions of this § 12.6 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.6 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (295323) to (295324) and (286657).

Notes of Decisions

Alternative Instruction

If a school district provides an educational program to students who have been expelled which includes the assignment of work to be performed at home and 1-1/2 hours of instruction and counseling each week to address the homework accomplished, it has complied with the requirements of former subsection (h). *Southeastern School District v. Abremski (No. 2)*, 12 Pa. D. & C.3d 323 (1979).

Local school officials may determine the amount and type of alternative instruction necessary and appropriate in each case involving an expelled student. *Abremski v. Southeastern School District*, 421 A.2d 485 (Pa. Cmwlth. 1980).

Appeal; No Expulsion

Where the discipline imposed upon the student was three 15-minute after-school detention sessions, the student has no right to a hearing or appeal, as there is no such recourse provided by the regulations. *Schmader v. Warren County School District*, 808 A.2d 596 (Pa. Cmwlth. 2002); appeal denied 820 A.2d 163 (Pa. 2003).

There is no provision in the regulations for an appeal of a school board decision to suspend a student for 10 days or less. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001).

Due Process Required

Expulsion is exclusion from school for a period of more than 10 days. Due process requires that a student subject to expulsion be afforded a hearing. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001).

Where student was expelled from school for approximately 30 days, due process required that the student be given a formal hearing. *Oravetz v. West Allegheny School District*, 74 Pa. D. & C.2d 733 (1975).

Expulsion Appropriate

None of the provisions of this section relating to expulsions provide that an expulsion decision, otherwise proper, cannot stand if the expelled student was also suspended for the same offense, and if the period of suspension exceeded the regulatory maximum, due to the failure, for undisclosed reasons, of a student to return to school for a three-day period following a suspension, *Porter v. Board of School Directors of Clairton School District*, 445 A.2d 1386 (Pa. Cmwlth. 1982).

In General

Regulations governing the types of offenses that would lead to exclusion from school may be published by individual schools rather than by the Board of Education itself. *Figueroa v. Thompson*, 1 Pa. D. & C.3d 266 (1975).

When the legislature did not delegate power over student conduct and discipline to the State Board of Education, the Board's regulations pertaining to such matters were invalid and unenforceable. *Howard H. v. Wentzel*, 372 A.2d 30 (Pa. Cmwlth. 1977).

Procedural Violations

Where defendant school district summarily suspended plaintiffs for a period in excess of 3 days and failed to follow notice and hearing procedures, those portions of the suspension served before proper notice and hearing were expunged from plaintiffs' records. *Mullane v. Wyalusing Area School District*, 30 D. & C.4th 179 (1997).

School Board Review

This regulation clearly provides that the decision to suspend a student for no more than 10 days is within the power of the principal. Thus, although the school board agreed to consider the issue of the

students' suspensions, that special meeting was nothing more than a gratuitous gesture to the students and their parents. The board's acquiescence to hold the meeting was purely voluntary, and its affirmation of the principal's decision had no legal consequence. *Burns v. Hitchcock*, 683 A.2d 1322 (Pa. Cmwlth. 1996).

Smoking

School regulations which restricted student smoker's use of restrooms were not unconstitutional where they were not arbitrary, unreasonable or capricious. *Figueroa v. Thompson*, 1 Pa. D. & C.3d 266 (1975).

Cross References

This section cited in 22 Pa. Code § 711.61 (relating to suspension and expulsion).

§ 12.7. Exclusion from classes—in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

Authority

The provisions of this § 12.7 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.7 readopted February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005,

effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (286657).

§ 12.8. Hearings.

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § § 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Authority

The provisions of this § 12.8 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.8 amended through February 24, 1984, effective February 18, 1984, 14 Pa.B. 657; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (286657) to (286658) and (295325).

Notes of Decisions

Appeal

Since the discipline imposed was not expulsion, but rather more school, *that is*, 15 minutes of after-school detention for 3 days, there is no provision for appeal of that decision. *Schmader v. Warren County School District*, 808 A.2d 596 (Pa. Cmwlth. 2002).

A student subject to expulsion has the right to seek recourse in the appropriate court of the Commonwealth. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001).

Due Process

Where the school board conducted a hearing at which the District's witnesses testified, and the student was represented by counsel who was given full opportunity to cross-examine the District's witnesses, that proceeding provided sufficient discovery to satisfy the requirements of § 12.8(b)(1)(i)–(ix). *J.S. v. Bethlehem Area School District*, 794 A.2d 936 (Pa. Cmwlth. 2002); appeal denied 818 A.2d 506 (Pa. 2003).

Identical letters sent to a student and his parents, which provided that the recommendation for expulsion was related to two incidents and specifically enumerated the facts surrounding the underlying incidents, complied with due process requirements, where the letters specifically enumerated the charges the school board was considering against the student. *Hamilton v. Unionville-Chadds Ford School*, 714 A.2d 1012 (Pa. 1998).

Due process requirements must be observed in school hearings. Failure to notify the student of all charges pending against such student violates due process and a new hearing must be granted.

Yatron by Yatron v. Hamburg Area School District, 631 A.2d 758 (Pa. Cmwlt. 1993); appeal denied 647 A.2d 906 (Pa. 1994).

Notice

Although parents were orally notified of hearing regarding son's suspension beyond 3 days, the additional 4 day suspension decided upon after the hearing was invalid because the school failed to give the parents written notice of the reasons for suspension, as required by subsection (c)(2)(i). *Mifflin County School District v. Stewart*, 503 A.2d 1012 (Pa. Cmwlt. 1986).

When the parent of a student received notice of a disciplinary hearing approximately 24 hours before the hearing was scheduled to commence, such notice was inadequate. *Minnicks v. McKeesport Area School District*, 74 Pa. D. & C.2d 744 (1975).

Procedural Violations

Where defendant school district summarily suspended plaintiffs for a period in excess of 3 days and failed to follow notice and hearing procedures, those portions of the suspension served before proper notice and hearing were expunged from plaintiffs' records. *Mullane v. Wyalusing Area School District*, 30 D. & C.4th 179 (1997).

Supersedeas

A supersedeas is inappropriate in an appeal from an action in which students were expelled by a school board if the determination concerning the return of the students to school will be made within a few days and prior to the court hearing concerning the propriety of the board action, especially since a supersedeas would be disruptive of school board disciplinary powers. *Southeastern School District v. Abremski (No. 1)*, 12 Pa. D. & C.3d 320 (1979).

Cross References

This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school); and 22 Pa. Code § 12.7 (relating to exclusion from classes—in-school suspension).

§ 12.9. Freedom of expression.

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United states and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

Authority

The provisions of this § 12.9 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.9 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (295325) to (295326), (289657) and (288181).

Notes of Decisions

Clearly Established

Because of the procedural scheme promulgated by the school district, it is not “clearly established” that the plaintiff had a First Amendment right to circulate a petition. *Walker-Serrano v. Leonard*, 168 F. Supp. 2d 332 (M.D. Pa. 2001); judgment affirmed 325 F.3d 912 (3rd Cir. Pa. 2003).

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Source

The provisions of this § 12.10 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520. Immediately preceding text appears at serial page (17774).

§ 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

Authority

The provisions of this § 12.11 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.11 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (288181).

§ 12.12. Confidential communications.

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Authority

The provisions of this § 12.12 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.12 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (288181) to (288182).

Notes of Decisions

Confidential Communication

Conversations between an assistant principal and a student are not privileged and confidential under 22 Pa. Code § 12.12 (a) unless acting in the role of guidance counselor. *In re McClellan*, 475 A.2d 867 (Pa. Cmwlth. 1984).

§ 12.13. [Reserved].

§ 12.14. Searches.

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Authority

The provisions of this § 12.14 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.14 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (288182).

§ 12.15. [Reserved].

Source

The provisions of this § 12.15 reserved February 17, 1984, effective February 18, 1984, 14 Pa.B. 520. Immediately preceding text appears at serial pages (17776) to (17778) and (34873) to (34874).

§ 12.16. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. § § 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

Authority

The provisions of this § 12.16 issued under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.16 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658.

STUDENT RECORDS

§ 12.31. General requirements.

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
- (c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

Authority

The provisions of this § 12.31 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.31 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (288182) and (227273).

Cross References

This section cited in 22 Pa. Code § 339.32 (relating to services).

§ 12.32. Elements of the plan.

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

Authority

The provisions of this § 12.32 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.32 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2,

2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (227273).

Cross References

This section cited in 22 Pa. Code § 339.32 (relating to services).

§ 12.33. [Reserved].

Source

The provisions of this § 12.33 reserved December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (227273) to (227282) and (256349).

Notes of Decisions

Personal Files

In that notes taken by the school district psychologist during interviews with fourth graders were not maintained for his use in counseling the pupils, the confidentiality concept of guideline # 2.4 does not defeat the parents' right of access to the notes as was agreed prior to the interviews. *Parents Against Abuse in Schools v. Williamsport Area School District*, 594 A.2d 796 (Pa. Cmwlth. 1991).

Cross References

This section cited in 22 Pa. Code § 51.72 (relating to student).

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

LYDIA GASKIN, et.al., :
Plaintiffs, :
 :
 v. : NO. 94-CV-4048 (E.D.Pa.)
 :
 COMMONWEALTH OF : (JUDGE ROBRENO)
 PENNSYLVANIA, :
 DEPARTMENT OF :
 EDUCATION, et.al., :
 Defendants. :

**NOTICE OF PROPOSED SETTLEMENT OF CLASS ACTION
LAWSUIT**

TO: The parents of all students who are eligible for special education and who have been denied the opportunity to receive a free appropriate education in regular classrooms with individualized supportive services OR have been placed in regular education classrooms without the supportive services, individualized instruction, and accommodations they need to succeed in the regular classroom.

This notice describes a proposed Settlement Agreement between students with disabilities and the Pennsylvania Department of Education and all other defendants. This Notice tells you what the parties have agreed to do, how to get more information, and how to object to the proposed Settlement Agreement if you think it is not fair.

PROPOSED SETTLEMENT

This case was filed on June 30, 1994 by twelve students with disabilities and eleven disability organizations, collectively known as the plaintiffs, against officials of the Pennsylvania Department of Education (PDE) and the State Board of Education. The plaintiffs' claims arose under the Individuals with Disabilities Act (IDEA) and related federal statutes. The plaintiffs alleged that PDE had failed to assure that students with disabilities are included in regular education classroom to the maximum extent appropriate and that students receive appropriate supplementary aids and services in regular classrooms. The settlement obligates PDE to undertake a series of reforms of its systems for exercising general supervision over special education throughout Pennsylvania. The goal of those reforms is that local school districts increase their capacity to provide the supplementary aids and services in regular education classrooms that students with disabilities need to receive a meaningful benefit from education. The parties have agreed to the following undertakings:

1. PDE policies will require Individual Education Programs (IEP) teams to consider, and school districts to provide, the full range of supplementary aids and services in regular classrooms to all students with disabilities, including those with significant disabilities, who can benefit from education in regular education classes with such services.

2. PDE will establish the Special Education Bureau Director's Advisory Panel on Least Restrictive Environment (the "Panel") to review system-wide progress in the delivery of individualized specially designed instruction in regular education classrooms, to report on the status of implementation of this agreement, and advise PDE on implementation. Nine of the Panel's fifteen members will be parents of children with disabilities; twelve will be selected by the organizational plaintiffs in this case.

3. PDE will modify its IEP format to assure that IEP teams consider the provision of supplementary aids and services in regular education classes before removing students from the regular education environment.

4. PDE will conduct a new form of compliance monitoring called Least Restrictive Environment (LRE) monitoring, in which PDE will identify the school districts most in need of systemic LRE-related changes, provide appropriate intervention to bring about those changes, and exercise continued oversight, including sanctions if needed, to determine whether intervention is effective. Each year, school districts will be assigned a data-based LRE Index Score according to which the districts will be identified for intervention. These scores will be included in publicly available school district report cards. In the districts most in need of intervention, PDE will examine a representative sample of Individualized Education Programs to determine whether the district is satisfying its obligation to provide a free, appropriate public education in the least restrictive environment. PDE will require specific staff training for district personnel to target the particular violations found.

5. PDE will investigate all complaints submitted by a parent or student, without exception, and each time a violation of a student's right to receive supplementary aids and services in a regular education classroom is identified in a complaint resolution or due process hearing, will monitor whether the school district has corrected the violation for all similarly situated students.

6. PDE will synchronize the special education planning cycle with its compliance monitoring cycle and will require school districts' special education plans to include appropriate corrective action when monitoring finds a failure to provide meaningful education benefit to students with disabilities in regular education classes and neighborhood schools.

7. PDE will provide on-site training and technical assistance to school districts to build capacity in the provision of supplementary aids

and services in regular education classrooms. Training and technical assistance will be based on a needs assessment to identify the assistance needed to implement research-based practices.

8. PDE will support a grant proposal submitted by the plaintiffs to an external funding source to support advocacy and advocacy training on issues relating to the provision of supplementary aids and services in regular education classrooms.

9. PDE will provide of total of \$350,000 to the individual plaintiffs to resolve their claims for compensatory education and other relief. PDE will pay the plaintiffs' counsel the sum of \$1,825,000 for attorney fees and costs.

10. The Settlement Agreement will be enforceable for five years from the date of its approval by the Court. Throughout the life of the agreement, PDE will send regular written certifications concerning its compliance with the agreement. The parties will seek to resolve disputes by informal means and mediation before petitioning the Court for enforcement.

HOW TO OBJECT TO THIS SETTLEMENT

AGREEMENT IF YOU THINK IT IS UNFAIR

If you do not want to object to this proposed Settlement Agreement, it is not necessary for you to take any action. If however, you want to comment on the proposed Settlement Agreement or object to it as not being fair, you or your attorney on your behalf may file written comments or objections on or before **June 10, 2005**. Written comments and objections should be submitted to the Court at this address: Office of the Clerk, United States District Court for the Eastern District of Pennsylvania, 601 Market St., Philadelphia, PA 19106. You should send a copy of your comments to one of the attorneys for each party at the addresses contained below.

HOW TO OBTAIN MORE INFORMATION

You can get a complete copy of the proposed Settlement Agreement by writing to plaintiffs' attorneys. You may also examine the court papers filed in this case, which can be viewed at the Office of the Clerk for the United States District Court in Philadelphia. If you have any questions or would like more information about this Notice, you may contact your own lawyer or the lawyers for the class.

FOR THE PENNSYLVANIA
DEPARTMENT OF EDUCATION: FOR THE PLAINTIFF CLASS:

Lawrence White
Chief Counsel
333 Market Street, 9th Floor
Harrisburg, PA 17126-0333

Judith A. Gran
Public Interest Law Center of
Philadelphia
125 S. 9th Street, Suite 700
Philadelphia, PA 19107

ALMA MATER

When twilight shades invite
Mem'ries to call our own
Then it is that our thoughts
Turn to that friend
Others fade from my sight
Years have passed by
Pal of mine Ferndale Hi
I'll ne'er forget.

Through these short high school years
We've known both joys – and fears
You shared with me my joys
Lightened my grief
Each year knits close the tie
Of friendships met
Pal of mine Ferndale Hi
I'll ne'er forget.

Now tho our paths divide
Our hearts are still as one
Old joys bring rapture still
Enchant our thoughts
If we ne'er meet again
In years to come
Pal of mine Ferndale Hi
I'll ne'er forget.

SCHOOL COLORS – BLACK AND GOLD

SCHOOL MASCOT – YELLOW JACKET

**FERNDALE AREA HIGH SCHOOL
Student Handbook and Code of Conduct
2007-2008**

Dear Parents, Guardians and Students:

This handbook has been prepared for the guidance of students, faculty and parents of Ferndale Area High School. While it is impossible to cover all situations that may occur, this document provides you with guidelines and expectations that will lead to student success.

It is the responsibility of parents and guardians to review this handbook with students so that everyone is familiar with the rules and regulations of the school. Please sign this page below to acknowledge you have received and read the handbook.

This signature page should be returned to the student's homeroom teacher before **Friday, September 7, 2007**. Students will NOT be issued lockers or locks until the signature page, Internet Agreement and Emergency Card are returned to the school.

Student Name
(print): _____
Student
Signature: _____
Parent Name
(print): _____
Parent
Signature: _____
Home Phone: _____ Work Phone: _____
Date: _____

(for Office Use Only)

Homeroom
Teacher: _____
Date Received: _____ Locker #: _____ Lock #: _____