

CSHS Student Handbook

Grades 7-12

2018 - 2019



We are... Supportive
Positive
Accountable

PENNCREST VISION

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and life-long learning.

PENNCREST MISSION

PENNCREST School District's Mission is to provide resources and opportunities that challenge students, assess their educational progress, provide a system of support, and empower all to become confident life-long learners.

PENNCREST'S BELIEFS

- Each student has the right to equally access an education that provides opportunities to develop his/her fullest potential.
- All students are entitled to a safe, healthy, positive learning environment.
- Students are capable of self-discipline and responsible for their actions and their learning.
- All students need to be technologically literate in preparation for an ever changing world.
- All students must develop the skills necessary to be lifelong learners.
- Learners should understand and respect cultural and ethnic differences in each other.
- Extra-curricular activities and athletics are an integral part of the educational experience.
- Parents should have input in major decisions related to their children's education.
- Effective teachers are the most critical element in the educational process.
- Each staff member should be a positive role model for students with their learning.
- The operation of the school district must be a shared responsibility of the community, the board of education, the learners and the staff of the district.
- The school board and administration should be knowledgeable about child growth and development and promote the best educational practices.
- The process of education should be operated as a business that recognizes and responds to the parents and students as its clientele.
- Parents must take an active interest in their children's education.
- Parents must establish education as a high priority.

CENTRAL OFFICE ADMINISTRATION

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Tim Glasspool	Superintendent of Schools
TBA	Assistant Superintendent
Patti Fiely	Director of Student Services
Chris Burkey	Supervisor of Instructional Technology
Patrick Connelly	Supervisor of Plant and Transportation Supervisor
Bryan Hobson	Business Manager

SCHOOL BOARD

Mark Gerow - President
Luigi DeFrancesco - Vice President
Tim Brown
Robert Gulick
Robert Johnston
William Mantzell
Jason Bakus
Jeffrey Brooks
Gerry Deane

CSHS OFFICE STAFF

David Nuhfer, Principal
Megan Cunningham, Assistant Principal
Debbie Ashbaugh, Secretary
Monica Hummel, Secretary
TBA, Building Aide
Anna Marie Houck, Guidance Aide
Ken Hammond, Head Custodian
Al Reibel, Maintenance Supervisor
Dana Mason, District Athletic Director

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Please note: Information contained in this book is subject to change by administration.

ACADEMIC INFORMATION

Graduation Requirements - In order to graduate from high school, a student shall demonstrate achievement of the Keystone Exams as outlined in the district strategic plan and in accordance with Policy 102 - Educational Goals. Students shall demonstrate proficiency in Literature, Biology, and Algebra on either the state assessments administered in grade 11 or 12 or locally designed assessments aligned with the academic standards and state assessments at a district defined proficient level or better (under §4.52 relating to local assessment system) in order to graduate. Regular review of state proficiency level scores will determine whether state assessment tests or local assessments will be used to determine proficiency. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but s/he may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Subject Area	Students Graduation Requirements	Students attending the CCCTC
English	4 credits	4 credits
Social Studies	3 credits	3 credits
Science	3 or 4 credits	3 credits
Mathematics	3 or 4 credits	3 credits
Physical Education	2.0 credits	2.0 credits
Health	.5 credits	.5 credits
Arts & Humanities	2 credits	2 credits
Computer	1 credit	1 credit
Electives	9 credits	6 credits
Total credits Required for Graduation	28.5 credits	25.5 credits

Additional Requirements for Graduation

1. Students must pass all courses required for graduation. No student may participate in the graduation ceremony unless s/he has completed all the requirements for graduation as contained in Policy No. 217. Credit requirements for graduation include a passing senior project grade and the required credits as stated in the above table. Any variance from this requirement must be discussed with the Superintendent of Schools.
2. In accordance with Chapter 4, Section 4.24 (f), all children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals with Disabilities Education Act and this part, shall be granted and issued a regular high school diploma by the school district of residence. This subsection applies if the special education program of a child with a disability does not otherwise meet all requirements of this chapter. Children with disabilities who meet the required proficiency level on state assessments shall be granted the appropriate Seal of Proficiency or Distinction.
3. Students will receive .25 credits for each day a class is in session per 2-day cycle. (A-B day)
 - 1 days per 2-day cycle for two semesters - .5 credits.
 - 2 days per 2-day cycle for one semester - .5 credits.
 - 2 days per 2-day cycle for all year - 1 credit.
 - 2 days per 2-day cycle for all year plus an additional two periods for a lab - 1.5 credits.

4. A transfer student's credits will be evaluated by the principal for proper designation in the various subject areas.
5. Graduation requirements for CCCTC students are the same as listed above; however, if a scheduling problem arises, (failed classes excluded) the principal may waive one (1) of the social studies course requirements and/or one (1) math course requirement. This does not excuse the students from earning the total number of credits required for graduation.
6. Economics/Government is a required course. It may be counted as an Arts & Humanities credit, an elective credit, or with approval of the principal, a credit in Social Studies.
7. The research paper or project assigned in junior English classes is required. If the research paper or project is not completed according to course specifications, credit will not be given for the course. The course will not be included in the calculation of grade point average. (Also: Refer to Policy No. 213) The research paper or project may not be made up in summer school.
8. All work necessary for graduation must be completed one (1) week prior to graduation. (Also: refer to Policy No. 213).
9. Graduating students must successfully complete local assessments aligned with the state's academic standards.
10. Commencement exercises are a privilege not a right.

National Honor Society - The John Griffiths Chapter of the National Honor Society (NHS) is deep in tradition here at the Spa. The original charter dates back to 1962. Membership in the NHS is viewed by many as one of the most prestigious forms of student recognition in the nation. Students and parents may obtain a Candidate Information Packet regarding the NHS from the school office. Information is also available in the CSHS Student Handbook, on the school website, and on the NHS website at <http://www.nhs.us/>. An overview of the NHS will be presented to eighth grade students as part of their high school scheduling process.

Principal - At the building level, the Principal annually appoints and works closely with the Faculty Adviser and the Faculty Council of the local chapter. The Principal cannot serve as chapter adviser and is not a member of the voting Faculty Council.

The Principal has the right to approve all activities and decisions of the chapter. This authority extends to the selection and dismissal of members. The Principal receives appeals in cases of non-selection of candidates and the discipline or dismissal of members.

Faculty Adviser - The Chapter Adviser shall be a member of the faculty of the school where the chapter is located. The Adviser promotes chapter activities, stimulates positive actions by members and provides information on local and national policies regulating chapter activities. The Faculty Adviser is a non-voting member of the Faculty Council.

Faculty Council - The Faculty Council consists of five (5) voting faculty members, appointed annually by the principal. If the Principal delegates the power to make this appointment to the Assistant Principal or Adviser, the Principal shall approve the list prior to the first meeting of the Faculty Council. No Principal or Assistant Principal may be on the Faculty Council. Faculty Council members shall be from the professional staff on campus and not from among the support staff on campus. Parents and students cannot serve as members of the Faculty Council for the chapter. The names of Faculty Council members are kept confidential except in the case where a member of the NHS is entitled to a pre-dismissal hearing.

The Adviser and Faculty Council cooperate in developing and periodically reviewing all local selection and dismissal procedures and guidelines.

Standards for Selection - Candidacy for selection and membership in NHS are based upon the student

demonstrating outstanding performance in all four criteria of the National Honor Society:

Scholarship—Scholarship is based on a student’s cumulative Grade Point Average (GPA). Cumulative GPA refers to the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the NHS chapter is formed. Grades from the ninth grade on will be used to compute the GPA. At CSHS, the minimum GPA is 90%.

Service—Service is generally considered to be those actions, undertaken by the student, which are done on behalf of others without any direct financial or material compensation.

Leadership—Leadership includes verifiable elected positions of responsibility such as the number of elected offices a student has held in school or community organizations or elective participation in positions of responsibility in other activities offered on campus such as athletic team captains, section leaders in band and chorus and committee chair positions in student groups.

Character—Character is defined as possessing the following qualities: trustworthiness, respect, responsibility, fairness, caring and citizenship.

Membership -Students do not have a right to apply for membership in the NHS. Rather, it is a distinct privilege to be selected as a candidate for membership. Membership is granted only to those students selected by the Faculty Council on the condition of their having met the standards for selection established at the local level.

Grading Scale - Grades will be recorded in percentages to clearly indicate a student’s progress. These percentages may be related to letter grades as follows:

92 to 100 - A; 83 to 91 - B;

74 to 82 - C;

65 to 73 – D;

64 & Below - F

Teachers can give a grade lower than 45% during the 2nd, 3rd or 4th nine weeks with approval from the principal, or if incomplete work has not been made up. The incomplete grade “I” will indicate that a major, specifically identified requirement (test, term paper, report or project) has not been completed. The work must be completed within two (2) weeks after report cards have been issued or the “I” will be changed to a zero (0) for the work not completed. All grades will be averaged to arrive at a percentage grade for the grading period.

Incompletes will not be given for the last grading period of the year. Instead, a zero (0) will be given for major requirements not completed. The two-week time limit may be extended under extreme circumstances such as extended illness or death in the family. Exception: If a student blatantly refuses to do assignments, he/she may be assigned a zero for the work not completed. All grades earned during the final grading period, including the work not made up, will be averaged to arrive at the percentage for that grading period. In this situation, the grade may be less than the minimum 45%.

The research paper or project assigned in junior and senior English classes is a required component of the English Curriculum.

Honor Roll - The Honor Roll will include all grade levels. Students who have incomplete grades will not have their names placed on the Honor Roll.

- To be eligible for the High Honor Roll, a student must have no grade less than 92% in all courses.
- To be eligible for the Honor Roll, a student must have no grade less than 83% in all courses

Exceptional Needs Students/Special Education - Any student with learning deficiencies will receive instructional support services through the Learning Support personnel at Cambridge Springs High School. Any student can be referred for instructional support services. Parents, teachers, guidance personnel or administration can make referrals. Contact the PENNCREST Special Education Office (337-1626) if you would like further

information.

The district's school psychologist and special education staff review records and/or evaluate referred students. A Multi-Disciplinary Team (MDT) meeting is convened comprised of the school psychologist, special education personnel, guidance counselor, administrator, parent/guardian and other teachers as needed. This team makes a determination as to the best educational approach with the student and an Individual Education Plan (IEP) may be developed. Parental involvement in the IEP development is essential.

Students with exceptionalities will receive services appropriate to their needs. When enrolled in a non-learning support class, modifications to the curriculum and methods will be implemented to ensure the student's success. This may include the oral reading of tests, worksheets and quizzes; tutorial help; modified materials or assignments, and other modifications. Modifications will be based on individual student needs.

ATTENDANCE & STUDENT RESPONSIBILITY

Attendance - Under the Pennsylvania Compulsory School Attendance Laws, a student must remain in school until 17 years of age unless he/she has secured a special employment certificate or has been declared physically unfit by a doctor. Legal excuses for absences are: illness, death in the immediate family, quarantine, impassible roads, court, and medical or mental health appointments. The Principal determines excused or unexcused status for any other reason. Seniors doing college visits must have prior approval by the Principal for absences to be considered excused.

Students must make arrangements to make up all missed work the day they return to school. Homework for students absent for more than three (3) days may be requested through the Guidance Office. Please allow 24 hours for work to be collected.

All absences from school for hunting or fishing are illegal and unexcused and will be subject to the law as previously noted.

Occasionally, a student may be excused from school for emergency farm work. Previous written request by the parent or phone call on the day of the emergency to the building Principal is required.

Students are not permitted to attend school activities, on or off school property, after school or during the evening of a day when they are not in attendance at school. Extenuating circumstances will be determined on a case-by-case basis by the building principals

Absences/Excuses - Students must submit an excuse for all absences WITHIN THREE DAYS after returning to school. If the excuse is not turned in within three days, the absence will be classified as illegal or unexcused. Students, regardless of their age, may not write their own excuses. Students excused for approved medical appointments are required to present a doctor's excuse to secure an approved medical absence from school. EXCUSES should be turned in to the office between 8:15 and 8:25 each morning.

If a student accumulates more than three days of illegal absences, parents will receive a warning letter after either three (first offense) or one (subsequent year offenses) illegal absences. After the warning letter, further illegal absences (whether due to cutting school, illegal reasons or late excuses) will result in a citation for violation of the Compulsory School Attendance Laws, resulting in a possible fine for each illegal half-day or full day. Fines may be assessed by the District Justice up to \$300.00 plus court costs for each incident of illegal absence.

After the third unlawful absence, a Truancy Elimination Plan (TEP) meeting will be scheduled by the school as promptly as possible. The TEP shall incorporate strategies to avoid further absences. This plan will be in writing and will be signed by the parent/guardian and administration.

7 and 10 Day Letters - Following the accumulation of seven (7) days of parental excuses, a written notice will be sent to the parents with a copy of the official policy.

Following the accumulation of ten (10) days of parental excuses, a written notice will be sent to the parents stating that the District may request a written doctor's excuse for each day's absence from that time until the end of the school year. The written doctor's excuse shall also contain the date on which the student is to return to school.

Unlawful absences will be assessed for days when the reason for absence exceeds the rule of reasonable and responsible action. If reasons for absence are determined to be unexcused or unlawful, the student will receive a zero (0) for all work missed.

Early Dismissal - A student may be excused to leave school during school hours only with the knowledge of the administration. A written request by the parent must be submitted stating the reason to be excused.

Permission to leave can be granted to a student for illness, medical appointments or other approved reasons. Students leaving without permission will be marked unexcused and will be subject to disciplinary action. Students excused for approved medical appointments are required to present a doctor's excuse to secure an approved medical absence from school.

Early dismissal requests should be turned in at the office between 8:15 and 8:25 each morning. Students leaving the building due to illness or injury must go through the nurse's office or principal. Any student calling home to be picked up from school will be considered skipping class and will be summarily disciplined based upon the time that they missed during that school day.

In the case of split family situations, it is the family's responsibility to inform the school as to which parents are to receive school information such as report cards, disciplinary notices, and other official district communication. Under no circumstances will students be dismissed from school early to "go to work".

Tardy to Class - Students are required to arrive to class on time. Failure to do so will result in disciplinary action to be determined by administration.

Late to School - Students arriving to school after 8:25 without an acceptable excuse will be considered late to school and assigned disciplinary action. Additionally, students arriving late to school without an acceptable excuse will be prohibited from participating or attending any extracurricular activities on that day. Any extenuating circumstances for being late to school will be handled by the administration on a case by case basis.

If a student misses more than half of a scheduled class, the absence from class may be considered unexcused. Students arriving prior to 10:30 am will be considered half-day tardy. Students arriving after 1:30 pm will be classified as absent for the entire school day.

Student Vacations - Parents wishing to remove students from the school for trips must make applications with the Principal on the form provided by the school district prior to the trip. These must be filled out and turned in to the office at least three (3) days prior to the student being absent from school. The length of time to make

up work will be equal to the number of approved vacation days. The teacher and Principal may adjust this policy on an individual basis. If the district application procedure is not followed, absences for trips will be considered unexcused or unlawful. No provision will be made for makeup work. All student visitation of post-secondary schooling will be approved by the building Principal based on recommendations made by the guidance counselor. In addition, a Principal's approval of student vacations as "excused absences" will be based upon: academic standing, attendance record and length of proposed vacation.

Hall Passes - All students in the hallways must have hall passes during class time from 8:25 to 3:00. No student should ever be in the hallway for any reason without a hall pass. Students must sign out and in if issued a pass from any classroom teacher.

Each student should plan locker stops according to his or her schedule and needs. Locker stops which cause tardiness to class must be rescheduled. Locker passes should not be necessary during class time, but are permissible from study halls with teacher approval. Teachers' classroom policies regarding the use of hall passes will be clearly communicated to each new group of students, and will be supported and enforced. No more than one person is permitted on any pass.

Passes from lunch, study hall, or tutorial to music, art, computer lab, shops and classrooms are required. These passes must be obtained prior to the period during which they are needed. Specific names, times and destinations must be indicated or the pass will not be honored. Forged or altered passes are subject to disciplinary action.

When a student presents a signed pass to another area, teachers will initial the pass and indicate the time the student left. The student should carry the pass, and proceed directly to the destination, unless permission to stop at the restroom or locker is noted on the pass.

Students that use the hall pass excessively or for non-viable reasons will have their hall pass privileges revoked.

Work Permits - Students under the age of 18 may not be employed, either part time or full time, without a work permit. Work permits are issued through the school office. Parents must come to the school with a birth certificate or other verification of the student's age and obtain an application for a work permit. The employer must keep a copy of the work permit on file, and the student keeps the original.

The Labor Department may assess fines of \$1000.00 per day against employers who hire students without work permits.

SERVICES TO STUDENTS

Guidance - The Guidance Department services are designed to help each student in the development of his/her personal, social, vocational and educational process. In the counselor's office, students may access catalogs, books, and other resources listing information concerning colleges and trade schools, as well as other guidance materials. Students may request a conference with the counselor at any time concerning school problems or outside events that may affect achievement in the school.

Course selections for the next year will be completed on the appropriate sheets, signed by the parent and returned to the counselor.

NCAA Eligibility Requirements - Students wishing to pursue post high school athletics must meet the following

criteria as listed on the NCAA eligibility center:

- Graduate from high school
- Complete these 16 core courses
- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by your high school)
- 1 extra year of English, math, or natural or physical science
- 2 years of social science
- 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale.

In addition to these requirements any individual wishing to pursue post high school athletics must ensure that they contact the Guidance Counselor about their intention prior to the start of their senior year in High School. The student athlete must also make contact with the Guidance Counselor at a minimum of two times per semester to verify that the above requirements will be met. It is the responsibility of the athlete/parents to register with the NCAA Eligibility Center (<http://www.eligibilitycenter.org/>).

Transfers/Withdrawals - A student entering Cambridge Springs High School from another school should bring a schedule of courses to the office. The guidance counselor will prepare the new schedule and permanent records from the school last attended will be requested. This transfer will be complete after written authorization is received from the parents or the student if he/she is over 18 years of age.

A student withdrawing from Cambridge Springs High School must secure a withdrawal form from the office and have it signed by each of his/her teachers, as well as the librarian and cafeteria supervisor. All obligations must be reconciled.

Peer Tutoring - Students who need tutoring assistance should contact the guidance office. Outstanding upper class members and members of the National Honor Society provide tutoring services.

Students are assigned to a tutor based on a legitimate educational need and the student's willingness to apply serious effort. Students who work well with the peer tutors will continue to receive services as needed. Those who are not benefiting from the services will be rescheduled to allow room in the tutoring schedule for others.

Library - The library contains approximately 14,000 books plus many valuable reference sources for circulation, magazines and newspapers, a computer network of indexes and articles for information retrieval, and a career program.

Students who have research to do in the library should get a subject pass from the teacher making the assignment. The student should report directly to the library with their pass and sign the study hall list. Students without passes may sign the list in their study hall. Once the student goes to the library, he/she must have sufficient work for the entire period.

Students may sign out books or magazines for a period of two weeks. There is a fine of \$.05 per day for overdue books. Reference and reserve materials circulate overnight.

Students are expected to return books or renew them within the sign-out period. No book bags or backpacks

will be permitted in the library at any time.

Drop & Add Course Policy - A student may drop a course when the subject's teacher, counselor and principal reach a majority opinion that it would be in the best interest of the student. A signed permission slip by the parent agreeing to the change must be presented. All schedule changes must be made by the end of the first week at the start of the school year.

Lost and Found - Students are fully responsible for their personal possessions, however, all losses should be reported promptly to the office and every effort will be made to find the lost items. Found articles are turned in to the office. All debts incurred by students for lost books and materials must be paid prior to students receiving his/her diploma.

Student Assistance Program (SAP) - A trained group of school faculty and administration members, known as the Student Assistance Team, provides services to students experiencing emotional and self-management difficulties, including drug or alcohol problems, family crises and other matters. Teachers, parents or other students can make referrals to the team. All information is kept confidential and the student's family is closely involved after an initial assessment is done on the referred student. Services that can be provided include: personal counseling, family-related counseling, drug/alcohol counseling, trauma counseling, topical group sessions and referral for more intensive services. School co-facilitators work with service providers from outside agencies to provide these services. The following staff members are part of the Student Assistance Team and can be contacted for help if so desired:

Mrs. Megan Cunningham	Mrs. Brittany Adkins	Mr. Randy Sovisky
Mr. Matt Crocker	Mrs. Laura Peterson	Mrs. Angie Mumford
Mr. Dave Wanker	Mr. John Werkmeister	Mr. Dave Miller
Mrs. Sherri Jardina	Mr. Dave Nuhfer	Mrs. Wendy Williams
Mrs. Abby Eldred	Mrs. Vicki Love	Mrs. Wynne Shields
Mr. Scott Wright	Mrs. Julie Frantz	Mrs. Debbie Miller
Mrs. Vickie Schultz	Mrs. Bethany Kissell	Mr. Justin Grubbs

Food Service/Cafeteria - All students eat in the cafeteria. No student is permitted to leave the building during the lunch period. Students may purchase their lunch in the school cafeteria or they may carry a lunch from home. Free and reduced price lunches are available to students who qualify. Applications may be obtained in the office. As of this printing, prices are \$1.00 for breakfast and \$2.60 for lunch, al a carte – price per item. Students selecting three of five possible al a carte items (bread, meat, milk, fruit, vegetable) will be charged the full price of a daily lunch (\$2.60). In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food and waste paper on the tray and deposit in garbage cans.
2. Keep tables, chairs and floors clean.
3. Talk at a normal volume.
4. Keep the cafeteria lines orderly.
5. Pick up and clean up any food you drop or spill.
6. No food may be taken from the cafeteria. No food is to be taken from the salad bar unless it has been paid for.
7. Respect the authority of the teacher on cafeteria duty and all of the cafeteria workers.
8. Restitution will be charged for damaged cafeteria equipment.
9. Students are not permitted to order food and have it delivered to the school at lunch time.

There are no charges permitted for lunch purchases. All lunch items must be paid for at the time of purchase

with either cash or from his/her student account. Money may be deposited on student lunch accounts before school on online at www.myschoolbucks.com.

ACTIVITIES & ORGANIZATIONS

Athletic Philosophy - To participate in the athletic program at the junior and varsity level is a privilege and should be recognized as such by each student involved. Leadership, pride and responsibility are qualities stressed through active involvement in the various programs at Cambridge Springs High School.

The administrators and coaches expect that the athlete will improve continuously and exemplify these characteristics throughout their school experience, carrying them into adult life.

Athletic Administrative Organization – If a parent/player is concerned about an athletic situation they are urged to follow the proper lines of communication. Which are; first, consult with the head coach, second consult the athletic director, and third consult the principal. Please schedule a conference in advance.

Athletic Affiliations - The secondary schools of PENNCREST School District are participating members of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) the District Ten (Regions) and French Creek Valley Athletic Association.

Cancellation of Scheduled Athletic Events - The principal or designee will make the decision on cancellations.

If school is cancelled before the day begins, the principal may authorize school sponsored activities to continue, but participation by students is strictly voluntary and the principal must notify the superintendent of this decision.

If school is cancelled before the day begins, all Junior High athletic events are cancelled but the principal may allow students to participate in tournaments. The principal must notify the superintendent of his/her decision.

If school is cancelled during the day and students are dismissed early, all school sponsored and non-school sponsored activities, except for tournaments and post-season athletic competition (district or state playoffs) will be cancelled. Any other requests for exceptions must be directed by the principal to the superintendent.

Drug and Alcohol Policy - The School Board of the PENNCREST School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemical free in order that they may develop in the most productive and healthy manner.

It is, therefore, the district's policy to prevent and prohibit the possession and/or use, mimic of use, sale, and/or mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood-altering chemical medication or abused chemical not approved by past policy, on school property, at school-sponsored events, on school buses and en route to and from school by any mode of travel.

Hazing - In accordance with school district Policy 247, any activity involving hazing is strictly prohibited. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student, or humiliates or embarrasses for the purpose of initiation of membership in an organization. Hazing of any type is strictly prohibited.

Impact Evaluation - All participants in PENNCREST athletics must participate in the Impact Program and follow all procedures of said program.

PIAA and League Regulations - Cambridge Springs High School is a member of the Pennsylvania Interscholastic Athletic Association, and must therefore abide by the constitution and by-laws of that organization in all applicable sports of this school. Failure to do so can be reason for expulsion from sporting events at the discretion of the PIAA committee. Our school is also a member of the PIAA District 10. This organization's rules and by-laws are also applicable to our athletic contests. These rules were adopted in the best interest of the athletes and the schools.

1. Observe the playing of the National Anthem
2. Do not enter locker rooms
3. Be courteous to other spectators
4. No kicking of the bleachers
5. No booing officials or players
6. Courtesy is extended to the free throw situation.
7. Spectators should not bring confetti to be scattered about the player area.
8. Visiting teams should not bring signs or noisemakers (exception – team run through signs by cheerleaders are acceptable.
9. Crowd to remain seated during games, except halftime and between games.
10. Cheerleaders are to abide by recommendations of the PIAA to remain seated except for time out situations.
11. Food and drink items are not to be taken into the gym.

Eligibility of Athletes - Any student who wishes to participate in sports must obtain a physical examination by a physician prior to the start of practice. This examination will be offered at the school by the school physician at a specific time to be announced. Parental permission must be given by signing the PIAA approval card and by returning it to the coach prior to the student's participation in practice.

The Constitution of the PIAA governs the eligibility of the students participating in athletics. Also, student athletes will receive a copy of the Student Athletic Handbook. This handbook outlines all qualifications for athletic eligibility. It is the responsibility of all athletes to read and become familiar with this information. PENNCREST School District has a "No F Rule" which guides participation in athletics, as well as other extracurricular activities. Details can be found in the Athletic Handbook.

Injuries and Insurance - It is the athlete's responsibility to immediately report any injury to the coach. It is the responsibility of the coach to file the appropriate accident form with the high school office. (For a full explanation of this procedure, consult the student athletic handbook).

Rules of Participation

- A. All of the regulations of the PIAA or other authorized governing bodies must be satisfied.
- B. All participants must purchase school insurance or show proof that they are fully covered by some other policy.
- C. The transfer student must meet the mandates of eligibility as outlined in the PIAA Constitution.
- D. Students wishing to participate in any other sport must become members of the team within three (3) school days from the day the coach calls the first practice.
- E. Any student who becomes a member of a particular sport must remain a member of the sport for the duration of that sport schedule.
 1. Any student who quits an athletic team or is released because of disciplinary reasons from that team may not train, try out, or become a member of any other team until that sport schedule has been

completed.

2. All students who become members of a particular athletic team must abide by the rules established by the coach for that specific sport with respect to training and behavior. The coach will assume the responsibility for carrying out the necessary disciplinary actions if/when a student fails to abide by the accepted rules.
- F. After/before school weight or practice programs will be supervised by the coach or his assistants responsible for that sport, subject to the approval of the building principal.
- G. When two or more sports run concurrently it will not be permissible for a student to change from one sport to another without proper consent of the Athletic Director and the Administration.
- H. Any prospective player who, while participating, is injured to the extent that he/she cannot continue the sport activity will be awarded a letter for that sport. Any other exceptional cases dealing with this matter will be dealt with by the Athletic Committee.

Student Transportation After Events - Students are required to travel to and from games, practices, and tournaments with their team. Students are not permitted to drive or ride home with other students or adults after an athletic related event. Any student wishing to ride home with a parent or legal guardian may do so only if that student has a signed permission slip from a principal or athletic director. These forms are available in the office and must be completed prior to the scheduled event. Students must bring in a parental note prior to asking for permission to make alternative transportation arrangements. No exceptions will be made. The principals and/or athletic director will make the final determination when students do not travel from events with the team.

School Dances - All rules followed during the school day at CSHS still apply to dances held after school hours and dances held in other locations. Student behavior is expected to be maintained at all times. Furthermore, the principal reserves the right to forbid a student from entering a dance and asking a student to leave prior to the conclusion of the dance.

Students must sign in any visitors to a school dance before the end of the school day on which the dance is held. They must also provide the name and phone number for the school which the guest is currently attending. Any guest between the ages of 18 - 20 years of age must be verbally approved by a principal. Anyone 21 or over will not be permitted to enter. Failure to follow these procedures will result in the visitor being turned away at the doors. There will be no exceptions made for guests. CSHS students signing in guests will be held responsible for all behavior of that guest while on school property.

All school dances held at CSHS will conclude promptly at 10:30 pm. Students who have not made proper arrangements for transportation from a dance may forfeit the right to attend any future dances.

Co-curricular Activities Eligibility - Students who participate in extracurricular activities other than sports are also subject to the "no F Rule" on a weekly basis. If a student earns one (1) "F," the student is ineligible but may practice at the discretion of the principal or his/her designee. Except that, a student who earns one (1) "F" can regain eligibility and continue participation in the activity by participating in a qualified tutoring program during the week following the earning of one (1) "F." Failure to receive the tutoring will result in automatic ineligibility during the subsequent week regardless of reported grades. **The tutoring program, established by the administration, will be a minimum of two (2) per week.** It may be before school, during the day, or after school, dependent upon the school administration.

If a student earns two (2) or more "F's," the student is ineligible for competition but may practice at the discretion of the principal or his/her designee. **Said student will attend one tutorial every day of the week that it is offered.**

An ineligible student may not dress for any competition or travel to away events on school transportation.

In the event of an unacceptable nine-week report card, the student will be ineligible for ten school days, beginning the day the report card is issued.

Students arriving late to school are not to participate in after school activities without a written excuse from a doctor on the day of the activity. All participation is subject to review by the principals.

Philosophy of Activities - Academic performance improves with participation in school activities. We believe every student should seek involvement in activities beyond the classroom requirements. This develops interests and maturity on a more individual basis and makes the high school experience more meaningful to all.

There are many clubs and activities that students may participate in during school as well as after school. Students should listen to announcements and check activity schedules for more information. Clubs and activities will meet approximately seven times during the school year between October and April. Activity periods will be 30 minutes.

For special events, the activity bell schedule may be used. The Activity Bell Schedule shortens each class period. These activity periods are used for pep rallies, special programs involving the whole school, such as locker clean-out, etc. The Activity Bell Schedule is used on an as-needed basis for special events.

SCHOOL POLICIES & PRACTICES

Transportation - *This is a PARTIAL listing of the official PENNCREST Transportation Policy. It is not the complete policy.

Bus regulations – Student Section

- Students should be on time at their designated bus stop. Each bus stop shall be assigned a normal pick up time. Students are responsible to be at their stops no less than five (5) minutes before or more than ten (10) minutes after their normal pickup time.
- Pupils who wish to board or disembark their bus at any stop other than their designated stop must present a written request from the parent or guardian to the school office who, under the direction of the principal, will issue a bus pass.
- Students not regularly assigned to the bus must be issued passes signed at the school office, under the direction of the principal, permitting them to ride another bus. At no time will a bus pass be honored if the additional passenger causes an overloaded bus. Written request from the parent for permission for a student to ride another bus must be sent to the principal, not the driver. Students staying overnight at another home should acquire two bus passes ahead of time – one for the ride home at night, and one for the return to school the next morning.
- Students are not permitted to change seats on buses during the trip.
- Use of electronic devices is prohibited without the permission of the bus driver.
- Students may not transport articles or items which cannot be held on their laps (without obstructing the aisles or exits).
- Students should not be rude, discourteous or use unacceptable language, and they should not be otherwise disruptive.
- Use and/or possession of tobacco, alcohol or drugs are absolutely prohibited on the bus. Throwing objects in or outside the buses is strictly prohibited.
- Intentional damage to the bus will result in disciplinary action. In addition, students will also be held

financially responsible for repairs resulting from intentional damage.

- Students are not permitted to use the emergency door and exit controls except during supervised drills or actual emergencies.
- Students are not permitted to eat or drink on the bus without permission of the driver, and never when the bus is in motion. Students should keep the bus clean and orderly. Intentional littering will result in disciplinary action.

Bus Video/Audio Surveillance-To maintain proper standards of conduct for the safety of students, the use of video/audio recordings are located throughout CSHS and the outside grounds. Our utmost concern is the safety and wellbeing of the students attending CSHS. This is being done also to assist administration, contractors, and drivers for the purpose of observing behavior and preventing violation of rules and regulations. Cameras may be placed on transportation vehicles to maintain proper decorum while students are in transit to school.

Bus Regulations: Discipline - Transportation of pupils to and from school is a privilege that may be revoked or suspended for flagrant or repeated violations of the rules and regulations established by policy for acceptable student conduct. If, in the opinion of the bus driver, a student should be disciplined, a Bus Conduct Report will be submitted to the school principal. The building principal will act on the report submitted by the driver. Disciplinary action will be determined by the building principal and will follow a progressive pattern. Normal disciplinary action will be:

- A. Verbal or written warning.
- B. Temporary suspension of bus privileges.
- C. Permanent suspension of bus privileges.
- D. In-school or out-of-school suspension.

The principal will use his discretion about the severity of any incident, and the number of incidents that will cause movement to more severe consequences. Whenever a child is denied bus privileges, the principal shall notify the parent or guardian verbally (by telephone) followed by a written confirmation of his/her action. The students, parent or guardian and bus contractor will (if applicable) be notified in writing of any disciplinary action taken by the school office. Decisions on transportation discipline may be appealed following the appeal steps in the PENNCREST Transportation Policy.

Cell Phones - Students are permitted to have cell phones in school if they have a school related reason for possessing the cell phone. Teachers will direct the student to the office to surrender their cell phone if they are using it inappropriately. Failure to surrender the cell phone to an administrator will result in disciplinary action for insubordination. Any student found violating the cell phone usage policy will have the cell phone confiscated and returned to the student at the end of the school day on the first offense; to a parent/guardian on the second and subsequent offenses; receive detention on the third and subsequent offenses. Repeat offenders will not be permitted to bring cell phones to school.

Student Computer Usage - Students should use the web for curriculum related reasons only. Surfing the web because they are done with assignments is not appropriate. Students are reminded that they are held to the standards as defined in the acceptable use policy. (Policy 815)

Student Discipline - The student discipline plan at Cambridge Springs High School is based on these priorities:

1. Respect and courtesy towards self and every other person
2. Respect and care for own and others' property
3. Responsibility with regard to scheduled classes and obligations

4. Responsibility to do your best work

When it becomes necessary to address an individual student's disciplinary needs, the following are some of the methods that may be used by teachers, the principal, and assistant principal:

Verbal Warning	Expulsion	Superintendent's Hearing
Written Warning	In-School Suspension	Restitution
Behavior Contracts	Out-of-School Suspension	Detention (before school, after school or during lunch)
Call to Parents	Conference with Parent	Principal's Hearing

Because student discipline is a factor that is developed to different levels in each student, disciplinary action will be handled on an individual basis. Discipline will be treated as part of the educational process, where some students need more instruction than others.

School personnel have the authority, according to PENNCREST policy, to select disciplinary techniques that will be most effective with each student. There is no guarantee that similar incidents will be handled identically between or among students. All factors, including student personalities, parental input, teacher suggestions, and prior offenses will be considered when selecting a disciplinary action.

Students and parents should be aware that PENNCREST policy gives the building principal the right to recommend expulsion after three suspensions occur in one school year.

Student Responsibilities While Suspended from Class/School - When a student is removed from class or school for disciplinary reasons, the following requirements are in effect:

- The student must see teachers for missed assignments and responsibilities. This must occur so as not to disrupt class. Students may see teachers prior to or during homeroom period, between classes, or at the end of the day.
- On a home suspension longer than three days, students may come in the building to obtain assignments every three to five days. Arrangements must be made to come in at the most convenient time for both the family and school personnel. Students may be in the building only long enough to get assignments or take required tests. No socializing will be permitted.
- It is the student's responsibility to keep up to date with school work, projects and tests.
- Library materials may need to be renewed or returned at the beginning of the suspension. Fines WILL accumulate if overdue materials are not returned by the due date. Suspension from school is not an excuse for irresponsibility with obligations.
- No student may be denied the opportunity to complete school responsibilities due to a suspension. Established deadlines and due dates need not be modified for suspended students, but may be if the teacher so chooses.
- Work missed as a result of an illegal or unexcused absence for which the student is being disciplined may be given a zero grade. The school has no obligation to allow students' credit for work missed illegally.
- Suspended students may not attend after school or evening activities at any time during the period of the suspension.
- Students refusing to serve a detention or failing to show up without a legitimate excuse may be assigned ISS in addition to the regular detention. The detention must still be served.
- Recalcitrant pupil(s), whose behavior is a hindrance to the proper conduct of the school, may be subjected to temporary suspension or full suspension, and wherein the principal has exhausted all possible means of improving the conduct and attitude of said pupil(s), evidence of same shall also be grounds for expulsion.

In-School Suspension - Students will be isolated from the rest of the school. Students assigned to In-School Suspension must report to the office immediately upon arrival at school. They are not permitted to walk the hallways. In addition, students are not permitted to bring any non- school issued electronic device into the Refocus Room. Students are required to complete all assigned class work while serving this suspension. Failure to complete any of the aforementioned work will result in additional suspension.

Parental Contact - In the case of a disciplinary infraction, parents of the students will be issued a disciplinary note to arrive home with the student. An additional note will be mailed to the parents from the school. In the case of a severe disciplinary infraction, parents may be notified by phone.

Detention - Detention will be held before or after school Monday through Thursday. Lunch Detention will be during their lunch period. Students failing to serve the assigned detention will have additional days of detention added to the original infraction.

Delay/Cancellation Procedures

1. The Superintendents will make a decision by 6:00 AM to either delay or cancel school. The delay/cancellation announcement will be made over the public media (local radio and Erie television stations).
2. When an announcement to delay school is made, continue to listen to the radio or television stations for updated information. It is possible that road conditions will deteriorate or that an emergency condition becomes more serious and school could be cancelled. A decision as to whether or not school will be cancelled after the two-hour delay announcement occurs will be made and announced over public media no later than 7:30 AM.
3. During a delay, transportation times will be delayed two hours. This applies to transportation to nonpublic schools and for special education students as well. Students are required to be at their stop five (5) minutes ahead of the scheduled pickup time and remain there for at least ten (10) minutes after the scheduled time to allow for inconsistencies. Since busses might be running slow due to conditions, dress your children appropriately.
4. When school is delayed, it is important that you do not drop your children at school prior to 10:00 AM since building staff will not be available to supervise them before that time. Parents who opt to bring their students to school when the bus is unable to pick up their children due to road conditions should be prepared to transport them home from school.
5. AM CCCTC students will be transported to Crawford County Career and Technical Center upon their arrival at the home school when school is delayed.
6. When school is delayed, breakfast programs will be cancelled; lunch programs will run as usual with some change in the starting times.
7. PENNCREST Child Development Centers:
Day Care Programs will be held and are not affected by delays & cancellations.
Head Start Programs will not be held when delays and cancellations occur. Head Start programs will be made up later in the year. The Head Start Director will notify parents of make-up plans immediately following delays and cancellations.
8. Alternative Education Program at Bethesda follows the district delay/cancellation procedures.

School Lockers/Security - There is to be no expectation of privacy by students for materials or possessions stored in lockers. The lockers are property of the school district and are loaned to students, who are responsible for the cleanliness and content of the lockers. It is recommended that students use a lock for their hall locker

to ensure that books and materials are safe. The school is not responsible for stolen articles from lockers. School officials have the right to search lockers at any time for any reason.

Physical Education Lockers - It is recommended that students participating in Physical Education classes secure valuables with their instructor. Students should not leave valuables in the locker room unsecured. The school is not responsible for stolen articles from gym lockers.

Student Drivers - Students who wish to drive to and from school must register their vehicle each school year in the office. Students will be charged a non-refundable yearly fee of \$20.00 to receive a parking permit. After the first day of the second semester, a non-refundable permit will cost \$10.00. This will not be prorated. If this permit is lost or stolen, students will be charged a \$5.00 fee for a replacement permit. This permit must be displayed at all times when on school property. To complete the registration process, a parent/guardian must bring proof of insurance and registration to the office and sign all required forms. A copy of the student's driver's license must also be kept on file. Upon completion of all paperwork, the student will receive a parking permit to be displayed in the vehicle.

The following regulations apply to all student drivers:

1. All student drivers are to park in their assigned parking space
2. Student drivers may not transport other students unless they are a brother/sister or have written parental permission
3. Speed limit in the parking lot is 10 MPH; speeding will result in disciplinary action
4. Students may not go to their vehicle during the school day unless permission is obtained from the office
5. CCCTC and CSHS principals must approve all students driving to and from the Career Center
6. School officials have the authority to suspend or revoke driving privileges

Bicycles - Students who ride bicycles to school do so at their own risk. All bicycles should be locked for security and a bicycle rack is near the gym entrance to the school. The safety of the student and the security of the bicycle are not the responsibility of the school.

Textbooks - All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The use of book covers is encouraged and required by some teachers. Please be sure your name and grade are written in ink on the book label. You will be required to pay for lost or damaged books. Textbooks are not to be stored in any locker other than the locker of the student to whom the book was issued.

iPads- A complete description of the initiative and rules and regulations will be contained in the District's Rights and Responsibilities handbook at the end of this handbook. This information is also available on the PENNCREST School District web site.

Students will receive their iPads at the beginning of the school year and will be collected at the end of the school year. Students who transfer, withdraw, graduate or are expelled will be required to check-in and return iPads before they leave the district. If the iPad is not checked in at the end of the school year or upon exiting the district, the parent and/or student will be subject to criminal prosecution and/or civil liability. Students and parents will be responsible for the iPad if it is lost or damaged. iPads will be used for educational purposes only. The iPad is school property and can be reviewed by the school at any time. Students will not "jailbreak" the device or attempt to alter the iPad in anyway. In the event students leave their iPad at home, they will be responsible to complete their work as if the iPad were present. iPads should never be left in an unsupervised area such as the lunchroom, computer lab, library, unlocked classrooms, unlocked lockers and hallways.

Students will be required to enter a passcode on the iPad. Students are not permitted to use another student's iPad unless specifically directed by teacher. Students will keep the iPads in the protective case with attached keyboard. Internet access on the iPad will be filtered while at home and school. Students are not permitted to bypass the Internet filter. Students will bring their iPads to school every day charged and ready to use. Immediately inform the teacher or the school main office of any problems with the iPad. Students in grades 6-12 will create an iTunes account to use with their iPad with parent permission form included in the student rights and responsibilities handbook. Students will be held responsible for ALL damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost and are not covered under the insurance. Replacement power cords and power bricks can be purchased through the PENNCREST School District. Students also have the option to purchase their own power cord and/or power brick from a third party.

Visitors - All visitors must register at the office upon entering the school. Visitors are permitted on school grounds during school hours only when they have official school business and have been issued a visitor's badge after signing in at the office. Parents are welcome to confer with teachers, guidance counselors or the school administration; however, we would appreciate arranging for an appointment if you wish to visit. Parents must also sign in at the office. Cambridge Springs High School does not permit students from other schools to visit during the school day.

Substance Abuse - The faculty and staff of Cambridge Springs High School are very concerned about the problem of alcohol and drug use by students. Abuse of these substances by our youth is a sign of a societal problem, not limited to students alone. We invite students, parents, and community members to join us in an effort for a drug-free school environment.

The PENNCREST School District has instituted a clear policy for reference when school officials must address an alcohol or drug related incident. This policy is spelled out in the "Student Rights and Responsibilities – Policies and Guidelines" booklet distributed to every student at the beginning of the year. Students who require the use of over-the-counter medications or products must comply with the medication policy as included under the Health Services section, page 11.

The policy is aimed at preventing the actual or the mimic use, possession, sale, or distribution of drugs or alcohol of any kind on school property, at school-sponsored events, and en route (by any mode of travel including private vehicle) to or from any school-related event. Consequences for drug or alcohol violations include referral to the Student Assistance Team, suspensions of various lengths, police involvement, School Board hearings and possible expulsion. See Policy #227 for details.

Use of Tobacco - The school board has approved Policy 222 which prohibits the use of tobacco products in school buildings, grounds and buses. School policy does NOT permit possession of tobacco products in school or on school property or at a school event.

Students who are found in violation of this policy will be suspended immediately. Additionally, a fine including court costs is assessed by the district justice for violation of Act 145 concerning tobacco use or possession.

Possession of Weapons & Contraband - Possession of weapons or replicas of weapons on school property is forbidden. Replicas include toy guns and weapons. Incidents of students possessing weapons will be reported to the student's parents and to the police. Disciplinary action will include a suspension and possibly a recommendation for expulsion. In compliance with Pennsylvania Act 20, students who bring weapons on school property will be expelled from school for a period of not less than one year. Additionally, any student possessing any contraband including lighters, drug paraphernalia, video games, inappropriate movies & music, toys, trading

cards, or any other object considered to be a distraction to the educational process will have the item seized. Any object confiscated by a teacher or the office will only be returned to the parents of the student at a time designated by the administration.

Cheating - Cheating is defined as the giving, receiving, offering, or soliciting of information in an examination, plagiarism, collusion, or other form of scholastic dishonesty. Any student suspected of cheating on examinations or other school work shall be required to surrender the papers in question immediately and have a conference with the teacher. The teacher and the administrator will determine the penalty. In every case, the student will be given no credit for the assignment in question. In all cases, parents will be informed of the incident. Students can expect to be suspended in serious dishonesty or cheating cases. Repeated offense shall be dealt with by the administration. Cheating is a serious violation not only of character but also school rules.

Dress Code - While student dress is to a degree a matter of personal expression and choice, Cambridge Springs High School strives to promote a businesslike atmosphere and encourages all to “dress for success”. Commonly accepted workplace standards will be the guideline for dress and appearance. The following are not appropriate attire for wear during the school day and other school sponsored activities unless otherwise specified:

- Piercings, tattoos, or clothing that are distracting, offensive or interfere with the educational process
- Spaghetti straps or strapless tops (a minimum of a 2” strap on sleeveless fashion clothing is permitted, if the apparel is not otherwise revealing)
- No halter tops or halter top dresses
- Wide mesh shirts (unless over a solid shirt)
- Excessively torn or frayed in a manner that is inconsistent with the dress code, or unlaundered clothing, clothing with vulgar or inappropriate language, double meanings, or sexual references
- Clothing with graphics or sayings that allude to drug, alcohol, gang related, or tobacco subject matter (including racing/NASCAR or other clothing which includes such graphics or saying with double meanings)
- Hats, headbands, bandanas
- Shorts and skirts shorter than fingertip length
- Spandex pants or tops, or “tights” (unless worn under other garments that adhere to the dress code)
- Bare midriffs, low-cut tops exposing cleavage
- Otherwise revealing ill-fitting or skin tight clothing
- Pants or shorts with writing on the backside
- Sunglasses
- Footwear without a sole
- Pajama pants (with or without pockets)

Face makeup, hair coloring, and general appearance should be in accordance with cultural and community standards, and must not attract undue attention, cause a disruption in the classroom, or be considered to be potentially harmful to younger impressionable students.

Students who are not in compliance with the dress code will be asked to remedy the situation. This may result in a phone call to parents, or the student may be provided clothing from the nurse, gym, or office. Students may also be required to tighten loose fitting pants. Dress code offenses may result in disciplinary actions.

Fire/Tornado and Lock Down Drills - will be conducted periodically. Each room will have traffic flow charts and information concerning drills. There will be a minimum of one fire drill per month and one tornado drill per year.

Telephone Calls - Students may use the office phone with permission from the office staff/principals. All students will be required to sign in at the office when making a phone call and calls may be monitored. Please note: Due to the large number of students at CSHS, we ask that you refrain from calling to leave messages for your children unless it is an emergency.

Book Bags & Book Covers - ALL students in grades 7 thru 12 are not permitted to carry book bags to classes other than gym during the school day. While book covers are encouraged, students are not to decorate books in any way that is considered inappropriate to the common standards of decency.

Other Offenses - PENNCREST policy lists many other offenses which may result in a student being excluded from class or school. They are detailed in the *"Students Rights and Responsibilities – Policies and Guidelines"* booklet issued to all students at the beginning of the school year.

Some of those include: disrespect, insubordination, damage to school property, fighting, horseplay, public display of affection (kissing, amorous hugging, etc.), theft, gambling, profanity, plagiarism, "skipping" class or school, failure to participate in class as expected, and immoral acts. The following offenses may seem trivial to some, but they will be addressed seriously in light of recent incidents.

Sexual Harassment - Sexual harassment is defined as any comment or action taken to be one of a sexual nature by the victim. Any unwarranted physical contact is also a form of sexual harassment. Although actions of this nature may be intended as teasing or light-hearted, if the victim takes them as offensive the courts regard them as sexual harassment. Warnings and/or disciplinary action will be issued to offenders. If the behaviors continue, the school will take serious action against offenders.

Open Containers - Because of easy access to alcohol by many students, drinking of liquids in open containers during school will be prohibited except during lunch. Beverage machines in the school are shut off during the school day. There are to be no open cans or bottles in student lockers. Water, pop, coffee, or other beverages are not permitted in the hallways or classrooms without written medical orders on file in the nurse's office or approval from the principal or nurse. The exception to this regulation would be food or open containers purchased through the "Grab and Go" Breakfast Program before school only.

Bullying & Harassment & Racism - Any activity that threatens, demeans, or creates an unsafe environment for any student at CSHS will not be tolerated. Students are to inform the office immediately of any such behavior and discipline action may be taken by the principals. (Refer to Policy 249 Bullying/Cyber Bullying Prevention for further details.)

Skipping School - Any student who is not in school during the designated hours without the knowledge of said students' parents and/or the administration of Cambridge Springs High School will be considered as having skipped classes. Students found to be skipping school will be disciplined accordingly.

Harassment of Teachers & Staff - While students are encouraged to maintain a cordial relationship with teachers and staff outside of the school, unwarranted attention given with the purpose to harass a teacher or staff member, or to make them feel uncomfortable will result in the school district becoming involved. Phone calls and visits to the homes of staff members are considered to be inappropriate. Students are not permitted to take visual or digital pictures of faculty members.

Fighting - Students are reminded that fighting in the school or on school grounds will result in an automatic minimum three-day suspension from school. Also, any student caught fighting will be cited with the Cambridge Springs Police with a charge of disorderly conduct.

Flag Salute/Pledge of Allegiance - It is the responsibility of every citizen to show proper respect for his/her country and its flag. HB 592 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child's refusal to recite the pledge.

Unauthorized Boarding of a School Bus - Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or to refuse to leave a school bus after being ordered to do so by the driver. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.

What is a Nexus? - Under the Public School Code of 1949, all schools reserve the right to claim jurisdiction over students during non-school hours and at off campus locations. If a nexus (connection) can be made to the school during standard school hours, then the school may deem it necessary to take action in certain circumstances.

Medication Policy - PENNCREST School District recognizes that students may on occasion require medication following diagnosis and treatment by their physician, however, the administration of medication prescribed by a physician to a student during school hours will be permitted only when failure to take such medication would jeopardize the health or attendance of the student.

Student Medication on School Premises - Medication use during school hours is strongly discouraged due to the numerous problems it creates. It is suggested that every attempt be made to schedule any medications around school hours. You may wish to consult your physician regarding alternatives, which would allow medication to be given at home only. If, however, medication use is found to be absolutely necessary during school hours, School District policy requires that the following procedures be followed:

- A written doctor's order must be obtained for any medication, including over-the counter medications.
- Parental permission must be provided in writing.
- The medication must be sent in original pharmacy containers. For your convenience, it is suggested that a second prescription bottle be obtained from your pharmacist for this purpose.
- Parents are strongly urged to deliver any medication to school personnel. If it is absolutely necessary for students to bring medication to school, the medication must be given to the nurse or school personnel immediately upon arrival to school. In addition, the original pharmacy container must be sent in a sealed envelope with the number of doses clearly designated, not to exceed five (5) days (one week's supply), and with the signature of the parent/guardian attesting to the number of doses sent. Medication brought by parents will be permitted in dosages not to exceed ten (10) days (two weeks supply).
- If medication is not provided to the school as ordered by the physician, parents are responsible to notify the nurse as to the reason.
- Medication will at no time be sent home with a student. Unused medication may be picked up by the parent/guardian no later than the last day of school with any unclaimed medication disposed of on the last day of school.

Other Self-Administration of Medication - In the case of other medications, such as insulin, enzyme therapy or bee sting kits, self-administration will be handled on an individual basis and the above conditions must be met. Students are permitted the use of cough drops at the classroom teacher's discretion and their use is not subject to the requirements of this policy.

The administrative staff of the PENNCREST School District, in cooperation with its nursing personnel, shall

supervise the administration of medication on the premises in accordance with the medical instructions on file with the district. Non-medically trained personnel of the district shall at no time actually administer the medication or come in contact with the same unless in the event of emergency, but shall be responsible only to see that the student shall take the medication as it is prescribed by a physician in the manner required.

Parents/Guardians may directly administer medication to their child at any time with the nurse's and/or principal's knowledge without conforming to the requirements of this policy.

The storage of medications on school premises shall be maintained under lock and key with all reasonable precautions being exercised to eliminate the risk of unauthorized access.

Emergency Medications - Students with a known hypersensitivity that may lead to severe allergic or anaphylactic reactions should have provisions made in advance when possible in consultation with the parent/guardian and family physician. In the case of emergency medications, the previously stated policies with the exception of numbers of dosages apply. Students are to notify the school nurse immediately following any use of this medication so that further emergency care can be obtained.

In order to make provisions for students with an unknown hypersensitivity that result in symptoms of impending anaphylaxis, protocol/standing orders for the administration of epinephrine by injection will be submitted to school physicians for annual review and authorization.

In the event that students exhibit life-threatening symptoms of severe allergy/ anaphylaxis, attempts will be made to notify the parent/guardian while implementing the treatment as outlined by the protocol. Parents/Guardians must notify the school in writing of any valid medical reason why their child or children should not receive medication for symptoms of severe allergy or anaphylaxis.

These orders will also allow for emergency administration of epinephrine by injection for PENNCREST staff with their verbal permission.

Use of Inhalers - In the case of inhaled medications, the previously stated policies, with the exception of numbers of dosages, apply. Storage of this medication shall be at the discretion of the school nurse. Students who are felt to be capable of responsibly safeguarding this medication by the parent/guardian, nurse, and physician may be permitted to retain it in their possession, however, this may be revoked at any time should any evidence of unsafe practices occur. Students are to notify the school nurse immediately following any use of an asthma inhaler that fails to provide relief of symptoms.

The possession or use of any drug on school premises which is in violation of federal, state or local law shall be promptly reported to the appropriate law enforcement officials for due action in accordance with the current statutes and rules.

The information contained within this policy will be made available to parents/ guardians on an annual basis through the Student Rights & Responsibilities Handbook.

Student Dismissal Due to Illness or Injury - Students who may need to go home for illness or injury must first see the nurse in order to be assessed. Parents or persons listed on the student's emergency card will be contacted through the nurse's office to arrange transportation if it is determined that a student needs to go home. Students not following the proper procedure will incur an illegal absence and will have to deal with the building principal. In no way are students permitted to contact parents or guardians with the express purpose

of being picked up without first following these procedures.

Insurance - PENNCREST School District does not provide primary medical/accident insurance for students who attend district schools. Each student's parents or guardians are responsible for providing the primary insurance coverage they believe is appropriate to provide medical care in the event the student becomes ill or is injured while attending school.

The District does, however, provide a secondary insurance policy (called a "\$100 excess policy") for students who participate in interscholastic athletic activities. This policy is generally designed to cover out-of-pocket expenses that are not otherwise covered by the parents' primary insurance. The District's policy will pay the first \$100 of covered expenses without regard to any other insurance. The parents' primary insurance will pay expenses in excess of \$100. The parents may subsequently submit a claim to the district's carrier for out-of-pocket amounts such as deductibles, co-payments and co-insurance.

PENNCREST School District has also made arrangements for parents or guardians to optionally purchase inexpensive insurance coverage for students. The carrier offers one plan with 24 hour coverage and another with school-time only coverage.

Please contact the PENNCREST School District Business Office at 337-1620 if you have specific questions about insurance coverage.

Yes! Students Have Rights

- 1. They have the right to learn from qualified teachers.*
- 2. They have the right to come to a clean and well-kept school.*
- 3. They have the right to sit in classrooms free from disturbances.*
- 4. They have the right to modern and appropriate textbooks.*
- 5. They have the right to select courses suited to their needs.*
- 6. They have the right to participate in extra-curricular activities.*
- 7. They have the right to receive help when requested.*
- 8. They have the right to be free from harassment.*
- 9. They have the right to listen to announcements.*
- 10. They have the right to use rest rooms free from smoke and clutter.*

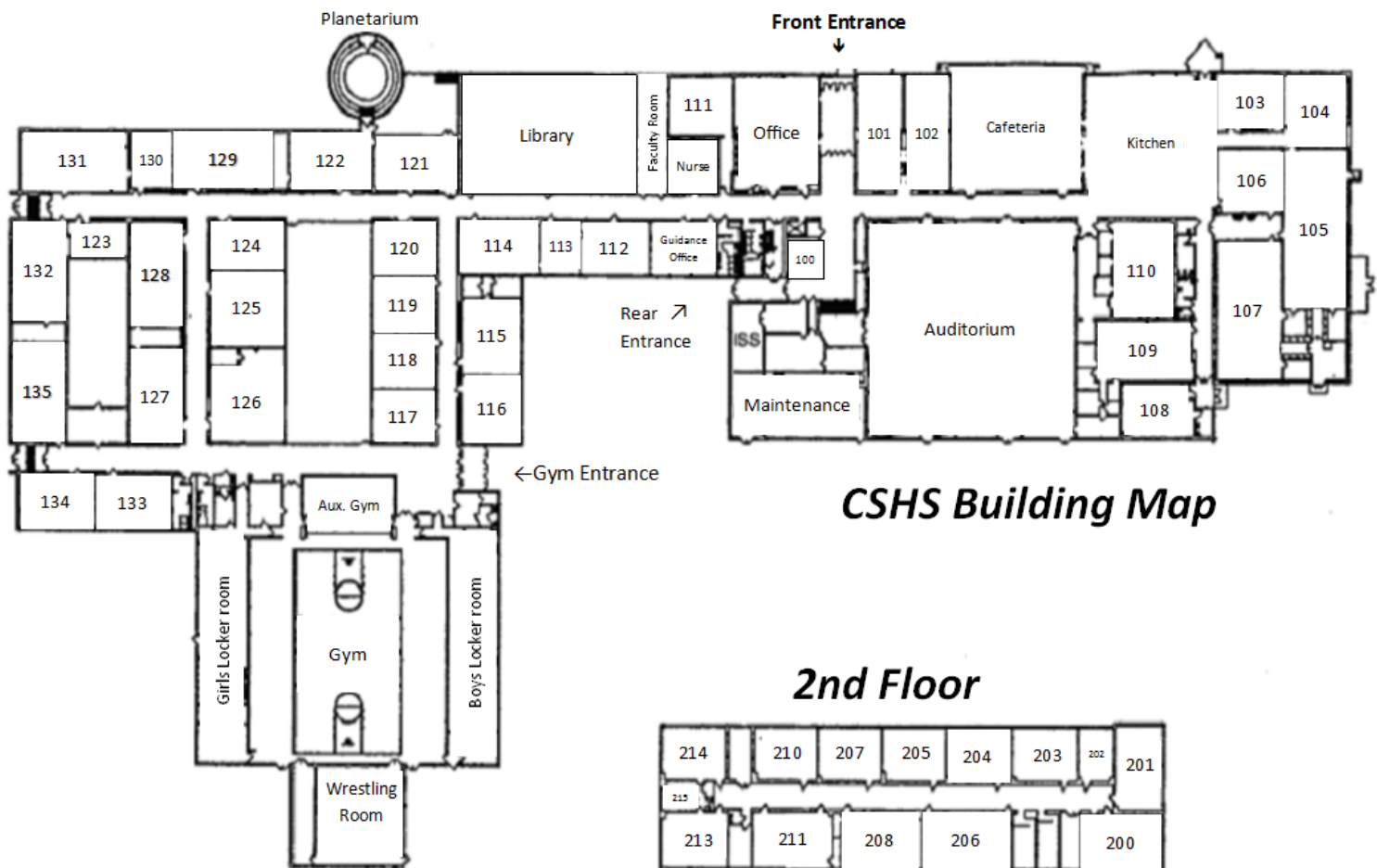
Yes, students do have rights and also responsibilities. It is our hope and desire that all students accept the responsibility for good behavior, to do the best they can and to treat others like they would like to be treated.

CSHS Alma Mater

There's a school we'll hold forever, in our hearts it cannot die;
And no hand on earth can sever our love for Cambridge High.
She will rank above all others, for she stands for truth and right;
And there's naught can daunt the Mother of the dear old Blue and White!

As in years now gone before us, and the years that come anew;
 May her guiding hand be o'er us, may we love the White and Blue;
 May that noble house of learning stand forever true and bright;
 And our spirits ever burning, for the dear old Blue and White!

And when age is fast approaching and our frames grow weak and lame;
 When our whitened heads are bending, the result of life's great strain;
 May the thoughts of youth come to us, as we bring old scenes to light?
 And the love of old surge through us, for the old Blue and White!



Student Rights and Responsibilities

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Parent/Student Annual Notices & Student Code of Conduct 2018-2019

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and life-long learning.

PENNCREST School District's Mission is to provide resources and opportunities that challenge students, assess their educational progress, provide a system of support, and empower all to become confident life-long learners.

AUTHORITY OF SCHOOL DISTRICT

The Board of School Directors has the authority and may delegate authority to the administration to make reasonable and necessary rules governing the conduct of students. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers that are enumerated in the statutes of this Commonwealth or which may reasonable be implied or necessary for orderly operation of the school.

The Board of School Directors may not make rules that are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The Board of School Directors shall adopt a code of student conduct that shall include policies governing student discipline and a listing of student rights and responsibilities. This conduct code shall be published and distributed to students and parents/guardians. Copies of the code shall be available in each school library.

The Board of School Directors authorizes the Superintendent and the appropriately assigned school administrators to develop procedures to enforce school rules and regulations that effectively implement the policy as stated herein.

All policies, school rules and regulations pertaining to student conduct, rights and responsibilities, and discipline apply at all times during which the school district is considered "responsible" for the well-being of the student. This includes; but, not limited to school buses, walking to and from school and extracurricular activities.

CENTRAL ADMINISTRATION OFFICE

Administration Office	814-337-1600
Personnel Office	814 337-1631
Business Office	814 337-1620
Special Education Office	814-337-1626
18741 State Hwy 198, Suite 101	
PO Box 808, Saegertown PA 16433-0808	

ELEMENTARY SCHOOLS

Cambridge Springs Elementary School	814 398-4636
130 Steele Street	
Cambridge Springs PA 16403	
Maplewood Elementary School	814 967-2675
32695 State Hwy 408	
Townville PA 16360	
Saegertown Elementary School	814 763-2314
18741 State Hwy 198, Suite 102	
Saegertown PA 16433	

SECONDARY SCHOOLS

Cambridge Springs Junior Senior High School	814 398-4631
641 Venango Avenue	
Cambridge Springs PA 16403	
Maplewood Junior Senior High School	814 789-3666
30383 Guys Mills Road	
Guys Mills PA 16327	
Saegertown Junior Senior High School	814 763-2615
18079 Mook Road	
Saegertown PA 16433	

2018-2019 Annual Notices

- I. **Section 504 Informational** Notice Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one of or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has record of such impairment; Is regarded as having such impairment. In order to fulfill its obligation under Section 504, the PENNCREST School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact Patti Fiely, Section 504 Compliance Coordinator at (814) 337-1600.
- II. **State Board Regulations, Title 22, Chapter 15 Protected Handicapped Students** In compliance with state and federal law, the PENNCREST School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation or access to an aspect of the school program. These services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the provisions of services to protected handicapped students, contact Patti Fiely, Supervisor of Special Education, at PENNCREST Administration Office, 18741 State Hwy 198 Suite 101, PO Box 808, Saegertown, PA 16433. Phone – (814) 337-1600.
- III. **Child Find Identification Activities** The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from special education. A continuum of special education services and programs is available within the district to meet the needs of exceptional students. Programs are also available outside of the district through a contract with the Intermediate Unit or with Approved Private Schools. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal, parents, teachers, guidance counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the

Confidentiality of Records Policy of the PENNCREST School District. For further information on the evaluation procedures contact Patti Fiely, Supervisor of Special Education, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

IV. Identification of Gifted Students The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from gifted education services. Gifted education services and programs are available within the district to meet the needs of gifted students. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal. Parents, teachers, guidance counselors, administrators, and students may initiate screening or evaluation procedures. All information obtained through the screening and evaluations process is protected through the Confidentiality of records Policy of the PENNCREST School District. For further information on the identification activities of children with gifted abilities contact Patti Fiely, Supervisor of Special Education, at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

Annual Public Notice of Right to Know Professional Qualifications

(This notice applies to the parents/guardians of the children who attend Title 1-funded schools. In PENNCREST School District, these are the three elementary schools.)

As a parent/guardian of a student attending a Title 1-funded school in PENNCREST School District and a school that is included under the regulations of the Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests., you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

Whether the Pennsylvania Department of Education has licensed or highly qualified the teacher for the grades and subject he or she teaches.

Whether the Pennsylvania Department of Education has decided that the teacher can teach under emergency or other provisional status through which Pennsylvania licensing criteria has been waived.

The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.

Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you would like to receive any of this information, please contact Dr. Timothy S. Glasspool, Superintendent of Schools, at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433. Phone – (814) 337-1600.

V. Transportation Video/Audio Recording (policy 810.2) Parents/guardians and students are hereby notified that any student or parent/guardian utilizing PENNCREST School District transportation is subject to being videotaped and audio recorded.

VI. Unauthorized Boarding of a School Bus

Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or refuse to leave a school bus after being ordered to do so by the driver. Under no circumstances may a parent or any other person board a PENNCREST school bus without the permission of the driver or the school principal. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.

2018-2019 Code of Conduct

The Student *Code of Conduct* is intended to summarize noteworthy parts of the PENNCREST School Board policy manual and the Pennsylvania School Code related to the smooth operation of the normal school routine. It is not intended to supersede the previous referenced documents or impede the rights of any student as outlined in any Federal or Commonwealth Law or Statute. Parents and students are encouraged to read school policies in their entirety.

<https://www.boarddocs.com/pa/pncr/Board.nsf/Public?open&id=policies>

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[Website Use and Linking Policy \(Policy 815.1\)](#)

Acceptable Use of the Internet, Computers, Network Resources (Policy 815)

PENNCREST School District offers Internet access, an e-mail account and equipment for student use. The PENNCREST School District Internet system has been established for a limited educational purpose that includes classroom activities, career development, and limited high-quality self-discovery activities. It is not a public access service or a public forum and cannot be used for commercial or political lobbying; therefore, the district has the right to place reasonable restrictions on the natural a student accesses or posts through the system. All students will have access to the Internet World Wide Web information resources through their classroom, library, or school computer lab; however, elementary students K-6 will have e-mail and Internet access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with approval of their parent. Secondary students, grades 7-12, may obtain an individual e-mail account with the approval of their parent. A signed Student Account Agreement will be required.

Unacceptable Uses: Posting personal information about yourself or other students. Agreeing to meet with someone that you meet on line without parent approval. Attempting to gain unauthorized access to the district Internet system or any other district computer system including accessing another person's files, deliberate attempts to disrupt the computer system by introducing a virus or other means. Arranging for drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, and the like. Sharing your password with another person. Deliberately failing to follow district-operating procedures such as virus protection. Using disrespectful language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, prejudicial or discriminatory language. Knowingly posting false or defamatory information about a person or organization. Reposting a private message without the permission of the person who originally sent the message. Exceeding the five (5) hour limit on self-discovery activities. Posting chain letters and/or engaging in "spamming" – (the sending of unnecessary messages to a large number of people).

Not check e-mail regularly and deleting unwanted messages promptly. Subscribing to non-relevant discussion group mail lists or subscribing to relevant mail lists without approval of the teacher. Plagiarizing and/or ingrain upon rights of copyright owners. Engaging in cyber bullying activities.

Disciplinary Procedures: Students who use the district computer/network inappropriately will be disciplined in accordance with the “Student Rights and Responsibilities Policies and Guidelines” and may forfeit access to computers and the network.

Bullying/Cyberbullying Prevention (Policy 249)

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

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

Bullying includes cyber bullying and the use of other forms often technological media, bystander support or encouragement of an act of bullying and more subtle indirect forms of bullying behavior such as exclusion and shunning by other students. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The district has implemented a Bully Prevention program and Positive Behavior Intervention and Supports (PBIS) program to educate students, staff and parents about bullying. Consequences for engaging in bullying behavior may include a combination of positive behavioral interventions and disciplinary interventions as deemed appropriate by the building principal.

Care of School Property (policy 224) In accordance with Act 116 of 2002

Institutional Vandalism: A person commits the offense of institutional vandalism if he/she knowingly desecrates vandalizes, defaces or otherwise damages any school, educational facility, state or local government building or vehicle, the grounds adjacent to and owned or occupied by the school or educational facility or any personal property located in the school or educational facility.

Criminal Mischief: A person is guilty of criminal mischief if he/she...intentionally defaces or otherwise damages public property of tangible property of another with graffiti by use of any aerosol spray paint can, broad tipped indelible marker or similar marking device; or intentionally damages real or personal property or another...As used in this section, the term “graffiti” means an unauthorized inscription, work, figure, mark or design which is written, marked, etched, scratched, drawn or painted.

Dating Violence (Policy 252)

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all

times. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy. Definition: Dating Violence shall mean behavior where a person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

Complaint Procedures: When a student believes that he/she has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, classroom teacher or school nurse. The principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

Defiant Trespassing

In accordance with Act 116 of 2002, a person(s) commit(s) an offense if, knowing that he/she is not licensed or privileged to do so, he/she enters or remains in any place as to which notice against trespass is given by:

Actual communication to the actor(s); or Posting in a manner prescribed by law or reasonably likely to come to the attention of the intruder(s); or Fencing or other enclosure manifestly designed to exclude the intruder(s); or Notices posted in a manner prescribed by law or reasonably likely to come to the person(s) attention at each entrance of school grounds that visitor(s) are prohibited without authorization from a designated school, center or program official; or An actual communication to the actor(s) to leave school grounds as communicated by a school, center or program official, employee or agent or law enforcement officer.

The term "school grounds" means any building or grounds of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, any elementary or secondary parochial school, any certified day-care center or any licensed preschool program.

An offense under this subsection constitutes a **misdemeanor of the third (3rd)** if the offender defies an order to leave personally communicated to him/her by the owner of the premises or other authorized person(s). Otherwise, it is a summary offense.

Discrimination (Policy 103)

Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education as a result of race, religion, sex national origin or handicap. (Refer to Policy 103, Nondiscrimination in School and Classroom Procedures)

Non-Discrimination: The PENNCREST School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this

policy is in accordance with State law, including the Pennsylvania Human Relations Act, and with Federal Law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Complaint/Grievance Procedures for reporting incidents of discrimination are specified in the following policies:

- 103 – Non-Discrimination in School & Classroom Practices
- 104 – Non-Discrimination in Employment/Contract Practices
- 248 – Unlawful Harassment – Pupils
- 348 – Unlawful Harassment –Employees

Complaints must be referred to:

Dr. Timothy S. Glasspool, Superintendent
PENNCREST School District, 18741 State HWY 198
P.O. Box 808, Saegertown, PA 16433-0808
Telephone: (814) 337-1631 – Fax (814) 337-1776

Drugs and Alcohol (Policy 227)

Situational Category 1 – A student is using or demonstrates symptoms of possible alcohol or other drug (AOD) use.

Immediate Action – All standard health and first aid procedures will be followed. Student will not be left alone.

Investigation – The principal or designee will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police – Police notification required for any illegal substance.

Disposition of Substance – If substance is discovered, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those with a need to know as determined by the principal.

Situational Category 2 – The student is in possession of AOD including look alike drugs and alcohol.

Immediate Action – All standard health and first aid procedures will be followed. School personnel will confiscate any substances, escort student to principal's office or summon principal. The principal will write an anecdotal report of the incident. Student will not be left alone.

Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents -- Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police -- Police notification required for any illegal substance. Otherwise to be determined by principal.

Disposition of Substance – If substance is discovered, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality -- Confined to those with a need to know as determined by the principal.

Situational Category 3 – The student is found using, in possession of, or suspected to be under the influence of AOD when attending as a participant or spectator, any school sponsored function on or off school property, including any athletic or activity event in another school district, school or public/private location.

Immediate Action – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. Student will not be left alone.

Investigation – Notify police or security personnel for assistance if deemed necessary. The sponsor or administrator will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student will not be left alone.

Notification of Parents – A parent/guardian will be contacted immediately and the situation described. (The parent/guardian will be requested to transport the student home. If parent/guardian is unable or unwilling to transport student, school personnel in charge will assume this responsibility.)

Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by principal.

Disposition of Substance – Group sponsor will submit any substance to principal in charge for appropriate disposition. If the principal determines that the substance should be submitted to police for analysis, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those who have a need to know as determined by the principal.

Situational Category 4 -- A student distributes or sells AOD including look alike drugs or alcohol to anyone on school property.

Immediate Action – School personnel will confiscate the substance/s, escort student to the principal's office or summon the principal. Principal will write an anecdotal report of the incident. Student will not be left alone.

Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by principal.

Disposition of Substance – If substance is discovered, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action -- Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST/ESAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those with a need to know as determined by the principal.

Situational Category 5 – Student possesses drug related paraphernalia.

Immediate Action -- School personnel will confiscate the paraphernalia, escort student to principal's office or summon the principal. Student will not be left alone.

Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police – Police notification required for any paraphernalia. Otherwise, to be determined by the principal.

Disposition of Substance – Paraphernalia must be it must be sealed with student’s name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action -- Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST/ESAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those with a need to know as determined by the principal.

Situational Category 6 – A student volunteers information about personal AOD usage and asks for help.

Immediate Action – Student is referred to SAP/IST/ESAP and informed of services available and encouraged to seek assistance.

Investigation – Follows established procedures for SAP/IST/ESAP

Notification of Parents – Parents will be notified by SAP/IST/ESAP only with student consent, unless student’s health is in imminent danger.

Notification of Police – Not applicable

Disposition of Substance – Not applicable

Remedial Action – Not applicable

Confidentiality – Confined to those with a need to know as determined by SAP/IST/ESAP.

Electronic Devices (Policy 237)

The Board prohibits unauthorized use or possession of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities. The Board prohibits unauthorized use or possession of cellular telephones that have the capability 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 unauthorized use or possession by students of any device that provides for a wireless, unfiltered connection to the Internet. No student may use an electronic device in a manner that violates school rules and regulations. If a student is found in violation of this policy, the administration will confiscate the electronic device and the student may be subject to discipline procedures as set forth in applicable Board policy. Confiscated devices may be returned to the parent(s)/guardian(s) at the discretion of the building principal. Electronic devices, including but not limited to, laptop computers, tablets, smart phones, cell phones, Mp3 players, cameras may be used in the classroom only if such equipment is directly related to the student’s educational activities and its use has been approved by a classroom teacher and the building principal. Students may use electronic devices on the school bus provided that they use private earphones and have the permission of the school bus driver. **The student assumes total**

responsibility for bringing such devices to school, including loss, damage or theft that may result to the devices.

Exclusion from School

Suspension (one (1) to ten (10) days): Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days. Suspension from school includes suspension from all school related activities whether co-curricular or extracurricular. The length of suspension shall be decided by the principal or his/her appointee in accordance with the specifications set-forth herein. Suspensions may be given by the principal or person in charge of the public school. No student shall be suspended until the student has been informed of the reason 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. *The parent(s)/guardian(s) shall be notified immediately in writing when the student is suspended.* The Pennsylvania School Code requires that when a suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity for an informal hearing. This informal hearing will be held before the forth (4th) of the suspension to determine the guilt of the accused student or mitigating circumstances surrounding his/her violation of the Code of Student Conduct.

Suspensions may not run consecutively beyond ten (10) school days.

Suspended 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 building regulations. A student suspended during examinations or near the end of the school year or at any other period of time critical to his/her educational future may request an immediate hearing even though the suspension is for a short term.

In the event of three (3) suspensions of any individual student in a signal school year, the building administrator, at his/her discretion, may recommend to the superintendent expulsion of said student. However, this shall not deter the principal from recommending the expulsion of a student on a first offense. The judgment of the principal in weighing the gravity of the offense shall accompany the recommendation for either suspension or expulsion. It shall be the responsibility of the building administrator to evaluate the nature and gravity of the offense of the student and if, in his/her opinion, expulsion shall be in the best interest of the school, he/she shall make said recommendation in writing to the superintendent who in turn, shall determine if a formal School Board Expulsion Hearing is required.

The Superintendent, at his/her discretion, may intervene by scheduling a Superintendent's Hearing prior to a Board Hearing.

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent. Expulsion from school includes expulsion from all school related activities whether co-curricular or extracurricular. All expulsions require a prior formal hearing. While expulsions may be permanent, the behavior and progress of the expelled student should be reviewed periodically, and a decision made by the Board of School Directors at the time on whether the exclusion is to be continued or whether the student is to

be re-admitted. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance laws, even though expelled, and they must be provided an education. The initial responsibility for providing the required education rests with the student's parent(s)/guardian(s), through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's superintendent. If the parent(s)/guardian(s) is unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education.

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

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. The informal hearing is meant to encourage the student's parent(s)/guardian(s) to *meet with the principal* to discuss ways by which future offenses can be avoided.

Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be *held before the Board of School Directors* or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

Criminal Action: Suspension of a student by school authorities in no way prohibits possible criminal action or civil suit brought by law enforcement authorities or other parties. Following an investigation of the conditions and circumstances surrounding any discipline case, the school district reserves the right to file criminal charges against the accused student. Students may also be turned over to local or state law enforcement authorities for criminal prosecution.

Alternative Education: The purpose of this program is to remove disruptive students from regular school programs in order to provide them with a sound educational course of study and counseling designed to modify disruptive behavior and return them to the regular school curriculum. Students who exhibit to a marked degree any or all of the following conditions: disregard for school authority, including persistent violation of school policy and rules; display of or use of controlled substances on school property or during school-affiliated activities; violent or threatening behavior on school property or during school-related activities; possession of a weapon on school property, as defined under 19pa. C.S. Section 912 (relating to possession of a weapon on school property); commission of a criminal act on school property; misconduct that would merit suspension or expulsion under school policy; and, habitual truancy may be assigned to the district alternative education program. Unless there are extenuating circumstances, students assigned to the alternative education program will remain there for a minimum of forty-five (45) days.

Combination of the above Disciplines: Following an investigation of all the conditions and circumstances surrounding any discipline case, the school district representatives reserve the right to use a combination of the previously mentioned disciplines. **As an example**: A one (1) to three (3) day suspension may be extended into a

four (4) to ten (10) day suspension after an appropriate hearing is held and then followed with criminal prosecution.

Family Education Rights and Privacy Act (FERPA) (Policy 217, Student Records)

FERPA affords parent(s)/guardian(s) and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. The right to inspect and review the student’s education records within forty-five (45) days of the day the District received a request for access. Parent(s)/guardian(s) or eligible student should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask PENNCREST School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. In addition, the District will disclose the contents of student records including grades to the parent(s)/guardian(s) of an eighteen (18) year old student who is listed as a dependent on the parent’s/guardian’s federal income tax return. The District will presume that a student is a dependent unless provided evidence to the contrary.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. **The office that administers FERPA is:** Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

Food Service/Cafeteria

Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the PENNCREST School District operates a school meal program for all students who wish to engage in a computerized point-of-sale debit food system for the purchase of meals. Each student is assigned an individual Student Meal Account with a unique number that remains with him/her throughout his/her tenure in PENNCREST schools. A student is expected to learn this number and use for all purchases in the cafeteria. The Student Meal Account is a debit account. A student deposits money in his/her account in advance of purchasing meals. This can be done by cash or check. Checks should be made out to PENNCREST School District Cafeteria Account. A student will be informed by the cashier when the account is getting low on funds and when he/she has a negative balance parents/guardians will be notified. Charges are not permitted by students in the high school seven (7) through twelve (12). Charges are permitted at the elementary level subject to the following guidelines: **myLunchMoney.com** that allows you to prepay your child's school breakfast, lunch, and a la carte food items using your credit or debit card. Parents can also view their child's recent purchases and check their cafeteria account balance. The myLunchMoney.com website has a list of Frequently Asked Questions (FAQs) and the answers to help further explain this service. A student must use his/her account for all purchases. Purchases of extra milk, a la carte items and snacks by an elementary student will be permitted only if the cash balance in the account is positive. An elementary student with a negative balance is only permitted to charge regular meals. Each elementary student's account has a maximum charge of ten dollars (-\$10.00) to the negative. It is the individual's responsibility to keep track of his/her own balance. Parents/guardians are responsible for all charges of their elementary school child's account. If an elementary student's account reaches ten dollars (-\$10.00) in the negative and no payment is received, a student in grades four (4) through six (6) will not be permitted to participate in the regular meal program. Instead, the student will receive an alternate meal, in accordance with the National School Lunch Program guidelines, until money is received on the account. The student will be charged the full price for this meal. Charges will continue to accrue for alternative meals. At this time, a meeting between parent(s)/guardian(s) and the principal will be arranged. Meals shall always be provided to students in grades K-3 and for a disabled student who may be unable to take full responsibility for his/her lunch account. No elementary student will be denied an alternative meal even after the student has exceeded his/her limit on the account. Failure to pay any outstanding balance will result in civil action by the school district. **Please note**, that starting on the first (1st) day of May, the maximum charge limit for elementary students is five dollars (\$5.00). During the last week of school, student must have a positive cash balance in order to make purchases of any kind. No charges are permitted. Students who do not wish to use the computerized method may pay by cash on a daily basis.

Hazing (Policy 247)

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 time. The Board does not condone any form of initiation or harassment, known as hazing as part of any school sponsored activity. No student, coach, sponsor, volunteer or district employee shall be alert to incidents of hazing and report such conduct to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates 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 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 of 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, 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.

Complaint Procedures:

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. 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 other directly involved as appropriate. If the investigation results in a substantial finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. 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 he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

Immunization Requirements

PA SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:

- 4 doses of tetanus, diphtheria, and acellular pertussis
- 4 doses of polio
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion. If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE: FOR ATTENDANCE IN 12TH GRADE:

1 dose of tetanus, diphtheria, acellular

1 dose of MCV on the first day of 12th pertussis (Tdap) on the first day of 7th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth

1 dose of meningococcal conjugate grade dose. vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 Pa. CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

iPad Acceptable Use (Policy 815.2)

The Board supports use of the computers, Internet and other network 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. Students in the PENNCREST School District will be issued iPads for instructional purposes. The use of iPads shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network and iPads 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 or other network resources. The Board declares that iPad use is a privilege, not a right. The iPads are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on the iPads, including personal files. The district reserves the right to monitor, track, and log network access and use or deny access to prevent unauthorized,

inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

iPad Rules and Guidelines: Students will receive their iPads at the beginning of the school year and iPads will be collected at the end of the school year. Students who transfer, withdraw, graduate or are expelled will be required to check in and return iPads before they leave the district. If the iPad is not checked in at the end of the school year or upon exiting the district, the parent and/or student will be subject to criminal prosecution and/or civil liability. Students and parents will be responsible for the iPad if it is lost or damaged. All accidental damage to the iPad will result in a \$75 fee to replace/fix the iPad. Intentional damage will result in full cost to replace iPad and protective case.

iPad General Use: iPads will be used for educational purposes only. The iPad is school property and can be reviewed by the school at any time. Students will not "jailbreak" the device or attempt to alter the iPad in anyway. In the event students leave their iPad at home, they will be responsible to complete their work as if the iPad were present. iPads should never be left in an unsupervised area such as the lunchroom, computer lab, library, unlocked classrooms, unlocked lockers and hallways. Students will be required to enter a passcode on the iPad; Students are not permitted to use another student's iPad unless specifically directed by a teacher. Students will keep the iPads in the protective case. Wireless/Internet access on the iPad will be filtered while at home and school. Students are not permitted to bypass the Internet filter. Students will bring their iPads to school every day charged and ready to use. Clean the iPad with a soft dry cloth. Do not write on the iPad or protective case. Immediately inform the teacher or the school main office of any problems with the iPad. Students will be issued a loaner iPad if there is a technical malfunction as determined by the technology supervisor or designee. Students will be held responsible for ALL damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. Replacement power cords and power bricks can be purchased through the PENNCREST School District. Students also have the option to purchase their own power cord and/or power brick from a third party.

Medication (Policy 210)

Medication (prescribed and/or over the counter) use during school hours is strongly discouraged due to the numerous problems this creates. It is suggested that every attempt be made to schedule any medications around school hours. You may wish to consult your physician regarding alternatives that will allow medication to be given at home only. If, however, medication use is found to be absolutely necessary during school hours, school district policy requires that the following conditions must be met: A written doctor's order (prescription) must be obtained for any medications, including over-the-counter medications. Parental/guardian permission must be provided in writing (Consent and/or release). If the medication is brought to the school premises by the student, it must be sent in a sealed envelope with the number of doses clearly designated, not exceeding five (5) days (one weeks' supply) and with the signature of the parent/guardian attesting to the number of doses sent. The sealed envelope must be given to the nurse or school personnel immediately upon arrival at school. Forms to provide this information may be obtained from the school nurse or office. When this information is completed, your child will be advised to leave his/her medication with the nurse or office each day and to report to the office at the appropriate time for him/her to take the ordered medication. When the nurse is unavailable,

person designated by the school administration will supervise the administration of this medication. In the case of other medications, such as enzyme therapy or bee sting kits, self-administration will be considered on an individual basis in consultation with the building principal and the above conditions must also be met.

In event of field trips and/or after school activities, medications will be handled in accordance with the District policy outlined herein.

Parents/guardians may directly administer medication to their child at any time with the nurse and/or principal's knowledge without conforming to the requirements of this policy.

Students are permitted the use of cough drops at the classroom teacher's discretion and their use is not subject to the requirements of this policy. A variety of antiseptics, ointments and other pharmaceuticals are made available to students in the Nurse's office for minor first aid needs. Parents/guardians should notify the nurse if any limits should be placed on their use for medical other reasons.

Unused medications may be picked up by the parent(s)/guardian(s) or responsible adult designated by the parent/guardian no later than the last day of school. Medication will at no time be sent home with the student, with the exception of eye/ear drops and liquid medications, which require use at home from the same bottle. Any unclaimed medication will be disposed of on the last day of school.

AED's are on site in each school building. If a student shows observable signs of immediate or impending cardiac arrest, these units will be utilized by available school staff trained in their use in accordance with accepted protocols.

Emergency Medications: Students with a known hypersensitivity that may lead to a severe allergic or anaphylactic reaction should have provisions made in advance when possible in consultation with the parent(s)/guardian(s) and family physician. In case of emergency medications, the previously stated policies with the exception of numbers of dosages, apply. Students are to notify the school nurse immediately following any uses of this medication so that further emergency care can be obtained. In order to make provisions for students with an unknown hypersensitivity that may result in life-threatening symptoms of severe allergy and or impending anaphylaxis, the protocol and standing orders for the administration of epinephrine by injection are reviewed and authorized by the school physicians each school year.

In the event that students exhibit life-threatening symptoms of severe allergy/anaphylaxis, attempts will be made to notify parent(s)/guardian(s) while implementing the treatment as outlined by the protocol. Parents must notify the school in writing of any valid medical reason why their child or children should not receive medication for symptoms of severe allergy or anaphylaxis should this become necessary.

Special Note about Communicable Diseases: Our school nurses stay informed and monitor the spread of communicable diseases such as H1N1 (Swine Flu) and MRSA. The PA Department of Health provides periodic e-mail updates through the PENN*Link notification system. The Crawford County Office of Emergency Management also provides regular updates to school district administrators. REGULAR HAND WASHING is the single most important preventative measures to prevent the spread of these diseases.

Pledge of Allegiance (Opening Exercises/Flag Displays, Policy 807)

It is the responsibility of every citizen to show proper respect for his/her country and its flag, HB 592 of 2002 amends the School Code to require student to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents/guardians in writing of their child's refusal to recite the pledge. Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. The classroom teacher will maintain decorum during the exercise. Parent(s)/guardian(s) of students refusing to salute the flag will be notified by the building principal in writing and the parent(s)/guardian(s) may be required to furnish the school administration with a written statement of child's conscientious objection.

Residency Requirements

The Legal residence of the parent/guardian will be presumed to be the residence of the student. Any student whose legal residence is not within the geographical boundaries of PENNCREST School District will be considered a non-resident defined in Section 1302 of the Pennsylvania School Code.

A non-resident student as defined in Section 1302 of the Pennsylvania School Code will only be accepted as a student in PENNCREST School District when: The student is residing with a school district resident who has filed a sworn statement (affidavit) with the secretary of the school board that he/she is solely supporting the student gratis, and he/she will assume all personal and legal obligations for the student relative to school requirements, and that he/she intends to keep and support the child continuously and not merely through the school term. The Board of School Directors has agreed to permit a nonresident student to attend on a tuition-paying basis. This permission will be granted at the discretion of the school board subject to the following considerations: The superintendent shall recommend to the Board of School Directors, for its approval, the admission of qualified applicants. The Board shall not be responsible for transportation to or from school for any student residing outside the school district's boundaries. Tuition rates shall be determined in accordance with applicable statutes. Tuition shall be charged monthly in advance of attendance.

Search and Seizure (Policy 226)

The Board acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. Nonetheless, the Board recognized the threat to the health, wealth, and safety of its students which is created when illegal weapons or contraband substances are brought on to school property. Therefore, in order to maintain order and discipline in the schools, and to protect its students, the Board must allow school officials to search a student's person, a student's locker or desk, or a student's vehicle and to seize any illegal, unauthorized or contraband material discovered in the search.

All lockers and desks are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers or desks. The Board reserves the right to authorize its employees to inspect a student's locker or desk at any time with or without cause for the purpose of determining whether the locker or desk is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of schools. Students shall be required to sign a waiver in order to have the use of school locker. Students are not permitted at any time to exclude authorized school district personnel from entry into a locker. There can be no personal lock or device of any from to prevent entry by school district personnel. Students are hereby placed on notice that all contents of lockers and desks are subject to search, including coats, bags, gym bags, or any containers found therein.

Personal Searches

Any school official is hereby authorized to conduct a search of a student's person pursuant to the following guidelines:

When there is reasonable suspicion that a student is carrying any illegal, unauthorized or contraband material, or any article potentially dangerous to health and welfare of the students or staff on his or her person. Under these circumstances, a student may be asked to voluntarily product the contents of his or her pockets, pocketbook, handbag, book bag or other personal articles.

In the event that a student under suspicion does not comply with a request to product such items, a school official may cause a pat-down search to be conducted by an adult of the same sex as the student to be performed in the presence of a second adult witness of the same sex as the student.

In the event that a student under suspicion refuses to submit to a pat-down search, a school official may request the assistance of law enforcement officers. In that event, the student shall be held in the presence of an adult witness until the police officer arrives to conduct the search.

Search of a student's person or personal belongings may be conducted without prior notice to the student or to the student's parent(s)/guardian(s).

Student Vehicles

Students are allowed to park their personal vehicles on school property only with the permission of school officials. **Parking on school property is a privilege not a right.** The district retains the authority to conduct routine patrols of student parking lots and to conduct exterior inspections of student vehicles on school property. School officials may look into student vehicles parked on school property at any time. When the school official has reasonable suspicion that a vehicle contains materials which pose a threat to the health, welfare and safety of students in the school, student vehicles may be searched.

Where a school official has reasonable suspicion, or has made observations in plain view, that student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student's vehicle contains materials which pose an immediate threat to the health, safety and welfare of the students or staff, the student's vehicle may be searched without prior warning or presence of the student.

Drugs, Dogs and Mechanical Devices (policy 226.1)

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, bomb detection dogs, metal detection units or any device used to protect the health, safety and welfare of the school population. It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal or dangerous substances or devices, subject to the following: The administration shall authorize the search and have a designee on hand while the search is taking place. All school property such as lockers, classrooms, parking areas and storage areas may be searched. **Individuals(s) shall not be subject to a search by dogs.** Actual times or dates of planned searches by dogs will not be released in advance. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal or dangerous substances(s) or devices on school property.

Illegal Items and Contraband

In the event that illegal contraband items are discovered, the school official shall notify the student's parents/guardians that a personal search of the student's possessions, locker and vehicle was conducted as soon as possible after the search has occurred. Any contraband, drugs, controlled substances, weapons, or illegal or unauthorized materials found as a result of searches of the student's person, locker and vehicle may be seized and used as evidence in disciplinary, juvenile or criminal proceedings. Any such materials or weapons WILL NOT be returned to the student under any circumstances.

Smoking, Use and/or possession of Tobacco (Policy 222)

The Board of Directors recognizes that smoking presents a health hazard which can have serious consequences for both, the smoker and the nonsmoker and that tobacco possession and/or use is a violation of law. The board endorses a total smoke-free environment in all buildings and grounds at all times.

Pupil – Person between the ages six (6) and twenty-one (21) years of age who is enrolled in school.

Offense – A situation in which a pupil who possesses or used tobacco in a school building, on a school bus or on school property owned by, leased by, or under the control of the school district. This includes, but is not limited to, student lockers and student vehicles on school property.

Tobacco – A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form including dissolvable tobacco such as Ariva, Stonewall, Camel Orbs, Sticks and Strips.

In accordance with **Act 145 of 1996**, Pupil who commits a tobacco offense shall be subject to prosecution initiated by the building principal or assist principal.

Violations of this policy is a summary offense, and the pupil will be issued a citation which will result in a fine of up to fifty dollars (\$50) plus court costs for each offense.

Additionally, under certain circumstances at the discretion of the principal or the assistant principal, the pupil may be suspended for up to ten (10) days.

Student Attendance (Policy 204)

All pupils are governed by Article XII, "Pupils and Attendance," of the SCHOOL LAWS OF PENNSYLVANIA. Parents or guardians of all children between the ages of eight (8) and seventeen (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 seventeen (17) years of age if they are fulfilling their responsibilities as students.

A parental excuse will be accepted for any day's absence to a total of ten (10) days throughout the school year. A doctor's excuse will be accepted for any absence during the year and will not be counted toward the ten (10) day maximum on parental excuses.

Following the accumulation of seven (7) days parental excuses, parents will be sent a written notice advising them of the accumulation of the seven (7) days of excuses together with a copy of the district truancy plan.

Following the accumulation of ten (10) days parental excuses, parents will be notified in writing that the district may require a written doctor's excuse for each day's absence from the time of the notice until the end of the school year.

Students are not permitted to attend school activities on or off school property after school or during the evening of a day when they are not in attendance at school. Suspended students may not attend after school or evening activities at any time during the period of suspension.

A student may be excused from school for observance of bona fide religious holidays by particular groups in accordance with the policies of the district's board of school directors. A pupil's absence from school on a bona fide religious holiday will be recorded as an excused absence. There shall be no penalty attached to such an absence.

In the event that a female student becomes pregnant, the building principal in consultation with the school nurse and guidance counselor, are empowered to develop an academic program to fulfill the needs of the pregnant girl. Exclusion from school or extracurricular activity will only be permitted if it becomes apparent that the pregnant girl's health and/or her safety is/are in jeopardy.

The district reserves the right to charge an unlawful absence against a student when the reason given in a written excuse is either implausible or unbelievable.

If the school does not receive a written excuse within three (3) days of any absence, the absence will be recorded as unexcused or unlawful. If reasons for an absence are termed unexcused or unlawful, the student will receive a zero (0) for all work missed.

Crawford County Truancy Protocol - An unlawful absence is:

An absence for which the school district has not received a timely, authentic, valid written excuse; or **After ten (10) days** of cumulative lawful absences, an absence for which no physician's excuse is timely received by the school. The school district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.

After the third (3rd) unlawful absence: The school shall send a letter and Children and Youth Services (CYS) will be notified. If the child is open to Juvenile Probation Office (JPO), the school will notify JPO. The school shall schedule as promptly as possible a school/family conference to discuss causes of the truancy and develop a

Truancy Elimination Plan (TEP). A TEP meeting should occur within three (3) days of the notice by the school scheduling the meeting. The plan shall incorporate strategies to avoid further absences. The plan will be in writing.

Three (3) outcomes can occur after the TEP meeting:

1. The child has no further unlawful absences this school year (the matter is concluded) or
2. The school is unable to complete the TEP. If plan is not obtained, and one additional unlawful day occurs, then the school will: Send a letter; File a citation with the District Judge. Copy CYS with the letter to the parents, a copy of the citation and a copy of the TEP, or
3. If the TEP is completed, but the child has further unlawful absences: After each absence, the school will send a notice when the child is absent to the parent/guardian and to CYS and JPO, as appropriate.

On the fourth (4th) unlawful absence or first (1st) unlawful absence following the development of the TEP, the school will file a citation for original truancy hearing with the District Judge and copy CYS, or JPO as appropriate with the citation. The school will also if it has not therefore done so send CYS a copy of the TEP. A school representative will attend and may testify at the hearing before the District Judge. The child will fully participate as a witness in the hearing before the District Judge.

Unlawful absences occurring in subsequent year in a PENNCREST school building. **First unlawful absence –** Principal sends a letter and the school shall schedule a TEP meeting.

Act 29 of Special Session #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents for truancy to three hundred dollars (\$300) and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents/guardians would have to appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offence. If the parents are not convicted and the child continues to be truant, the child will be fined up to three hundred dollars (\$300) or be assigned to an adjudication alternative program. Other provisions allow a district justice to suspend a sentence given to the parent/guardian or child if the child is no longer habitually truant. A district justice may order the parents/guardians to perform community service for up to six (6) months. The new law also grants to state, municipal, port authority, transit authority, housing authority or school police officers the same arrest power as attendance officers and home and school visitors. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for ninety (90) days for the first (1st) offence and six (6) months for the second (2nd), while juveniles who are unlicensed are prohibited from applying for the learner's permit for ninety (90) days for their first offense and six (6) months for their second offense, commencing upon their sixteenth (16th) birthday. Finally, students and parents/guardians involved with home education programs are exempt from the provisions of the act.

Student Accident Insurance (Policy 211)

PENNCREST School District generally does NOT provide primary medical/accident insurance for students who attend district schools. Each student's parent(s)/guardian(s) are responsible for providing the primary insurance coverage they believe is appropriate to provide medical care in the event the student becomes ill or is injured while attending school.

The district does, however, provide a secondary insurance policy (called a "\$100 excess policy") for students who participate in interscholastic athletic activities. This policy is generally designed to cover out-of-pocket

expenses that are not otherwise covered by the parent(s)/guardian(s) primary insurance policy. The district's policy will pay the first one hundred dollars (\$100) of covered expenses without regard to any other insurance. The parent(s)/guardian(s) primary insurance will pay expenses in excess of one hundred dollars (\$100). The parent(s)/guardian(s) may subsequently submit a claim to the district's carrier for out-of-pocket amounts such as deductibles, co-payments and co-insurance.

PENNCREST School District has also made arrangements for parents/guardians to optionally purchase inexpensive insurance coverage for students. The carrier offers one plan with 24hr coverage and another plan with school time only coverage. (Refer to Policy 211, Student Accident Insurance)

Student Discipline (Policy 218)

Detention: For an offense, the building administrator may require a student to report prior to school or remain after school hours. The maximum time to report early or remain after school is one (1) hour per day. Detention is not to exceed five (5) school days for any single offense. In all cases of detention, the building administrator or his/her appointee shall notify the offending student's parents/guardian prior to the designated dates of detention.

In-School Suspension/Refocus: The student will not attend regular classes; but will attend school and be assigned to a designated area such as the Refocus Room for directed study. No student may receive an in-school suspension unless the student has been informed of the reasons for the in-school suspension and has been given an opportunity to respond before the in-school suspension becomes effective. Communication to the parents/guardians shall occur regarding the in-school suspension action taken by the school. The school district has the responsibility to make some provision for the student's education during the period of the in-school suspension. However, it becomes the student's responsibility to complete all assignments in a reasonable length of time established by the school officials for this purpose. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parents/guardians prior to the eleventh (11th) school day in accordance with the procedures in this handbook relating to hearings.

Student Expression (Policy 220)

The right of public school students to freedom of speech was affirmed by the United States Supreme Court in 1969. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and other means of common communications, provided that the use of public school facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of other and to give others a fair opportunity to express their views. Identification of the individual student to at least one responsible person in a student group shall be required on any posted

or distributed materials. School officials shall require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his 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.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waved, altered or repealed in writing, it is in effect.

- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.

- Assist the school staff in operating a safe school for all students enrolled therein.

- Comply with Commonwealth and local laws.

- Exercise proper care when using public facilities and equipment.

- Attend school daily and be on time at all classes and other school functions.

- Make up all work when absent from school.

- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

- Report accurately and not use indecent or obscene language in student newspapers or publications.

Students have the responsibility to check and be aware of the contents of items such as pockets, wallets, book bags, purses and gym bags prior to coming to school. From time to time a student is reported and found to be in possession of contraband such as a knife. When “caught”, the student tries to avoid disciplinary action by responding, “I used the knife for hunting yesterday and did not know that I left it in my pocket.” This is not an acceptable excuse after the fact. Once a student realizes that he/she has contraband in his/her possession, it is

the student's responsibility to immediately report the situation to school administrators who will assess the situation and take the appropriate action.

Terroristic Threats/Acts (Policy 218.2)

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.

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.

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.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied: **Immediately suspend the student for three (3) days; conduct an informal hearing to consider a full suspension; and report the student to law enforcement officials.**

Unlawful Harassment

The Board prohibits all forms of unlawful harassment of student 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. Such employees include teachers, counselors, nurses and principals. All employees who receive harassment complaints from a student shall report such to the building principal. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

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 is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcomed sexual advances, request for sexual favors and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the right of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Violations of Conduct

The Board of School Directors hereby determines that the following types of offenses may lead to suspension or permanent expulsion from school:

Cheating

Commission of an immoral act

Contributing to and encouraging disruptive behavior including, but not limited to, fighting

Creating a disturbance

Defiant trespassing

Gambling

Inattention in class, study halls, and assemblies

Intentional or negligent defacing or damaging of school property by any means including the use of graffiti (institutional vandalism)

Intentional disrespect, disobedience and/or insubordination to faculty, staff and other employees of the district and visitors to the district

Intentionally giving incorrect information to faculty, staff or other employees of the district

Leaving school property or assigned educational location prior to specified dismissal time without permission

Persistent and willful violation of school rules and regulations

Plagiarism

Possession and/or use of alcohol and/or drugs (See Drug and Alcohol Policy included herein)

Possession and/or use of tobacco in any form

Possession and/or use of or threatened use of a weapon as defined by the weapons policy

Tardiness

Terroristic Threats/Acts

The unauthorized throwing of any object including snowballs

Theft of property and/or extortion

Throwing food, liquids or any other article in the cafeteria

Truancy

Unlawful Harassment

Using profane or vulgar language or gesture to faculty, staff, employees or other students

Violation of School District Policies

Violations of Federal or State Statutes

Willful violation of the student responsibilities as established by the PENNCREST Board of Education

Weapons (Policy 218.1)

PENNCREST School District shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

Expulsions shall be conducted pursuant to all applicable state regulations and to all policies of PENNCREST School District.

The Superintendent of PENNCREST School District may recommend discipline short of expulsion on a case-by-case basis. The superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 14 et seq.)

The provisions of this section shall not apply to the following:

A weapon being used as part of a program approved by a school, by an individual who is participating in the program; or

A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Nothing in this section shall be construed as limiting the PENNCREST School District to make an alternative assignment or provide alternative educational services during the period of expulsion.

PENNCREST School District will report all incidents involving possession of a weapon prohibited by this section as follows:

Weapon – As used in this section, the term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession – Possession of a weapon, replica of a weapon, or toy weapon on school property, at a school sponsored activity or on school transportation is prohibited. If a student is found in possession of a weapon the matter will be reported to the student’s parents/guardians and to the police. The student will be suspended and a recommendation will be made that the student be processed for expulsion. Under Pennsylvania law, any student who is determined to have brought onto or is in possession of a weapon on school property, at a school sponsored activity or on school transportation must be expelled for a period of not less than one (1) calendar year.

A student is charged with the responsibility to check the content of his/her pockets, wallet, purse book bag, gym bag, backpack and automobile/truck before coming onto school property or before using school transportation. Once a student is discovered to be in possession of a weapon on school property or on school transportation, excuses such as “I used the knife for hunting yesterday and forgot to take it out of my pocket” will not be accepted.

Website Use and Linking Policy (Policy 815.1)

The district will not permit photographs or video of an individual student to appear on the district web site. Individuals may appear in a group as a group name, provided that the parents/guardians of each student appearing in the group photograph or video have granted written permission to publish such material on the World Wide Web



Student & Parent Signatures required

I confirm that I have received and reviewed a copy of the 2018-2019 PENNCREST Student Rights and Responsibilities, Parent/Student Annual Notices, Student Code of Conduct, and School Specific Student

Handbook. I understand my rights and the consequences that will occur should I choose not to follow the School and District rules and regulations.

Student's Signature: _____

Print name: _____

Grade: _____ Home Room: _____

Parent/Guardian's Signature: _____

Print name: _____

Email address: _____

Date: _____

According to district Policy 815.1 Web Site Use and Linking, "the district will not permit photographs or videos of an individual student to appear on the district web site. Individuals may appear in a group as a group name, provided that the parent(s)/guardian(s) of each student appearing in the group photograph or video have granted in written permission to publish such material on the World Wide Web. Artwork, writing or other projects must also secure the written permission of the parent/guardian and student before they are posted on the district web site. No personal contact information about the student such as full name, home address, phone number or e-mail address will be given." In the event that my child is a member of a group photograph or video as described above or has artwork, writing or other projects on the district web site:

_____ I give permission to publish his/her photograph and/or work on the World Wide Web.

_____ I give permission for my child to appear in a video that may be used by the PENNCREST School District.

_____ I give permission for PENNCREST School District to create a Google Apps account for my child under 13 years of age. This account will be used to access Google Classroom and other Google tools.

(Please return to the principal's office not later than **Friday, September 7, 2018**)