

Hollidaysburg Area Secondary Schools



**2023-2024
54th Edition**

Student / Parent Handbook

HOLLIDAYSBURG AREA SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Hollidaysburg Area School District community is to educate all learners, maximizing the potential of each individual within the challenges of our global society.

DISTRICT VISION STATEMENT

To maximize the growth of each individual, the Hollidaysburg Area School District will...

- strive to meet the educational, social-emotional, and behavioral needs of all learners through rigorous academics, athletics, arts and extra-curricular opportunities.
- empower learners to discover and develop their strengths and interests to prepare for college, vocational/trade schools, military service, and/or the workforce.
- promote citizenship and leadership qualities which foster independent and productive members of an ever-changing society
- maximize the use of technology resources with a focus on creativity, collaboration, critical thinking, and communication for all learners
- cultivate healthy relationships in a safe and mutually respectful learning environment where accountability is fundamental

www.hasdtigers.com

WELCOME STUDENTS

Welcome to the Hollidaysburg Area secondary schools. We sincerely hope that your school year will be a happy and profitable one. Our program of studies is a diverse and rich one. It is our aim to meet your educational needs.

The members of the faculty and administration have organized this handbook of information for your use. We have included the information that we feel you should know about your school.

As your principals, we are going to work with you to make sure you have a successful and enjoyable year. Good luck and welcome to Hollidaysburg Area Secondary Schools.

Dr. Maureen D. Letcher
Principal, Senior High School

Mr. Adam Walstrom
Assistant Principal, Senior High School

Mr. Kenneth Krott
Principal, Junior High School

Mr. Dale McCall
Assistant Principal, Junior High School

TABLE OF CONTENT

Address/Telephone # Changes.....	65	Cell Phones.....	25
Administration.....	15	Cheating.....	26
Add/Drop Policy.....	68	Civil Law Violation.....	26
Affection.....	23	Class Cuts.....	26
Alcohol/Drugs.....	23	Class Rank.....	68
Alternative Services and Programs.....	41	Computers/Internet.....	33
Announcements.....	65	Concussions.....	76
AP Courses.....	68, 69	Confidential Communications.....	19
Appeals.....	41	Contacting a Student.....	21
APPENDIX A Controlled		Continued Offenses.....	26
Substances/Paraphernalia.....	79	Co-op Program.....	77
APPENDIX B Student Transportation.....	88	Corporal Punishment.....	18
APPENDIX C Cafeteria.....	90	Counseling Services.....	65
APPENDIX D Detention.....	94	Cyberbullying.....	25, 32, 119, 128
APPENDIX E Homework Guidelines.....	95		
APPENDIX F Tobacco.....	96	Dance Guidelines.....	26
APPENDIX G Attendance.....	99	Dangerous Objects/Harmless Look a Likes.....	28
APPENDIX H GACTC.....	108	Demerit.....	22, 30, 36, 72
APPENDIX I Suspension.....	110	Detention.....	9, 10, 11, 22, 23, 24, 25, 26, 28, 29, 30, 33, 35, 38, 39, 48, 67, 87, 94, 101, 112, 114, 120
APPENDIX J Internet, Computers and District		Disciplinary Actions and Procedures.....	38
Technology Resources Policy.....	111	Disciplinary Measures.....	22
APPENDIX K Nondiscrimination in School and		Discipline.....	38, 78
Classroom Practices.....	122	Discipline Philosophy.....	38
APPENDIX L Bullying/Cyberbullying.....	128	Discrimination.....	18
APPENDIX M Hazing.....	131	Disrespect/Defiance.....	28
APPENDIX N School Volunteers.....	135	District Vision Statement.....	2
APPENDIX O Suicide Awareness, Prevention		Disturbance/Disruption/Inappropriate Behavior	
and Response.....	139	or Comment.....	28
APPENDIX P Enrollment of Students.....	148	Dress.....	8, 9, 17, 19, 28
APPENDIX Q Admission.....	149	Driving and Parking.....	29
APPENDIX R School Visitors.....	152		
APPENDIX S Searches.....	154	Early Dismissals.....	8, 9, 106
APPENDIX T Administrative Guidelines for		Educational Tours and Trip.....	105
Student Records.....	157	Educational Use of Student Owned Technology	
APPENDIX U Student Discipline.....	164	Devices.....	118
Arson/Arson Related Endangerments.....	24	Entry/Re-entry Procedures for Resident	
Art Honor Society.....	57	Students.....	150
Assault.....	24	Exclusions from School.....	39
Athletic Regulations/Guidelines.....	43	Extortion.....	29
Attendance Guidelines/Procedures.....	104	Extracurricular Activities.....	43, 47, 62
		Extracurricular Guidelines.....	47
Backpacks.....	24	Extracurricular Suspension.....	87
Bell Schedule (Jr High).....	10		
Bell Schedule (Sr High).....	11	Failure to Attend Detention.....	
Building Directory (Jr High).....	8	Failure to Follow a Directive.....	30
Building Directory (Sr High).....	9	Fighting.....	30, 55, 88
Building Phone Numbers.....	15	Fire Drills.....	67
Bulletin Boards.....	65	Flag Salute/Pledge of Allegiance.....	19
Bullying.....	24, 25, 32, 113, 114, 119	Food.....	25, 30, 35, 39
Bus Policy.....	25	Forging or Altering.....	30
Bystander.....	25	Free Education and Attendance.....	17
		Freedom of Expression.....	18
Cafeteria.....	25, 90		
Cafeteria Prices.....	91	GACTC.....	63, 108
Calendar.....	7		
Cameras.....	21		

TABLE OF CONTENT

Gaggle Alerts.....	21, 31	Parental Conferences.....	8, 9, 76
Grades.....	12	Parking on School Property.....	35
Grading.....	67, 96	Physical Education Course.....	63
Graduation Project Guidelines.....	72	Pictures, Videos, and/or Audio with Electronic Devices including Cell Phone.....	26
Graduation Requirements.....	71	Policy of Evening Activities.....	53
Hair.....	19, 30	Prom Guidelines.....	27
Harassment.....	31, 37, 108, 112, 115, 116, 117, 118, 119, 120, 121, 122, 124, 128, 130	Recognitions.....	76
Hazing.....	32, 131	Refusal to Identify.....	35
Health Course.....	70	Religious Belief.....	78
Hearings.....	41	Report Cards.....	67
Holidaysburg Borough Ordinance 891.....	91	Safe 2 Say.....	21
Homework.....	8, 9, 67, 95, 106	Sales.....	34
Horseplay.....	33	Scheduling.....	69
Identification Cards.....	73	School Store.....	35
IC Parent/Student Portal.....	12	School Visitors.....	35
Impact-Concussion Management Program.....	50	Searches.....	20, 33, 154
Immunization Requirements.....	75	Services.....	15, 40, 59, 65
In-School Suspension.....	21, 25, 30, 39, 40, 41, 48, 71, 75, 110, 114	Shared Values.....	16
Insurance: Accident and Dental.....	73	Smoking and Tobacco.....	35
Intentional Physical Contact.....	33	Snowball Throwing.....	35
Interim Reports.....	68	Special Programs.....	77
Intimidation.....	29, 37	Special Services Staff.....	15
Late to Class.....	33	Student Assistance Program.....	78
Lavatory Stall.....	34	Student Code of Conduct.....	21
Leaving School Building/Property.....	33	Student Council.....	53
Library.....	8, 9, 73	Student Rights and Responsibilities.....	17, 39, 40
Library Assistants.....	74	Tardiness.....	105
Lockers/Desks.....	33	Tardy or Unexcused Tardy.....	35
Locks and Lockers.....	74	Terroristic Threats or Acts.....	36
Loitering in the Bathroom.....	34	Theft.....	36
Lost and Found.....	74	Threats.....	29, 36
Lying/False Accusation.....	34	Traffic (Jr High).....	13
Make Up Work.....	106	Traffic (Sr High).....	14
Members of the Board.....	15	Tri-M Music Honor Society.....	
Mission Statement.....	2	Truancy.....	36, 87, 92, 95, 96
Multiple Offense.....	34	Unauthorized Entry.....	36
National Honor Society.....	53	Unauthorized Items in School.....	33
National Junior Honor Society.....	55	Unexcused/Unlawful Absence.....	36
Non-Designated Area.....	34	Vandalism.....	36
Notice of Homeless Education Programs.....	168	Volunteerism.....	78
Notification of Rights.....	20	Warning/Lookout.....	36
Nurse.....	8, 9, 15, 23, 42, 43, 68, 75, 76, 87, 99, 129, 130, 131, 133, 135, 136, 151, 153	Water.....	30
Obscene or Abusive Language.....	34	Weapons.....	36
Online Courses.....	70	Welcome Students.....	4
Out of Assigned Area.....	34	Witness Intimidation or Harassment.....	37
		Work Permits.....	78
		Year-end Activity.....	23

HOLLIDAYSBURG AREA SCHOOL DISTRICT CALENDAR

2023-2024

Board Approved 3/8/2023

Thursday, **August 21** to

Tuesday, **August 23 (Inclusive)** No School for Students Teacher In-Service Act 80

Thursday, **August 24** **First Student Day**

Monday, **September 4**

No School for Students

Vacation (Labor Day)

Friday, **September 29**

Early Dismissal

PM Teacher In-Service

SH-12:30; JH-12:40

Lunches will be served

Friday, **October 27**

No School for Students

Teacher In-Service

Tuesday, **November 7**

No School for Students

Teacher In-Service (Election Day)

Friday, **November 10**

No School for Students

Vacation (Veterans' Day)

Tuesday, **November 21**

Early Dismissal,

Parent/Teacher Conferences

SH-11:00; JH-11:10

Wednesday, **November 23** to

No School for Students

Vacation (Thanksgiving)

Monday, **November 27** (inclusive)

Friday, **December 22**

Early Dismissal,

Vacation (Winter)

SH-11:00; JH-11:10

Monday, **December 25** to

Friday, **December 29** (Inclusive)

No School for Students

Vacation (Winter)

Monday, **January 1** to

No School for Students

Vacation (Winter)

Tuesday, **January 2** (Inclusive)

Friday, **January 12**

Early Dismissal

PM Teacher In-Service

SH-12:30; JH-12:40

Lunches will be served

Monday, **January 15**

No School for Students

M. L. King, Jr. Holiday

Friday, **February 16** to

Monday, **February 19** (Inclusive)

No School for Students

Vacation (Presidents' Day)

Friday, **March 15**

Early Dismissal

PM Teacher In-Service

SH-12:30; JH-12:40

Lunches will be served

Thursday, **March 28**

No School for Students

Teacher In-Service

Friday, **March 29**

No School for Students

Good Friday

Monday, **April 1**

No School for Students

Easter Monday

Tuesday, **April 23**

No School for Students

Teacher In-Service

Friday, **May 24**

Early Dismissal

PM Teacher In-Service

SH-11:00; JH-11:10

Monday, **May 27**

No School for Students

Vacation (Memorial Day)

Friday, **May 31**

Early Dismissal,

Last Student Day

SH-10:00; JH-10:10

Teacher In-Service

BUILDING DIRECTORY

JUNIOR HIGH SCHOOL

695-4426

<u>INQUIRY/CONCERN</u>	<u>PERSON/OFFICE TO CALL</u>	<u>EXT/ #</u>
Academic	Guidance Office	6520
Attendance & Early Dismissals	Attendance Office	6501
	Assistant Principal	6515
Bus Problems	Human Resource Office	695-5585
Detention Hall	Dean of Students	6176
Discipline Problems	Dean of Students	6176
	Assistant Principal	6515
Dress Code	Dean of Students	6176
Extracurricular Activities	Assistant Principal	6515
General Inquiries	Principal	6510
Health Inquiries	Nurse	6531
Homework (Make-up)	Dean of Students	6176
	Guidance Office	6520
Library	Librarian	6165
Parent Advisory Group	Principal	6510
Parent/Guardian Conferences	Guidance Office	6520
Personal Student Problems	Guidance Office/Counselors	6520
	Main Office	6500
	Assistant Principal	6515
	Principal	6510
Sports	Senior High Athletic Office	695-5986
	Athletic Secretary	7109
Student Handbook	Assistant Principal	6515
Teacher Concerns	Principal	6510
Trips/Vacations	Attendance Office	6501
	Assistant Principal	6515
Tutoring Services	Guidance Office	6520

BUILDING DIRECTORY SENIOR HIGH SCHOOL

695-4416

<u>INQUIRY/CONCERN</u>	<u>PERSON/OFFICE TO CALL</u>	<u>EXT/#</u>
Academic	Guidance Office	7520
Attendance	Attendance Office	7107
Bus Problems	Human Resource Office	695-5585
Detention Hall	Dean of Students	7106
Discipline Problems	Dean of Students	7106
Dress Code	Dean of Students	7106
Early Dismissals/Student Pick-up	Attendance Office	7107
Exams	Guidance Office	7520
Extracurricular Activities	Dean of Students	7106
General Inquiries	Principal	7500
Health Inquiries	Nurse's Office	7530/7531
Homework (Make-up)	Guidance	7520
Interim Reports	Guidance	7520
Library Fines/Lost Books	Librarian	7142
Lost Item	Attendance Office	7107
Parent Advisory Committee	Principal	7500
Parent/Guardian Conferences	Guidance Office	7520
Personal Problems (Students)	Guidance Office	7520
	Guidance Counselors	7520
	Dean of Students	7107
	Guidance Office	7520
Progress Reports	Guidance Office	7520
Sports	Athletic Office	7109
Student Handbook	Dean of Students	7107
Teacher Concerns	Principal	7500
	Assistant Principal	7500
Trips/Vacations	Attendance Office	7107
Tutoring Services	Guidance Office	7520

JUNIOR HIGH BELL SCHEDULE
NINE PERIOD DAY
44 MINUTE PERIODS WITH 4 MINUTES BETWEEN PERIODS

7:20	Students permitted to enter the building.
7:32	Students report to 1st period.

7:38	WARNING BELL
7:42- 8:26	1st PERIOD

8:26 – 8:30	Students move to 2 nd period.
8:30 – 9:14	2ND PERIOD

9:14 – 9:18	Students move to 3 rd period.
9:18 – 10:02	3RD PERIOD

10:02 – 10:06	Students move to 4 th period.
10:06 – 10:50	4TH PERIOD

10:50 – 10:54	Students move to 5 th period.
10:54 – 11:38	5TH PERIOD
9th Grade HR	10:54 – 11:04
9th Grade Lunch	11:08 – 11:38

11:38 – 11:42	Students move to 6 th period.
11:42 - 12:26	6TH PERIOD
8th Grade HR	11:42 - 11:52
8th Grade Lunch	11:56 - 12:26

12:26 - 12:30	Students move to 7 th period.
12:30 - 1:14	7TH PERIOD
7th Grade Lunch	12:30 - 1:00
7th Grade HR	1:04 - 1:14

1:14 – 1:18	Students move to 8 th period.
1:18 – 2:02	8TH PERIOD

2:02 – 2:06	Students move to 9 th period.
2:06 – 2:50	9TH PERIOD

2:50	Dismissal
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2:55	TARDY TO DETENTION
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3:45	DETENTION HALL DISMISSAL
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Saturday Detention	8:30 – 11:00 AT SENIOR HIGH SCHOOL
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SENIOR HIGH BELL SCHEDULE
EIGHT PERIOD DAY
41 MINUTE PERIODS WITH 5 MINUTES BETWEEN PERIODS

7:23	Students report to homeroom.
7:25	WARNING BELL
7:30 - 7:37	HOMEROOM
7:37 - 7:42	Students move to 1 st period.
7:42 - 8:23	1st PERIOD
8:23 - 8:28	Students move to 2 nd period.
8:28 - 9:09	2ND PERIOD
9:09 - 9:14	Students move to 3 rd period.
9:14 - 9:55	3RD PERIOD
9:55 - 10:00	Students move to 4 th period.
10:00 - 10:41	4TH PERIOD
10:41-10:46	Students move to 5 th period.
10:46 - 12:26	5TH PERIOD
5A	10:46 - 11:16
5B	11:21 - 11:51
5C	11:56 - 12:26
12:26-12:31	Students move to 6 th period.
12:31-1:12	6TH PERIOD
1:12-1:17	Students move to 7 th period.
1:17-1:58	7TH PERIOD
1:58-2:03	Students move to 8 th period.
2:03-2:44	8TH PERIOD
2:44	Dismissal
2:49	TARDY TO DETENTION
2:50	BUS DEPARTURE
3:44	DETENTION HALL DISMISSAL

Saturday Detention 8:30 – 11:00 AT SENIOR HIGH SCHOOL

GRADES

Instructions for checking grades and attendance:

1. Log on to the Internet.
2. Go to **www.hasdtigers.com**
3. Click on “Parents” on the top navigation, then Click on ‘Infinite Campus’ or Click on “Quick Links” and then click on ‘Infinite Campus Student/Parent Portal’
4. Use the information you received via mail to set up your account. If your information is misplaced, please contact the IT Department at 814-695-4426 Ext. 6147 or send an email to **ICParentSupport@hasdtigers.com**.
5. Follow the on-screen instructions.
6. A list of the students you have access to will show up under your login. Parents have the ability to request changes to phone numbers, email addresses, and non-household contacts through the Parent Portal.

JUNIOR HIGH TRAFFIC

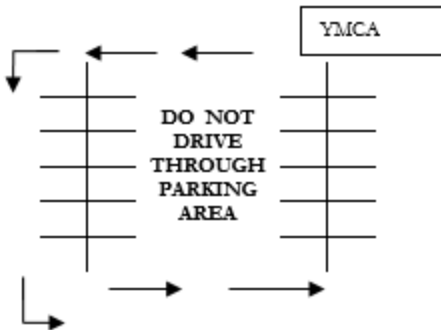
While school is in session, be advised that the following ordinance applies. Orange cones are placed at Hart and Hewit Streets and on Hewit Street between the Jr. High and the YMCA. The Hollidaysburg Borough Police routinely patrol this area and enforce this ordinance. The following Ordinance has been provided by the Police Department to clarify times of which no private transport (parent/guardian) would be permitted.

Police Ordinance Section 15, §221 – Operation of Motor Vehicles Restricted on Certain Public Streets

1. Hewit Street shall be closed to all motor vehicle traffic except for school buses between the hours of 7:15 and 7:45 a.m. and 2:30 p.m. and 3:00 p.m., on all days when school is in session, said traffic restriction shall be from Hart Street for four hundred seventy-three (473) feet. Persons residing on the part of Hewit Street where there is a traffic restriction shall not be restricted from operating a motor vehicle on Hewit Street as set forth in §221 (1) of this Part.

For the safety of our students, we appreciate your cooperation and understanding of the above mentioned Police Ordinance. **Please be advised that violation of this ordinance could result in a \$600 fine.**

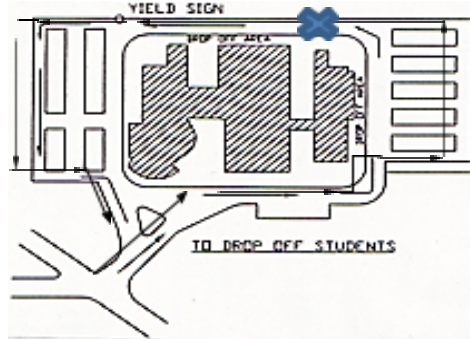
JH Traffic Pattern Reminder



For parents dropping off students at the Jr. High, please use the traffic flow pattern above. When you go past the YMCA, you should go past the ball field and follow the curbing to drop off students. **Please DO NOT cut through the parking lot.** This is a hazard for students and staff. We appreciate your cooperation.

Once buses depart, JH staff will direct cars to drop off students at the front of the building. Please follow the directions of the staff and keep moving. Cars that drop students off in front of the main entrance will exit towards Hart St. Cars that drop students off along the side of the building will exit towards Penn St.

SENIOR HIGH TRAFFIC



Parents:

1. If you are dropping off students and leaving immediately, follow the directions listed below.
2. Remain to the right at the Tiger.
3. Go past the front of the building and follow the traffic pattern to the backside of the building, gym entrance (noted by an "x" on the map). Please pull into the indented curbside to drop off your student.
4. After dropping off your student, proceed into the traffic at the back of the building and exit from the auditorium lot.
5. NO ONE may stop at the front of the building, as the front doors will be locked during arrival times.

Students & Faculty:

1. If you park in the gym lot, stay to the right as you enter, go past the front of the building and enter the parking lot. To access the second lot, follow the traffic arrows across the bottom of the first lot and turn right into the second lot.
2. The first two rows of the auditorium parking lot are reserved for teachers.

Students, Faculty & Staff:

1. Must display a hanging identification tag.

HOLLIDAYSBURG AREA SCHOOL DISTRICT

MEMBERS OF THE BOARD

Dr. Ronald Sommer, President
Ms. Nicole Hartman, Vice President
Mrs. Carmen Bilek
Mr. Scott Brenneman
Mrs. Jennifer Costanza
Ms. Lonna Frye
Mr. Emanuel Nichols
Mr. Kenneth Snyder
Mr. Doug Stephens
Beard Legal Group, Solicitor
Mrs. Stacey Thomas, Accounting Operations Director
Mrs. Autumn Fiscus, Business Manager/Board Secretary

ADMINISTRATION

Dr. Robert J. Gildea, Superintendent of Schools
Dr. Sarah Palazzi, Director of Curriculum
TBD Director of Special Education
Mr. Ben Caldwell, HR/Transportation Director
Dr. Maureen D. Letcher, Principal, Senior High
Mr. Adam Walstrom, Assistant Principal, Senior High
Mr. Kenneth Krott, Principal, Junior High
Mr. Dale McCall, Assistant Principal, Junior High

SECONDARY SPECIAL SERVICES STAFF

Mr. Adam Mathias, Dean of Students, Senior High
Mrs. Hully Hoover, Guidance (Grade 10)
Mr. David Herncane, Guidance (Grade 11)
Mrs. Kimberly Hutsky, Guidance (Grade 12)
Mrs. Erin Fogle, Senior High Nurse
TBD Senior High Librarian

Mr. Michael Harris, Dean of Students, Junior High
Miss Keely Jones, Guidance (Grade 7)
Mrs. Christina Neri, Guidance (Grade 8)
Mrs. Kathleen Gracey, Guidance (Grade 9)
Mrs. Christine Snyder, Junior High Nurse
Mrs. Marcia Erickson, Junior High Librarian

BUILDING PHONE NUMBERS

Superintendent	695-8702
Director of Curriculum	695-5584
Director of Special Education	695-5659
Director of HR/Transportation	695-5585
Senior High Office	695-4416
Senior High Guidance Office	695-4416, Ext. 7520
Senior High Attendance Office	695-4416, Ext. 7107
Senior High Dean of Students	695-4416, Ext. 7106
Junior High Office	695-4426
Junior High Guidance Office	695-4426, Ext. 6520
Junior High Attendance Office	695-4426, Ext. 6501
Junior High Dean of Students	695-4426, Ext. 6177

Shared Values

Learning is a Lifelong Process

Learning is a lifelong process that occurs in different ways at different rates both in and beyond the classroom.

Instructional Program - Continuous Improvement/Student Focused

Decisions regarding school programs, services, and facilities will be based on the needs of the students.

Educational Excellence - Resources

Educational excellence shall be supported by providing the necessary resources in regards to school programs, services and facilities.

Collaboration (School, Student, Family, Community)

Quality education is a collaboration among the school, student, family and community in preparing an individual for his/her role in our global society.

Working Cooperatively

The educational process is enhanced when learners understand and practice acceptable social interactions and work cooperatively to accomplish a goal.

Well-Rounded

A well-rounded education addresses the student's intellectual, psychological, artistic, physical and social development.

Acceptance

Education includes an understanding of and respect for diversity which is fundamental to develop a strong sense of civic responsibility.

Safe Environment

All individuals are entitled to a positive, safe, and nurturing educational environment.

Differentiation

Learning is a lifelong process that occurs in different ways at different rates both in and beyond the classroom.

Competition/Collaboration

Healthy competition, collaboration, accountability, and positive risk taking foster resiliency, personal and community growth.

Professional Growth

A school district that is an education leader where all staff members are encouraged and supported to grow professionally in their respective profession and shared values.

STUDENT RIGHTS AND RESPONSIBILITIES

Title 22 Pa. Code Students' Rights and Responsibilities

Students in Hollidaysburg Area Schools have rights just as private citizens have rights. Likewise, students have certain responsibilities. In the course of any school year, there is always the possibility that a student might ignore his/her responsibilities and infringe on someone else's right to learn. It is also possible that a given teacher or administrator may unintentionally infringe upon a student's rights. So it is with the intent of creating mutual understanding between students, teachers, and administrators that these Rights and Responsibilities exist. Mutual understanding can be achieved when teachers, students, and administrators acknowledge the rights and responsibilities of each other.

1. Free Education and Attendance

- a. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools
- b. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student cannot be excluded from public school or extracurricular activities because of being married or pregnant.
- c. No student will be denied attendance at school or activities, participation in extracurricular activities or access to any facilities or programs because of race, religion, national origin, sex or handicap.

2. Student Responsibilities

- a. 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.
- b. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- c. Students should express their ideas and opinions in a respectful manner.
- d. It is the responsibility of the students to conform to the following:
 - 1) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - 2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - 3) Dress and groom to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
 - 4) Assist the school staff in operating a safe school for all students enrolled therein.
 - 5) Comply with Commonwealth and local laws.
 - 6) Exercise proper care when using public facilities and equipment.
 - 7) Attend school daily and be on time at all classes and other school functions.
 - 8) Make up work when absent from school.
 - 9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - 10) Report accurately and not use indecent or obscene language in student newspapers and publications.
 - 11) Not use obscene language in student media or on school premises.

3. Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

4. Corporal Punishment

- a. Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- b. Teachers and school authorities may use reasonable force under the following circumstances:
 - 1) To quell a disturbance.
 - 2) To obtain possession of weapons or other dangerous objects.
 - 3) For the purpose of self-defense.
 - 4) For the protection of persons or property.

5. Freedom of Expression

- a. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- b. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- c. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - 1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - 2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- d. Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- e. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- f. Bulletin boards must conform to the following:
 - 1) School authorities may restrict the use of certain bulletin boards.
 - 2) Bulletin board space should be provided for the use of students and student organizations.
 - 3) School officials may require that notices or other communications be officially dated before posting and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- g. School newspapers and publications must conform to the following:
 - 1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize with the provisions in paragraphs (4) and (5).
 - 2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - 3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - 4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision.

- 5) If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- 6) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- h. The wearing of buttons, badges or armbands shall be permitted as another form of expression with the restrictions listed in subsection (c).
- i. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - 1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - 2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

6. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- a. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- b. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

7. Hair and Dress

- a. The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- b. Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When the length or style of the hair presents a health or safety hazard, some type of covering shall be used.
- c. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- d. Students have the responsibility to keep themselves, their clothes and their hair clean.
- e. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

8. Confidential Communications

- a. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
- b. Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

9. Searches

- a. School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.
- b. Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials.

10. Notification of Rights

The Hollidaysburg Area School District complies with the rights under the Family Educational Rights and Privacy Act of 1974 and rights contained in the District Record Policy, which is available at the District Office.

STUDENT CODE OF CONDUCT

The School Board of the Hollidaysburg Area School District has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in the laws of the state or which may reasonably be implied as necessary for the orderly operation of the school.

The following school rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, shall obey the school rules while working through provided channels to help change those which they feel need to be rescinded or waived.

The building administrator or his/her designated representative will retain the right to assign discipline for infractions which are not specifically listed within these guidelines. All discipline measures are at the discretion of the administration, the dean of students or other assigned disciplinarian.

*Every student will be disciplined based on our knowledge of the current problem and past experiences with the individual involved. Every situation is different and after hearing all facts involved in the case, an administrator will make a decision.

All references to suspension will include both in-school suspension and out-of-school suspension.

The following guidelines are applicable for student behavior:

- During school hours
- On school property
- At any school sponsored event
- On school provided transportation
- Doorstep to doorstep

Discipline will meet requirements of PA Chapter 14 regulations and Federal 300.530 – 300.537 mandates.

Cameras are present at locations inside and outside of the building. These are not monitored throughout the school day. These cameras are used for investigative purposes only. They store data for a limited period of time. All buses are equipped with boxes for video cameras. Video cameras record audio and video and will be used to enforce student behavior regulation. Refer to Board Policy 810.3 on the use of audio and video cameras on school buses.

Selected restrooms are equipped with vape sensors.

Safe 2 Say and Gaggle alerts do not take the place of parental supervision. Please note that not all inappropriate and/or need for help messages will be picked up through the system. There is no better way to protect your child than parents/guardians consistently monitoring their child’s use of technology and most importantly their mental well being.

If you need to talk to your child during the school day, please call the main office and we will have the student come and talk to you for messages of a sensitive manner. Please do not call your child’s cell phone. Call the main office at (814) 695-4416 and we will get a message to your child.

*Disclaimer regarding students with disabilities Manifestation Determination

DISCIPLINARY MEASURES

LEVEL 1:

- First Offense -detention and notification of parents
- Second and third offense - detention and notification of parents
- Third offense - may result in suspension and notification of parents

LEVEL 2:

- Mandatory notification of parents
- First offense - one day of suspension
- Second offense - 2 days of suspension
- Three or more offenses - 3 days of suspension

LEVEL 3:

- Mandatory notification of parents
- local authorities may be notified
- Minimum of three-day suspension to maximum of expulsion from school may occur at the discretion of the administration, including all district-wide activities
- If a student receives a 10 day suspension he/she will be suspended for 90 calendar days from participating in extracurricular activities
- Mandatory tobacco fine plus court costs during school and all school sponsored activities
- Suspension from all school activities during the suspension time from school
- Possible recommendation of Alternative Education placement
- Mental health services may be requested and/or S.A.P. referral may be made
- Disciplinary measures may include a meeting with school administration

LEVEL 4:

- Expulsion from school up to one year

NOTE: If you have days added on to your suspension due to lack of compliance, this will be counted as a second demerit. Punishment can carry over to the following year when a violation occurs at the end of the year.

DEMERIT SYSTEM FOR 10TH, 11TH AND 12TH GRADES AND ANY JH STUDENTS PARTICIPATING IN SH ACTIVITIES

Demerits are assigned for each suspension incident. (excluding late to school) Six demerits or more results in the loss of all school related privileges and probations for at least the remainder of the school year. This restriction means that the student is excluded from all extracurricular activities including social functions, interscholastic athletic events, field trips, and academic representation of the school both as a participant or spectator. This includes prom, walking in graduation and the winter formal.

YEAR-END ACTIVITY FOR JUNIOR HIGH STUDENTS

Starting the second semester, any Junior High student receiving more than five (5) separate detention assignments or more than two (2) suspension assignments (excluding late to school) prior to the event will lose the privilege of participating in his/her end of year activity.

*No refunds/tickets will be given to students who lose their privilege to participate in these events due to behavior or academic probation.

NOTE: The administration and faculty may impose punishment for a wide range of violations that disrupt the school program or affect the health, safety and welfare of students and/or school personnel.

NOTE: A student who receives multiple infractions may be required to develop an individual plan for behavior modifications. If a student is placed in an alternative school outside of the district because of behavior, he/she may not be on school property or at school functions for the duration of the alternative placement.

1. Affection - LEVEL 1

Physical displays of affection, including, but not limited to kissing or hugging, may result in the student receiving detention or suspension.

2. Airpods - LEVEL 1

JH - Airpod use is prohibited at all times.

SH - Students are only permitted airpods, earbuds or any audio devices in study halls, cafeteria and hallways.

3. Alcohol, Drugs or Drug Related Paraphernalia – LEVEL 3

Use, possession, or furnishing of alcohol, drugs, or drug paraphernalia while in or upon any school owned property, during any activity sponsored by the school, during off-campus activities as defined in Board Policy 227, while traveling to or from school and school-sponsored activities, and/or any student reporting to school having used drugs or who has consumed alcohol elsewhere is in violation of policy. (Refer to Appendix A.)

If a student is suspected of being under the influence of drugs/alcohol, the principal, assistant principal or Dean of Students will be contacted. The teacher will remain with the student until an escort arrives to take the student to the nurse's office. The nurse will determine if the student's reactions and vitals are outside of the normal range and if there is a concern for further medical evaluation/drug testing. If a student's vitals are outside of the normal range, an administrator will call a parent/guardian. The nurse determines if the an ambulance should be called or if the student can leave with the parent or guardian. The parent or guardian must come to the school to pick up the student. The student shall be given a temporary suspension of up to three (3) school days either in or out-of-school, based on administrative judgment. With parent or guardian consent the school may administer the alcohol or drug test or the parent may have a drug or alcohol test completed by an emergency room or a doctor's office and the medical examiner must complete the school issued drug test form within two (2) hours of the initial referral. The student is given a 10 day drug/alcohol suspension if the parent/guardian cannot provide the completed school issued form from the hospital or physician stating that the tests were negative (the test results must be completely negative with no level of positive) and explaining the symptoms that were observed.

Normal medical perimeters as listed below:

Any results out of the normal range would be concern for further medical evaluation/drug testing through a medical provider.

1. **Orientation Evaluation** – Alert and Oriented to person, place and time
2. **Speech** – Clear and Fluent; quick responses to questions
3. **Pupils** – Brisk and reactive to light stimuli
4. **Heart Rate** – 60-80 beats per minute
5. **Blood Pressure** – 100-120 systolic/60-80 diastolic
6. **Odor** – No presence of suspicious smoke and/or alcohol odor

Controlled Substance

Students who are prescribed or certified to use medical marijuana, the medication is not allowed on school property, including the parking lot and cars, so please see the nurse to discuss accommodations if needed to be taken during the school day.

4. Arson and Other Forms of Arson Related Endangerments – LEVEL 3

A student commits an offense if he or she engages in conduct which places others in danger. Penalty may range from detention to expulsion.

- a. Any student found guilty of setting fire on and/or to school property will receive a minimum of ten (10) days suspension, and arson charges will be filed with civil authorities against the student.
- b. Any student found guilty of setting off a false fire alarm will receive a minimum of ten (10) days suspension, and charges will be filed with civil authorities against the student.
- c. Any student found guilty of tampering with a fire extinguisher will receive a minimum of ten (10) days suspension and will be required to pay refilling and repair costs.

5. Aggravated Assault – LEVEL 3

A student is guilty of aggravated assault if he/she attempts to cause serious bodily injury to another or causes such injury intentionally, unknowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life. A student could receive a penalty ranging from suspension to referral to the School Board for expulsion. **NOTE: Civil Authorities will be notified.**

6. Assault – LEVEL 3

Physical assault will result in suspension. Assaults against other persons are considered to be a very serious offense. A student could receive a penalty ranging from suspension to referral to the School Board for expulsion.

NOTE: Civil Authorities will be notified.

7. Backpacks – LEVEL 1

Junior High Use of backpacks is not permitted during the school day. Backpacks may be used to bring materials to and from school. They must be kept in the student's locker. Unless student receives special permission from the administration or designee.

8. Bullying – LEVEL 3

Students who bully another student or students as defined in the School Board Policy may result in disciplinary action.

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 that 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, as defined in this policy, includes cyberbullying.

Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the 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.

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.

9. **Bus Policy**

Students must maintain self-discipline while utilizing transportation facilities. Those students who fail to do so will forfeit their privilege to use/ride the bus. Refer to Appendix B.

10. **Bystander (unruly) - LEVEL 1, 2, or 3**

Students who record and/or promote aggressive/bullying/disrespectful behavior will receive consequences based on the severity of the action. School safety is the responsibility of everyone - students and staff alike.

11. **Cafeteria – LEVEL 1, 2 or 3**

A student who misbehaves during lunchtime (leaving tray, throwing food, breaking line, etc.) will be disciplined. The student may be assigned cafeteria clean-up, detention, or suspension. (Refer to Appendix C.) Throwing food will result in a suspension.

12. **Cell Phones – LEVEL 1, 2 or 3**

JH Cell Phone Policy – Students are not permitted to use cell phones at ANY time during the school day. Students may have their cell phones with them but on silent and out of sight. Cell phone use of any kind is prohibited in all areas of the building unless special permission is granted by administration. If permission is granted, it will be for educational purposes, not for personal communication. Teachers have the right to collect cell phones at the classroom door at the beginning of class and/or confiscate a cell phone during class. Refer to policies #237, 815, 815.1 and 815.2.

SH Cell Phone Policy - Students may have their cell phones with them and on silent. Students are allowed to use their cell phones during study halls and lunches. Cell phones in the classrooms are to only be used for educational purposes, not for personal communication. Cell phone usage is not allowed in homeroom. Teachers have the right to collect cell phones at the classroom door at the beginning of class and/or confiscate a cell phone during class. Cell phone use of any kind is prohibited in the bathrooms, locker rooms and health suites. Refer to the policies #237, 815, 815.1, and 815.2.

Senior High and Junior High Cell Phone Policy:

If a student uses his/her cell phones and/or listening device (i.e. ear buds) during instructional time without teacher permission or in non-designated areas during the school day, the following consequences will apply:

- First Offense the student will receive detention. The teacher will confiscate the phone for the period.

- Second Offense the student will receive a Saturday detention. The teacher will confiscate the phone for the period.
- Third Offense the student will receive In-School suspension. The teacher will confiscate the phone for the period.
- Fourth Offense the student will lose all cell phone privileges for 45 school days and will receive an In-School suspension. The teacher will confiscate the phone for the period.

No picture taking with cell phones is permitted see #45 “Pictures, videos, and/or audio with electronic devices including cell phones”.

Any violation of policies #237, 815, 815.1, and 815.2 and the restrictions detailed in the internet use and the electronic device consent form will also result in consequences based on the severity of the action.

The School District retains the right to review the contents of any cell phone.

13. Cheating

When an offense of cheating occurs, a zero grade will be given to the student for the test, quiz, or assignment. Plagiarism, blatant copying of information from a printed source or the internet without proper citation, will be considered to be cheating. The building administrator will be notified of the incident in writing by the classroom teacher. The teacher will assume the responsibility of notifying the parent immediately. The building administrator may assign disciplinary action. Do not use CHATGPT or any other automated writing tool for school papers.

14. Civil Law Violation in School

- All incidents will be reported to the appropriate civil authorities.
- The parents will be notified, and the student may be suspended or recommended to the School Board for expulsion when deemed necessary by the administration.

15. Class Cuts – LEVEL 1, 2

Class cuts will result in the assignment of Saturday Detention (if available, otherwise in-school suspension will be assigned). The student will not be permitted to make up a test, quiz, or work of any kind that was given or covered during the time of the cut. Multiple class cuts on the same day will result in the assignment of two (2) days suspension. (Refer to Attendance Policy, Appendix G).

16. Continued Offenses

Any continued offense may result in suspension, assignment to alternative education, or possible expulsion.

17. Dance Guidelines

- Senior High** – Only senior high students will be permitted to attend all dances.
 - Senior high students from neighboring school districts, under 21 Hollidaysburg Area High School graduates, and 9th grade Hollidaysburg students may be admitted to our dances by registering the person's name, age and school district of school attendance or the year of graduation from Hollidaysburg Area High School and the name of the student sponsoring the guest. This must be done in the office prior to the end of the school day before the dance. Each guest's name will be supplied to the police for a criminal background check. Anyone with a criminal background will be denied admission. Guests at dances cannot attend if enrolled in an alternative school setting.
 - Senior High students will receive a guest card containing the information listed above to be used for guest admittance to the dance.
 - All individuals entering the dance will be required to show photo identification.

- 4) Students found causing any intentional damage to school property will be held responsible for reimbursing the district financially.
- 5) The sponsoring clubs or organizations will pay for damages incurred at a dance if the person responsible for the damage is not identified. The damage will be paid for out of dance receipts following the event.
- 6) Appropriate dress is required and all rules set forth in the *Student/Parent Handbook* are in effect.
- 7) Any violations of the District's drug and alcohol policy and the policy on fighting/assault will be turned over to the Borough Police immediately.
- 8) Any students causing a disturbance or not obeying school rules may be (1) removed from the dance; (2) parents called, and/or (3) may be banned from all remaining dances for the school year.

b. Senior High Prom Guidelines

- 1) A suit or formal attire for men is required. A dress, gown or formal attire for women is required.
- 2) Students may register guests from 9th grade to 20 years of age. Guests at dances cannot attend if enrolled in an alternative school setting.
- 3) The school tobacco, drug, and alcohol policy will be in effect for the entire evening of the prom.
- 4) Any student who leaves the area of the prom will not be permitted to return to the prom.
- 5) Any behavior on the dance floor deemed to be dangerous or obscene may be reason for removal from the prom.
- 6) Several announcements will be made at the prom for students needing to be home by 11:00 PM in accordance with the Pennsylvania Driving Law.

c. Junior High

- 1) Only Hollidaysburg Area Junior High School students are permitted to attend. HAJHS students enrolled in an alternative school setting cannot attend dances.
- 2) Any student who has accumulated more than three (3) separate discipline infractions since the last school dance will not be permitted to attend the next school dance.
- 3) Any student who has 10 or more discipline infractions for the year will not be permitted to attend dances for the remainder of the year.
- 4) Student I.D.'s are required.
- 5) Appropriate dress and other school rules are in effect.
- 6) Any violations of the drug and alcohol policy and the policy on fighting/assault will be turned over to the Borough Police immediately.
- 7) Any students causing a disturbance or not obeying school rules may be removed from the dance and will be banned from all remaining dances for the school year. In these situations, parents will be notified.
- 8) "ALL SCHOOL" dances should be dismissed by 9:30 PM. excluding the 9th grade party.
- 9) Excluding the 9th grade party, no student will be permitted to leave a dance prior to 9:15 PM unless accompanied by a parent.
- 10) All Students must be picked up and off school premises 15 minutes after the close of the dance.
- 11) Students found causing any intentional damage to school property will be held responsible for reimbursing the district financially.
- 12) The sponsoring clubs or organizations will pay for damages incurred at a dance, if the person responsible for the damage is not identified. The damage will be paid for out of the dance receipts following the event.

18. Dangerous Objects/Harmless Look-Alikes - LEVEL 2 and 3

- Any harmless object (i.e. squirt gun) that is not being used to threaten someone else, but could be mistaken as a weapon.

19. Disorderly Conduct - LEVEL 3

- Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

19. Disrespect/Defiance - LEVEL 1, 2 or 3

Discipline will be based on the severity of the incident.

Any student who commits these acts will be subject to disciplinary action.

- Disrespect is to say or do something that shows a lack of respect for (someone or something). To show or express disrespect or contempt for.
- Defiance is the act or an instance of defying or challenge; disposition to resist.

20. Disturbance/Disruption/Inappropriate Behavior or Comment - LEVEL 1, 2, 3

Discipline will be based on the severity of the incident.

Any activity which disrupts the normal routine in the educational process may result in disciplinary action which could range from detention to referral to the School Board for expulsion.

Any student who communicates by electronic means, whether in school or out of school, in a manner whereby the communication electronically transmitted causes a disruption to the normal operation of a school, or materially disrupts a class or classroom work, or threatens or intimidates or harasses an employee of the school district or another student in the school district, or interferes with the rights of an employee of the school district or another student, may be disciplined by the Hollidaysburg Area School District. Said discipline could range from detention to referral to the School Board for expulsion.

21. Dress Code – LEVEL 1

Students attending school in clothing deemed by the administration to be disruptive to the orderly educational process may be assigned detention hall or suspension and will be detained in the office until the matter is resolved. At the beginning of each school year during the orientation program, students will receive detailed information on acceptable and unacceptable dress.

Clothing articles will be considered unacceptable or disruptive if they are revealing, that is, too sheer or too short. Any garment that exposes any undergarment is prohibited. Some examples of inappropriate clothing include halter tops, tube tops, crop tops, mesh tops, underwear and undershirts worn as outerwear, muscle shirts, shirts with open sides and costume attire (including but not limited to tails, ears, gloves, masks, costume accessories, capes). Students must wear shoes. Students are not allowed to use blankets in school.

Printed obscenities, profanity, depiction of violent acts, or messages with a double meaning related to obscenity, profanity, or sex are unacceptable and considered disruptive. Additionally, any appearance or item, which runs counter to the educational mission of the school or interferes with the rights of others, is also prohibited.

Outdoor apparel may not be worn in school unless permission to do so is granted by the dean of students and/or administrator.

Outdoor apparel should be kept in lockers and not carried into the classroom.

Hats, bandanas, durags or any other head garments including a sweatshirt hood are not to be worn in school.

Additionally, the following are considered disruptive or unacceptable: Any printed words or pictures directly advertising drugs, alcohol, tobacco, sex, or violence.

The district recognizes the right of students to wear jewelry and other adornments. However, certain jewelry and other adornments, and the manner in which they are worn or displayed, may not be appropriate under certain circumstances and may pose a danger to the safety or welfare of the student or other students or staff, and may pose a threat to, or interruption of, the educational process. For example: rings with sharp points or edges, chain belts, chains hanging from jackets or pants, collars, spiked jewelry or any other jewelry or ornament that could be used as a weapon. When deemed inappropriate the student will be asked to remove the item. The item will be confiscated and returned at the end of the day. This is not an exhaustive list and the interpretation of the dress code is at the discretion of the principal.

22. Driving and Parking

Students must display their parking pass at all times. Violation of a driving or parking regulation, which includes all forms of misuse of a vehicle, driving over 15 m.p.h., driving too fast for conditions, reckless driving, not yielding to buses, or parking in non-designated areas may result in the loss of driving privileges on school property, tow away of the violator's car at his/her expense, ticket by the police, or detention assigned by an administrator. This policy applies to all school owned properties.

Students are not allowed to park in the spaces in the front of the school and in the yellow spaces in the auditorium parking lot. A parking pass is \$25 and must be paid at the beginning of the year. Students will be assigned a parking space and must use that space only. A student must present his/her drivers license and complete the driving agreement prior to receiving a pass. Once all spaces are all assigned, no more driving passes will be given.

Students who accumulate more than 10 unexcused absences and/or 15 unexcused tardies will lose driving privileges.

A \$5 fine will be assessed for the following parking violations – not displaying your parking permit, parking in a no parking zone and/or parking in the wrong spot.

If a student has a 504 Plan due to a concussion, he/she may not drive to school unless a doctor gives specific permission to drive.

23. Extortion, Intimidation and Threats – LEVEL 3

A student who commits these acts will be subject to disciplinary action which could range from suspension to referral to the School Board for expulsion.

- Extortion: No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence, or fear. Students may be referred to Civil Authorities for charges under the Pennsylvania Criminal Code when deemed necessary by school authority.
- Intimidation: The act of making (someone) afraid. Expression/conduct that interferes with the rights of other students/teachers and other School District personnel. Expression/conduct that materially disrupts class work, administration of the school, programs or activities. Expression/conduct that is lewd, vulgar or obscene. Expression/conduct that contains fighting words or constitutes unlawful agitation. Expression/conduct that is slanderous or derogatory. Expression/conduct that creates a clear and present danger to the security, discipline, health, safety, welfare and/or morals of the school population. Expression/conduct that leads to a criminal

conviction for engaging in force, destruction or seizure of School District property/persons.

- Threat:: A statement saying you will be harmed if you do not do what someone wants you to do; someone or something that could cause trouble, harm etc.; the possibility that something bad or harmful could happen.

24. Failure to Attend Detention

Detention hall for students is held each day during the week except Friday or the day before a non-student day. Detention must be taken when assigned. Excuses to miss a detention assignment must be cleared with a building administrator. If this permission is not received and the student is present at school, the student must report to detention that day. Senior high students who are assigned detention will find their names posted on a list in the cafeteria besides receiving an official form. Unless otherwise announced or posted, detention at the Junior High will be held in Room 104A; the location for detention at the Senior High will be announced.

Failure to attend detention will result in a Saturday detention.

Failure to attend Saturday detention will result in 1 day of In-School Suspension and 1 demerit for the first offense, 2 days of In-School Suspension and 1 demerit for the second offense and 3 days of In-School Suspension and 1 demerit for 3 or more offenses.

25. Failure to Follow a Directive – LEVEL 1, 2 or 3

Discipline will be based on the severity of the incident.

A student does not follow a reasonable directive of a teacher, administrator, or staff member.

26. Fighting – LEVEL 3

All students involved in a physical fight will receive discipline that best fits the particular situation. They may be suspended from school for up to 10 days. The maximum penalty could extend to permanent expulsion from school attendance. All students will be referred for a Student Assistance Program (SAP) assessment.

Please be aware that we view physical fighting as something that can never be justified.

Also, students must be prepared to assume the responsibility of the financial and the emotional ramifications when injuring someone during a physical fight.

NOTE: Civil authorities may be notified.

27. Food Not Permitted in the Classroom – LEVEL 1

At the Senior High it is at the discretion of the teacher if a student can have food or beverage in the classroom.

At the Junior High, students may be in possession of clear, resealable water bottles containing water. Any other form of drink (Gatorade, soda, coffee, iced tea, etc.) or container (travel mugs, solid colored bottles, etc.) brought into the school building is prohibited. Cafeteria purchased drinks, with the exception of bottled water, must be discarded once the student's breakfast and lunch period ends.

28. Forging or Altering Notes, Excuses, Passes, Official Records, or Grade Books – LEVEL 2

Any alteration of any of these in any manner will result in the student being denied privileges, placed on restricted pass or suspension.

29. Gaggle Alerts - LEVEL 1 or 2

If a student is reported through the Gaggle alert system for inappropriate use more than three times, he/she may be disciplined based on the severity of the incident.

30. Harassment – LEVEL 3

It shall be a violation of the Hollidaysburg Area School District's Policy on Harassment for any student to harass another student or district employee through conduct or communication as defined below.

- a. Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:
 1. Sufficiently severe, persistent or pervasive; and
 2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.
- b. Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
 1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
 3. Sexual assault, dating violence, domestic violence or stalking.
 - a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. Stalking, under Title IX means stalking on the basis of sex, for example, when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.

- ii. Suffer substantial emotional distress.

Refer to Policy #103.

- c. **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 that 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, as defined in this policy, includes cyberbullying.

Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the 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.

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.

Refer to Policy #249.

- d. **Hazing** occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:
 1. Violate federal or state criminal law.
 2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
 3. Endure brutality of a physical nature, including, but not limited to, whipping, beating, branding, calisthenics or exposure to the elements.
 4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 5. Endure brutality of a sexual nature.
 6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student;
or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

Refer to Policy #247.

31. Horseplay – LEVEL 1

Students who engage in horseplay with no intent to harm another student, may be subject to disciplinary action.

32. Inappropriate Use of Computers/Internet

See Appendix J.

33. Intentional Physical Contact – LEVEL 2 or 3

Intentional physical contact is prohibited.

34. Items Not Permitted in School without Authorization – LEVEL 1 or 2

Any items or materials that cause a disruption or affect the health and safety of the students may be confiscated; examples include but are not limited to: skateboards, matches, lighters, roller blades, wallet chains, laser pointer, etc.

Students are prohibited from possessing and using laser pointers and attachments during school, on school property and at school sponsored activities, on and off school property.

35. Late to Class – LEVEL 1

- a. If a student is late to class because a teacher detained the student, the student should take a pass from that teacher to the next class. This is not considered late to class.
- b. At the **JH** – If a student is late to class for any other reason, he/she should immediately go to class and report to the class teacher. At the **SH** – If the student is late to class for any other reason, he or she should go immediately to the Attendance Office to get a pass before reporting to class.
- c. At the **JH** – The classroom teacher will record the lateness.—At the **SH** – The Attendance Office will record the lateness and assign discipline.
- d. At the **JH** – Late to class—For every 5 unexcused lates students will receive a detention, 10 – Saturday detention, 15 – 1 day suspension, 20 – 2 days suspension, 25 – 3 days suspension. These are accumulated for periods 1 – 9, excluding homeroom. This will be tracked by the Attendance Office.
- e. At the **SH** – Late to class—For every 5 unexcused lates students will receive a detention, 10 – Saturday detention, 15 – 1 day suspension and 1 demerit, 20 – 2 days suspension and 1 demerit, 25 – 3 days suspension and 1 demerit. These are accumulated for periods 1 – 9, excluding homeroom. This will be tracked by the Attendance Office.

36. Leaving the School Building or School Property without Permission From School Personnel – LEVEL 3

Student will not be permitted to make up work missed as a result of leaving school property or the school building. This includes leaving property without permission at any school sponsored event (including athletic event) in which a student is a participant.

37. Lockers/Desks – LEVEL 1

Lockers, locks and desks are school property. Lockers and desks are subject to search at any time. Each student is assigned his/her own locker. Students are not permitted to use unassigned lockers or share lockers with another student. The school administration requires students to use a lock on their assigned locker. The administration recommends students not keep valuables or money in their lockers. Students must use only those locks which are issued by the school. Other locks are not permitted. However, the use of a lock shall not give the student an expectation of privacy in the locker as all locks and lockers are school property. Lockers shall be subject to searches as set forth on page 20 of this handbook.

38. Lying/False Accusation – LEVEL 2 or 3

A student who is deliberately untruthful. This includes false reports toward staff and/or faculty members.

39. More Than One Person in a Lavatory Stall/Loitering in the Bathroom – LEVEL 1 or 2

When more than one student is in a stall at one time all students shall be suspended for one day. Loitering in the bathroom - Students should only be in the bathroom for its intended use. If a student enters the bathroom and it is full, the student should wait in the hallway until the needed receptacle becomes available.

40. Multiple Offense

Students whose violation includes multiple offenses will be subject to a higher level of disciplinary action due to multiple offenses being involved.

41. Obscene or Abusive Language – LEVEL 2 or 3

If a student uses vulgar, offensive, indecent, lewd, obscene, sexually explicit, profane language or gestures or a racial slur, the incident will be reported to a building administrator, and the discipline administered will be determined by the nature and the degree of the offense by the administration.

In all cases where a student uses the obscenity or gesture toward another person, the student will be suspended until a parent-administrator conference is held. At that time, the building administrator will advise the parent whether further discipline will be administered to the student.

42. On School Property While Suspended – LEVEL 2

Being on School property without permission when suspended will result in additional suspension being given to the student. The student may be reported to civil authorities for trespassing.

43. Out of Assigned Area and/or in a Non-Designated Area for Students - LEVEL 1 or 2

Not having a hall pass during class time, leaving a specifically assigned area and/or being in a non-designated area may result in the student being assigned detention or suspension.

44. Parking on School Property

Any vehicle entering school property is subject to search by school district authorities and law enforcement personnel working with them. Such a search may be conducted without a warrant for any reasonable purpose.

Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

45. Pictures, Videos, and/or Audio with Electronic Devices including Cell Phones – Level 2 or 3

The use of any device to record photographs, video or audio without the consent of the administration is strictly prohibited. The level of infraction depends on the content of the picture/recording and the number of offenses.

46. Refusal to Identify – LEVEL 2

A student, who when asked to identify himself, refuses to do so.

47. Sales

No student is permitted to sell anything in school unless approved by a building administrator.

48. School Store (Senior High Only)

The student store is open before school, during homeroom, periods 1, 2, 3, 4 and from 2:41-3:00. It is at the discretion of the teacher if you can have food or beverages in the classroom. No food or drink is permitted in ISS unless it is the student's assigned lunch period. Students cannot be late to class because they were at the student store. Students may not leave class to go to the student store unless the teacher gives special permission to go during the student store operating hours. Students should not interrupt class to go to the student store.

49. School Visitors

In order to provide an atmosphere that is conducive to education, to ensure the safety of students, to avoid problems of overcrowding the filled-to-capacity areas of the school, the Hollidaysburg Area Secondary Schools Administration reserves the right to direct and control all visitations. All visitors must register with a photo identification prior to entering the main office.

50. Smoking and Tobacco Products – LEVEL 3

Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens and/or liquids on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by Pennsylvania State Law as "Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form."

Students found in possession of any form of tobacco, electronic cigarettes, hookah pens, vape pens and/or liquids shall be:

Referred to the proper civil authorities for prosecution as a violation of Pennsylvania Law, "Prohibiting Tobacco in Schools, Act 145 (see Appendix F) or Violation of Ordinance 891 "Ordinance of the Council of the Borough of Hollidaysburg, Blair County".
Refer to Policy #222.

Students who use or possess a vape will be required to participate in a vape violator group through Blair Drug and Alcohol Program (BDAP) Failure to submit parent permission forms will result in suspension until form is returned.

51. Snowball Throwing – LEVEL 1

Any student throwing a snowball will receive detention. Any student throwing a snowball at a moving vehicle will be reported to proper civil authorities in addition to the detention.

52. Tardy or Unexcused Tardy

At the start of the school day all doors will be locked and students will be required to enter through the main office entrance and check in at the office for a pass.

- a. Any student who has a total of 15 tardies for the school year will be required to provide a doctor's excuse for each additional occurrence.
- b. Unexcused Tardies:

- 1) 5 Unexcused Tardies –Student will receive a Saturday detention.
 - 2) 10 Unexcused Tardies – 1 day suspension and
 - 3) 15 Unexcused Tardies – 2 day suspension and loss of driving privileges.
 - 4) 20 Unexcused Tardies and every 5 consecutive – 3 day suspension and 1 demerit
- c. Any student who is unexcused tardy will not be permitted to make up any work covered in classes he/she missed due to the unexcused tardy that day.

53. Terroristic Threats or Acts – LEVEL 3

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

Terroristic act shall be defined as any offense against property or involving danger to another person.

Any student who commits these acts will be subject to disciplinary action which could range from suspension to referral to the school board for expulsion. Civil authorities may be notified.

54. Theft – LEVEL 3

Anyone found guilty of theft by the building administrator may be suspended or expelled. Major offenses may be handed over to the civil authorities. Restitution must be made to the satisfaction of the administration.

55. Unauthorized Entry - LEVEL 1, 2, or 3

Students are not permitted to enter any school building after regular school hours or on days when school is not in session unless they have permission and are under supervision. Civil Authorities may be notified.

56. Unexcused/Unlawful Absence

If a student is absent he/she must hand in a written parent or doctor's excuse within 3 days or the absence will be marked as illegal or unexcused. After a student has accumulated 10 absences, then a doctor's excuse is required. An unexcused/unlawful absence is the absence of a pupil for one of the following reasons:

- a. Parental Neglect
- b. Illegal Employment
- c. Truancy

In all cases, students will not be permitted to make up any work covered in class that day. (See Appendix G.)

57. Vandalism – LEVEL 3

In cases of vandalism, the offending student's parent/guardian will be required to pay for the correction of the damaged property. The student will be suspended or expelled from school and civil authorities will be notified.

58. Warning /Lookout – LEVEL 1 or 2

A student who warns another student who is smoking or violating a school policy of the approach of an adult, teacher, monitor or building administrator.

59. Weapons: Possession, Use or Transfer of Weapons – LEVEL 4

Carrying, bringing, using or possessing any weapons or replicas of weapons on school property, at any school sponsored activity, or on any implement of school transportation is prohibited. Any

student violating this policy will be expelled.

The Hollidaysburg Area School District Board shall require that provisions of the Safe Schools Law be adhered to in accordance with prescribed guidelines that provide for:

- a. The expulsion of any student who is determined to have brought a weapon onto any school property, into any school sponsored activity, or onto any implement of school transportation for a period of not less than one calendar year.
- b. Weapon is defined to include, but not be limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- c. The Superintendent of the school district may, in his/her discretion, recommend discipline short of discharge on a case-by-case basis.
- d. Violators, upon return to school will be referred to some form of counseling and/or other services as required. These may include referral to the S.A.P. Team or other appropriate community agencies.

60. Witness Intimidation or Harassment – LEVEL 3

A student commits an offense if he or she intimidates, attempts to intimidate, or harasses in any manner any witness or victim who is cooperating with the school.

DISCIPLINE

Philosophy

To fulfill its primary goal, the Hollidaysburg Area School district sets forth discipline with levels of organization. Students are encouraged to assume responsibility for their behavior. Each student's rights and those of the entire school community must be respected.

Discipline means to recognize and accept personal responsibility to function with the school community in a socially acceptable manner. Discipline is best when self-imposed. Students should recognize right from wrong and act accordingly.

Most students possess the maturity to be self-disciplined, some do not. Therefore, the school must develop guidelines, regulations and disciplinary responses to promote student discipline.

These guidelines will delineate rights and responsibilities for students, parents, and staff. The code of student conduct will be applied firmly, fairly and consistently. All school community members' rights will be respected.

The district will follow established procedures for an "eligible learner" i.e. any student receiving special education services, in accordance with Chapter 14 PA Standards for Special Education and Programs, Section 14.35 Discipline.

Also, the district's behavior management program ensures compliance in accordance with Chapter 342, PA Standards for Special Education and Programs, Section 342.36, Part © and (d) addressing the use of restraints. In accordance with the above Section Part (e), the listed aversive techniques of handling behaviors are considered inappropriate and will not be used by the staff in an educational program. See HASD Board Policy No. 113.1 DISCIPLINE of STUDENTS with DISABILITIES.

Disciplinary Actions and Procedures

When there is a problem or misunderstanding in the classroom, it is the responsibility of the teacher to resolve the issue with the student(s) involved. The actual procedure of disciplinary action may vary depending on the individual case, but in general the following sequence is recommended:

1. Teacher and student conference.
2. Notification of parents/guardian.
3. Conference with the student, parents/guardian, and/or with other school personnel.

These conferences should help restore a positive atmosphere of self-discipline with teacher support. If remedial action is necessary, the teacher may revoke certain privileges and/or detain the student after school.

If the situation is not resolved at classroom level, the teacher should consult with a building administrator. In addition to further conferences, a building administrator may use remedial procedures such as revoking privileges, school detention, Saturday Detention or suspension. The building administrator may also refer the student to his/her guidance counselor or crisis counselor.

If the problem persists, additional action may be required by the building administrator, Superintendent and/or school board, in that order, as outlined under each of the levels.

Parents will be involved in the disciplinary process as early as deemed advisable by appropriate school personnel.

Teacher Assigned Detention

Teachers may assign detention to be served in their room under their supervision. Detention length is determined by the teacher, according to the offense, but not to exceed 50 minutes. This includes problems such as talking, passing notes, not having books, tablets and pencils, eating of candy or other foods in the classroom, not having homework and other minor infractions.

School Detention

School detention is the usual form of discipline and requires that the student be in attendance at the detention hall session. School detention is a silent study period held Monday through Thursday. These detention sessions will be held following school dismissal.

Saturday Detention (If Available)

Saturday Detention is held in the Senior High cafeteria from 8:30 AM until 11:00 AM. Students are supervised by a teacher. No transportation is provided to Saturday Detention. Students assigned Saturday Detention are provided with a list of rules.

Saturday Detention may be assigned for (but not limited to): repeated lateness, truancy, driving violations, conduct which disrupts the learning environment and repeated offenses.

In-School Suspension (Exclusion from class.)

No student may receive an in-school unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

Communication to the parents or guardian shall follow the suspension action taken by the school.

If the in-school suspension will exceed ten (10) consecutive school days, an informal hearing shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in Regulations on Student Rights and Responsibilities.

The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

If the student violates the school code of conduct during his/her time in ISS, the student will receive an additional in-school suspension and may receive an out of school suspension depending on the severity of that infraction the student will also receive an additional demerit

A parent conference will be required in all cases of in-school suspension before a student may return to regular classes.

NOTE: Also see Appendix I.

Suspension carries the restriction that the student is excluded from all extracurricular activities including social functions, interscholastic athletic events, and academic representation of the school. This includes both as a participant and/or spectator until midnight of the last day of suspension.

Exclusions from School

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

1. Suspension is exclusion from school for a period from one (1) to ten (10) consecutive school days.
 - a. Suspension may be given by the building administrator or person in charge of the public school.

- b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - c. The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended.
 - d. If the suspension exceeds three (3) school days, the student and parent/guardian can request an informal hearing consistent with the requirements set forth in Regulations on Student Rights and Responsibilities.
 - e. Suspensions may not be made to run consecutively beyond the ten (10) school day period.
 - f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the school board.
 - g. A parental conference may be required before re-admission of a suspended student.
 - h. Suspension carries the restriction that the student is excluded from all extracurricular activities including social functions, interscholastic athletic events and academic representation of the school both as a participant or spectator until midnight of the last day of the suspension.
 - i. If a student receives a 10 day suspension he/she will be suspended for 90 calendar days from participating in extracurricular activities.
 - j. Once an investigation is over and it is determined a child will receive an out of school suspension, he/she will be placed in in-school suspension for the remainder of that day or a parent can come and pick the child up. That day is not considered the first day of the suspension.
2. Expulsion is exclusion from school by the school board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing consistent with the requirements set forth in regulations on Student Rights and Responsibilities.

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (ten) days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

Expulsions affecting certain eligible learners shall be governed by regulations set forth by Pennsylvania Department of Education.

ALTERNATIVE SERVICES AND PROGRAMS

Whenever, in the opinion of the administrator, repeated application of specified penalties have failed to change behavior on the part of the student, the administrator may elect to remove the student from regular classes and assign him/her to an alternative educational program.

Alternative programs provide opportunities for students who can/will not be successful in a “regular” educational program to eventually obtain a high school diploma. Alternative programs of instruction meet the student’s core subject requirements, thus enabling the student to move to the next grade level.

APPEALS

A student or parent/guardian has the right to appeal decisions relating to disciplinary actions. Appeals of disciplinary action must proceed in the following order:

1. Principal Designee
2. Principal
3. Superintendent – this appeal must be in writing stating the reason for the appeal.

If a student is suspended 10 or more days the student and/or parent can write a letter to the principal asking for the 90 day extracurricular suspension to be modified. For this to be considered, the student must have no other suspensions, no unexcused absences, and all grades must be passing. An appeal will not be granted if the violation is a drug violation.

If a student is suspended from overnight trips for the remainder of the school year due to a 10 day suspension, the student and/or parent can write a letter to the principal asking for the overnight field trip suspension to be lifted. For this to be considered, the student must have no other suspensions, no unexcused absences, and all grades must be passing.

HEARINGS

1. Informal Hearings
 - a. In-school suspension: if the in-school suspension will exceed ten (10) consecutive school days, then a student or parent can request an informal hearing.
 - b. Out-of-School Suspension: if an out-of-school suspension exceeds three (3) school days, then a student or parent can request an informal hearing.
 - c. The following procedure will be used if an informal hearing is requested:
 - 1) Notification of the reason for the suspension will be given to the parent/guardian and to the student.
 - 2) Sufficient notice of the time and place of the informal hearing shall be given.
 - 3) The school district shall offer to hold the informal hearing within the first five (5) days of the suspension or before the 11th day of the in-school suspension.
 - 4) A student has the right to question any witnesses present at the hearing.
 - 5) A student has the right to speak and produce witnesses on his/her own behalf.
2. Formal Hearings
 - a. Education is a statutory right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing which is a fundamental element of due process.
 - b. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board or a qualified hearing examiner appointed by the board. When 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.

c. Procedure:

- 1) Notification of the charges shall be sent to the student's parent/guardian by certified mail.
- 2) Sufficient notice of the time and place of the hearing must be given.
- 3) The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
- 4) The student has the right to be represented by counsel.
- 5) The student has the right to be presented with the names of witnesses against the student and copies of the statement and affidavits of those witnesses.
- 6) The student has the right to request that any such witnesses appear in person and answer questions or to be cross-examined.
- 7) The student has the right to testify and present witnesses on his/her own behalf.
- 8) A record must be kept of the hearing either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- 9) The proceeding must be held with all reasonable speed.
- 10) The student or parent/guardian has the right to appeal through the court system.

EXTRACURRICULAR ACTIVITIES

1) ATHLETIC REGULATIONS/GUIDELINES

Statement of Purpose

The purpose of these administrative regulations/guidelines is to clarify and regulate the Athletic Program of the Hollidaysburg Area School District: Policy #123. The program must be organized to safeguard the health, safety and educational development of the students.

The Athletic Program shall be an integral part of the total school educational program that provides educational experiences not otherwise offered in the curriculum. These experiences should help develop learning outcomes in the areas of knowledge, skill and emotional patterns and will contribute to the development of better citizens. Emphasis shall be upon teaching “through” athletics in addition to teaching the “skills” of athletics.

The Athletic Program shall be primarily for the benefit of the students who participate directly in it. The program shall exist mainly for the value which it has for students and not for the benefit of the sponsoring institution. The activities and contests involved shall be psychologically sound by being tailored to the physical, mental, and emotional maturity levels of the young people participating in them.

All guidelines governing student behavior pertain to extracurricular activities.

General Regulations for Students

a) Medical Examinations

Medical examinations are required for each student planning to compete in interscholastic athletics and the examination must be given by a private physician (M.D., D.O., PA or CRNP). Physicals must be received before each season.

- 1) Sports Medicine Information Sheets will be filed in the Athletic Trainer's Office with copies of these forms in the possession of each appropriate head coach.
- 2) Deadlines for Physicals: All correctly completed physical forms must be submitted directly to only the school nurse or athletic trainer before the first scheduled practice date. No coach may accept forms. Once the form has been reviewed by the school nurse or trainer, coaches will be notified of students who are medically approved to participate. **No student may participate until medically approved by the school nurse or trainer.**

b) Insurance

All athletes are covered by an athletic insurance plan. In case of injury it becomes the responsibility of the student to obtain an athletic insurance claim from the school athletic trainer. In cases where the athletic insurance or family insurance does not cover the entire cost of the accident, it is the responsibility of the parent or guardian to pick up the additional medical cost. In no situation will the school district pay additional costs not covered by the school insurance or family insurance.

c) Travel Arrangements

All student athletes will ride to and from all away events on school approved transportation unless the coach receives the travel release from the student athlete's parent/guardian or the parent signs the form in a face to face meeting. No student athlete will be released to anyone except his/her parent or guardian.

d) Injuries to Athletes

Any injury that causes the athlete to miss school or class, or to be treated by a doctor, must be reported to the school nurse and/or athletic trainer. If an

ambulance is needed, call 911. **Any injury or health related problem sustained while participating in athletics causing an athlete to miss practice or competition must be reported to the school athletic trainer.**

- e) Suspension of a Student from a Team
 - 2) Any suspension of a student from an interscholastic team shall be reported immediately by the coach to the athletic director in writing. This written explanation shall include all details that are pertinent to the matter. Appeals relating to suspensions will be heard and evaluated by the building principal and athletic director. The decision relating to suspension or reinstatement shall follow the study and evaluation of all pertinent information. Any student who verbally or physically confronts a coach will automatically be suspended from the team for the remainder of that season. This confrontation could possibly result in suspension from the sport the following year, if the student is an underclassman. If the confrontation takes place at the last contest and the student is a senior, school discipline will take effect.
 - 3) Any student who verbally or physically confronts a P.I.A.A. official can be suspended from the team for the remainder of the season or for a certain number of games depending on the severity of the confrontation. If the confrontation takes place at the last contest and the student is a senior, school discipline will take effect.
 - 4) Any student who verbally or physically confronts a player from another team during or after an athletic contest can be suspended from the team for the remainder of the season or for a certain number of games depending on the severity of the confrontation. If the confrontation takes place at the last contest and the student is a senior, school discipline will take effect.
- f) Changing Sports

A student may not change sports during the same season unless both coaches concerned approve of the change and proper physical forms have been completed. These forms must be submitted to the school nurse and trainer. No student shall change sports after the first event of that sport – excluding any scrimmages. Written permission from the parent(s) is also needed for any student to change sports. This permission shall be forwarded to the athletic director.
- g) Equipment Responsibilities

Students are responsible for all equipment issued to them at the beginning of the season. Any equipment not returned at the end of the season must be paid for by the student. Students must take the precaution to guard against their equipment being stolen or lost. The price for payment of such lost equipment will be determined by the athletic director. Collection of payment will be the responsibility of the athletic director. The building principal will become involved when the athletic director has exhausted all avenues available to him.
- h) Tickets for Sale

Season Passes may be purchased at the Senior High and Junior High Main Offices and in the Athletic Office at the Senior High School. Please make checks payable to “HASD”.

Season All Sports Passes (Prices are subject to change.)

Good for general admission to all HOME athletic events except tournaments and playoffs during the 2022-23 season.

- 1) **Elementary Students (Grades 1-6)**-\$20.00. (Must be accompanied by an adult.)
- 2) **Junior and Senior High Students (Grades 7-12)**-\$30.00.
- 3) **Adult**-\$60.00.

Adult Passes (By Sport)

Good for general admission to all HOME athletic events for individual sport including Varsity, Junior Varsity, and Junior High, if admission is charged, except tournaments and playoffs during the 2022-23 season.

- 1) Football - \$30.00. Available in August.
- 2) Volleyball - \$30.00. Sr. High Girls (grades 9-12) Available in August.
- 3) Girls' Basketball - \$30.00. Available in November.
- 4) Boys' Basketball - \$30.00. Available in November.
- 5) Swimming - \$30.00. Available in November.
- 6) Boys' Soccer - \$30.00. Available in August.
- 7) Girls' Soccer - \$30.00. Available in August.
- 8) Wrestling - \$20.00. Available in November.

Reserved Seats \$24.00 (Varsity Football only)

Just \$6.00 per game – 4 games. Purchase of a reserved seat season ticket also allows you the opportunity to purchase a 2023 Football Season General Admission Pass good for all home Junior Varsity and Junior High Football games for only \$5.00 additional per seat.

Reserve Season Tickets may be purchased at the Athletic Office in the Senior High beginning August 1.

Season Reserved Seat Only (Varsity Football)	\$ 24.00
Season General Admission (JV & JH Football)	<u>5.00</u>
TOTAL	\$29.00

Senior Citizen Lifetime Passes

This pass will admit one senior citizen to any HOME athletic event. This does not include tournaments and playoffs. Passes may be obtained at the Athletic Office at the Senior High School. Identification, proof of age and proof of Hollidaysburg Area School District residency are required. You must be age 65 or older. These passes are lifetime; they do not need to be renewed. ***These passes are offered to residents of the Hollidaysburg Area School District only!***

All passes listed above except wrestling, basketball and swimming are on sale at the Senior High School Athletic Office beginning in August. If you wish additional information, please call the Athletic Office at 695-5986. Senior and Junior high students may purchase student and adult all sport passes at their school office when the 2023-2024 school year begins.

DUE TO INCREASED PRINTING COSTS, THERE WILL BE A \$5.00 CHARGE FOR REPLACING ANY SEASON PASS FOR ANY REASON!

Game Tickets

Adult Admission:

Varsity Football – Reserved Seat	\$6.00
Varsity Football – General Admission	\$5.00
J.V. Football – General Admission	\$4.00
Girls' Basketball – General Admission	\$5.00
Boys' Basketball – General Admission	\$5.00
Wrestling – General Admission	\$5.00
Swimming – General Admission	\$5.00
Volleyball – General Admission	\$5.00
Soccer – General Admission	\$5.00
All Junior High Sports – General Admission	\$3.00

Student Admission:

Varsity Football – Reserved Seat	\$6.00
Varsity Football – General Admission	\$3.00 in advance or \$5.00 at gate

J.V. Football – General Admission	\$3.00
Girls’ Basketball – General Admission	\$3.00
Boys’ Basketball – General Admission	\$3.00
Wrestling – General Admission	\$3.00
Swimming – General Admission	\$3.00
Volleyball – General Admission	\$3.00
Soccer – General Admission	\$3.00
All Junior High Sports – General Admission	\$2.00

NOTE: No student tickets will be sold at the gate for varsity football games. Student varsity football tickets are sold in advance of home games for \$3.00 at the Junior High and Senior High cafeterias and at the Athletic Office the week of the game. All varsity football tickets at the gate are \$5.00.

- i. Post-Season Competition

When the deadline approaches for application into post-season competition, the principal, the athletic director and the head coach shall meet and discuss the value and desirability of a team entering playoffs. The athletic director will make the final decision.

One of the guidelines to be considered in making the decision shall be the record of the team at the time of application and possible projection of its final record. It is recommended that a team not able to win 50% of its contests should not enter team competition of a post-season nature. Difficulty of schedule will be taken into consideration if a team's record is under five hundred.
- j. Students Responsibility While Participating in Hollidaysburg Area School District Sports. (Interscholastic and Intramural.)

The student is at the center of the educational and athletic program in the Hollidaysburg Area Schools. It is, therefore, his/her responsibility to maintain proper personal conduct at all times.

 - 1) The student is responsible for himself/herself and his/her equipment while participating under the direction of the coach.
 - 2) The student should represent the school by following the rules and regulations which exist.
 - 3) The student should practice good sportsmanship and participate to the best of his/her ability.
- k. Athletic Eligibility Requirements for Students

Those students who participate in the interscholastic athletic program shall follow the by-laws of the Pennsylvania Interscholastic Athletic Association (PIAA). Also, to be eligible for extracurricular activities or interscholastic athletic competitions all students must arrive at school prior to 9:00 A.M. No student shall participate in extracurricular activities, practice or athlete events on days he/she is absent from school past 9:00 AM unless permission is given in writing from the principal's office. Examples include, but are not limited to a doctor's excuse, a death/funeral, an unavoidable family emergency or impassable roads. (See Extracurricular Activity Eligibility in the Student Handbook.)
- l. The following awards shall be given to the student athletes who complete a season as validated by the coach of the sport.
 - 1) A letter (8" chenille) with a pin of the sport the first time a student qualifies for a letter in any sport.
 - 2) A pin with a logo of the sport when a student qualifies for a letter in a second sport and when student qualifies in the same sport for the second, third, or fourth time.
 - 3) A certificate for any student who completes the season on either the varsity or junior varsity level and did not qualify for a varsity letter.

- 4) Any 9th grade student participating in a senior high sport (varsity or junior varsity level) which is not offered at the junior high shall receive a letter or certificate as outlined in #1 through #4.

Regulations have been set in each sport regarding qualifying for a letter. These regulations will remain from year to year unless a change is requested by either the head coach, the athletic director or the administration.

m. **The Daily Operation of the Athletic Program**

The athletic program at the Hollidaysburg Area Schools includes opportunities for boys and girls to participate in athletic activities designed to promote good physical and mental health. The administration monitors the program in order that such standards are maintained for the benefit of the students and the school district.

The athletic programs are reviewed annually. Included in the review will be an examination of personnel, practices and procedures involving the sport. Changes in programs will be recommended by the administration if deemed necessary.

n. **Practice**

Players must be taught that this is their classroom phase of athletics. The same rules must prevail for players (promptness, complete attention, good daily attendance, desire to improve, ability to listen, etc.) as are necessary for satisfactory classroom progress.

2. **Extracurricular Guidelines**

- a. **Extracurricular activities** are the programs that are sponsored or approved by the School Board and are conducted in part or whole outside of the regular school day, that are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate. These activities include all interscholastic athletic teams sponsored by the school district.
- b. **Demerits** are assigned for each suspension incident. Six demerits or more results in the loss of all school related privileges and probation for at least the remainder of the school year. This restriction means that the student is excluded from all extracurricular activities including social functions, interscholastic athletic events, field trips and academic representation of the school both as a participant or spectator. This includes prom, walking in graduation and the winter formal. *No refunds will be given to students who lose their privilege to participate in these events due to behavior or academic probation.
- c. **Participation.** All members of the extracurricular activities are expected to abide by the following guidelines.
 1. To be eligible for extracurricular activities or interscholastic athletic competitions all students must arrive at school prior to 9:00 A.M. No student shall participate in extracurricular activities, practice or athletic events on days he/she is absent from school past 9:00 AM unless permission is given in writing from the principal's office. Examples include, but are not limited to a doctor's excuse, a death/funeral, an unavoidable family emergency or impassable roads.
 2. All members of extracurricular activities are responsible for representing the Hollidaysburg Area School District, both on and off of the school grounds. Any member involved in behavior that breaks the code of conduct is subject to a review by a committee of the principal, athletic director, and the coach to determine the appropriate discipline.
 3. Anyone participating in an extracurricular activity must abide by all rules set forth in the Hollidaysburg Area Secondary Schools Student/Parent Handbook. Excessive suspensions and/or detentions may result in removal from the team or activity.

4. Student athletes' eligibility will be monitored on a weekly basis. The student athletes' grades will be checked every Friday. Final approval to participate in practices and/or games will be made by the principal with notification to the head coach.
5. If a student athlete has failing grades in two or more classes at one time, he/she is immediately placed on athletic/academic suspension. During academic suspension, the student athlete may, at the discretion of the coach, participate in practice but not in competition. The student athlete will remain on athletic/academic suspension until a significant amount (not failing more than one) of grades improve to the level of proficiency.
6. **The above numbers 4 and 5 regarding grade eligibility also apply to extracurricular field trips and events.** Grades will be checked on the student participation list for extracurricular, non-educational field trips and events at 2:00 p.m. two days prior to the trip being taken. Students who cannot go will be told the next school day. The grade that the student had at 2:00 p.m. is the grade that determines participation. Students' grades must be in good standing. *No refunds will be given to students who lose their privilege to participate in these events due to behavior or academic probation.
7. A minimal charge is typically assessed to students attending field trips to help defray transportation costs. This fee can vary depending on the nature of the trip. No student, however, will be eliminated from any field trip because of an inability to pay the fee.
8. Any athlete who willfully participates in stealing or vandalizing any school property at Hollidaysburg or at any visiting school will be dismissed as a competitor for twenty (20) calendar days. Second offense, or subsequent offenses—the athlete will be dismissed for sixty (60) calendar days from school sponsored athletic activities. However, that athlete may be allowed to practice and travel with the team while on suspension. Coaches must immediately notify the athletic director of such occurrences.
9. Any inappropriate pictures taken in a school uniform will result in a suspension.
10. All student athletes will ride to and from all away events on school approved transportation unless the coach receives the travel release form from the student athlete's parent/guardian in a face to face meeting. No student athlete will be released to anyone except his/her parent or guardian.
11. Any member of an extracurricular activity who is suspended (in-school or out of school) is not able to participate in meetings, practices, or competitions during that suspension. These days will be considered as unexcused absence from practice/game time.
12. Coaches and advisors will develop specific team rules that will be provided in writing before competitions begin.
13. As a student athlete, students may receive the following consequences for any off school property conduct such as, the violation of the law and/or drug and alcohol use, or any offense deemed punishable by the coaching staff. The student athlete could be suspended as a competitor for up to twenty (20) calendar days. Second offense, or subsequent offenses—the athlete could be suspended for up to sixty (60) calendar days or possibly removed from school sponsored athletic team or teams activities. However, that athlete may be allowed to practice and travel with the team while on suspension. Coaches must immediately notify the athletic director of such occurrences.

14. Any 10 day suspension prevents a student from overnight trips for the remainder of the school year.
15. If a student has an early dismissal for a school activity, the student must get all of his/her work from teachers prior to leaving. Assignments are due the day of return to school.

d. Drug and Alcohol Guidelines

The use and/or possession of controlled substances/drug paraphernalia not prescribed by a doctor are absolutely forbidden. If a member of an extracurricular team or activity is caught using or possessing such outside of school, he/she will be referred to the Student Assistance Program (SAP) which will include a drug/alcohol evaluation and counseling sessions. If this student behavior occurs during school hours, on school property, at any school sponsored event, on school provided transportation or doorstep to doorstep the student athlete will also be suspended from competition immediately for ninety (90) calendar days from school sponsored athletic activities.

e. Parental Code of Conduct

The purpose of this Code of Conduct is to help you make a commitment to yourself, your child and everyone else you meet during your child's athletic experience. Take the time to read each of these statements and truly make a commitment to adhering to them.

- I will always keep in mind that it is a privilege, rather than a right, for my child to participate in a sport.
- I will always model good sportsmanship at competitions by the way I treat all athletes, coaches, officials and other fans.
- I will insist that my child always demonstrate good sportsmanship and treat other athletes, coaches and officials with respect.
- I will always teach my child how to win and lose with grace by the way I act in each of those situations.
- I will always teach my child the importance of competing with integrity and will not condone nor help him or her cheat in any manner.
- I will always remember that while I am not an athlete, I am representing my child's team at competitions.
- I will always strive to work with my child's coach and not against him or her.
- I will communicate with the coaching staff in a respectful and professional manner at all times.
- I will always refrain from coaching my child immediately before, during and immediately after competitions because of the potential negative effect it may have on my child's performance.
- I will always remember that I have had my opportunity in athletics and this experience is about my child.
- I will have a basic understanding of the rules of my child's sport.
- I will serve as a volunteer with my child's team or school as much as possible.

f. Unacceptable Behavior

Some examples of behaviors identified by the school board are unacceptable behaviors at sporting events and will not be tolerated. Unacceptable behaviors are not limited to these examples -Disrespectful or derogatory cheers, chants, songs, or gestures; Criticizing of officials, coaches or athletes in any way including displays of anger over officials' call; Cheers which antagonize opponents; Blaming loss on officials, coaches, or participants; Use of profanity or displays of anger that draw attention to you.

Consequences for Unacceptable Behavior:

Suspension from sporting events, suspension from school, suspension from sitting in the student section, removal from contest, arrest, and/or possibly banned from all extracurricular activities.

g. ImPACT – Concussion Management Program

The HASD Athletic Department purchased the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) program in the fall of 2010. ImPACT is a computer based software tool that helps assess and determine the severity of a concussion and when it is safe to return to play. The ImPACT test evaluates multiple aspects of neurocognitive function including: memory, attention span, brain processing speed, reaction time, and post-concussive symptoms. The test is currently used by the NFL, NHL, MLB, and other professional leagues, colleges, high schools, and other organizations.

Baseline tests will be administered to all athletes in grades 7-12 who participate in school sponsored athletics. The athletes will be tested prior to their season and the test is good for 2 years. It is the responsibility of the student to report for testing as directed by the coach and athletic trainer. Make-up dates will be limited due to the volume of athletes. We also ask that each student take the test serious so the best data can be obtained. In the event an athlete sustains a concussion during the season, a post-injury ImPACT test will be given and compared to their baseline test. This will assist a physician and the athletic trainer in developing a safe return-to-play protocol for that specific athlete. These tests are regarded as privileged medical information and results are not shared with anyone besides the medical staff.

h. Return to Play Guidelines

Diagnosis:

1. An athlete suspected of having a concussion will be immediately removed from practice or game. (All coaches are required to complete the Concussion Education Course as approved by the Department of Health and Education)
2. The athlete will **NOT** be permitted to return to practice or game the day of the injury even if symptoms subside.
3. Medical evaluation following injury
 - The athlete should seek treatment at the nearest emergency department if they have the following symptoms: loss of consciousness, unequal pupils, drowsiness or cannot be awakened, worsening headache that won't go away, weakness, numbness, or decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, difficulty recognizing people or places, increased confusion, restlessness, or agitation, or unusual behavior.
 - Otherwise the athlete should get a medical evaluation from a medical professional trained in concussion management.
 - ImPACT testing will be done by the certified athletic trainer at the school.

Return to Play - Criteria for Return to Play after a concussion/head injury

1. Written clearance from a medical professional trained in management of concussion
2. Must be asymptomatic – no post-concussion symptoms
3. ImPACT test back to baseline
4. Complete the Exertional Protocol

- Each step takes 24 hours
- The steps must be completed without return of symptoms
- If the symptoms return the student returns to the previous step after symptoms have subsided for 24 hours

DAY 1: Light Aerobic Activity (ex. stationary bike riding or walking)

DAY 2: Sports Specific Training (ex. running, swimming, skating)

DAY 3: Non-contact drills (ex. passing drills, shooting drills, weight lifting)

DAY 4: Full Contact drills

DAY 5: Game Play

Keep in mind progression can be individualized and adjustments will be made on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates.

If parents/students have any questions concerning the Concussion Management Program or need to report an injury they should contact the certified athletic trainer, Amy Smearman, ATC at 695-5986.

i. Communication

1. Parent/Coach

Chain of Command: Both parenting and coaching are extremely difficult vocations. By establishing open communication and an understanding of each position, we are better able to accept the actions of the other and provide great benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

2. Communication You Should Expect From Your Child's Coach

- Philosophy of the coach.
- Expectations the coach has for your child as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements, i.e. special equipment, off-season conditioning.
- Procedure should your child be injured during participation.
- Discipline which results in the denial of your child's participation.

3. Communication Coaches expect from Parents

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concern in regard to a coach's expectations.
- As your children become involved in the programs at Hollidaysburg, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

4. Appropriate Concerns To Discuss With Coaches

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.
- Coaches are professionals. They make decisions based on what they believe to be best for all students involved and the team. As you have seen from

the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

5. Issues Not Appropriate to Discuss with Coaches
 - a. Playing time
 - b. Team strategy
 - c. Play calling
 - d. Other student athletes
6. Conflict Resolution

The first step in resolving a conflict is the promotion of open communication. Through this communication, many issues can be resolved by the parties most directly involved with the conflict. All coaches should demonstrate proper and effective communication when dealing with their student athletes and provide an environment for the student athletes to address concerns with their coaches. However, there are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.
7. Procedure to follow should you have a concern to discuss with a coach
 - a. Call to set up an appointment with the coach.
 - b. If the coach cannot be reached, call the Athletic Director. They will coordinate the meeting for you.
 - c. Meet with the Coach.
 - d. Do not confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and often escalate the issue.
8. The Next Steps - What can a parent/guardian/student athlete do if the meeting with the coach did not provide a satisfactory resolution?
 - a. Call the Athletic Office at (814) 695-5986 and set up an informal meeting with the athletic director to discuss the situation.
 - b. At this meeting, the athletic director, parent/guardian, student athlete and coach will work to resolve the issue. All conflicts involving playing time, play calling, team strategy or other student athletes will not be addressed any further.
 - c. Any complaint unresolved shall be reviewed by the building principal in an attempt to resolve the matter to the satisfaction of all parties involved.
 - d. If the issue remains unresolved, the parent/guardian/student athlete will complete the conflict resolution form to be submitted to the athletic director who shall forward a copy of the written complaint to the building principal, coach and Superintendent.
 - e. Upon receipt of the conflict resolution form, the Superintendent shall confer with all parties.
 - f. If the Superintendent is unable to resolve a complaint to the satisfaction of all parties and at the request of the complainant, the Superintendent shall forward the results of his investigation along with his recommendation to the school board and a copy to all parties. The Hollidaysburg Area School District Board of Directors will not be the first to hear a complaint and all issues will be required to follow the proper protocol.
 - g. A conflict resolution form can be found at www.hasdtigers.com under the Athletics tab.

3. Policy of Evening Activities

All practices, rehearsals and club activities must be chaperoned by at least one (1) member of the faculty at all times. Generally speaking, this will be the person who is the sponsor of the club. Students should never be in the building for any reason unless a teacher/chaperone is present.

- a. All practices, rehearsals, and club activities should be concluded at a reasonable time.
- b. Students are to be confined to the area of the activity. They are not permitted in any other area of the building for any reason.
- c. All high school dances should be dismissed by 11:15 PM and all junior high school dances should be dismissed by 9:30 PM.
- d. Permission to vary on any of the above time limits should be secured in advance by consulting the administration.

4. Student Council

The purpose of the Student Council is to:

- a. Act as a liaison between the students and the administration.
- b. Provide student representation at all school board meetings.
- c. Provide an opportunity for student participation in school affairs.
- d. Maintain and improve the spirit and reputation of the school.

5. National Honor Society Membership

Senior High

- a. Philosophy
The National Honor Society is an organization under the sponsorship and supervision of the National Association of Secondary School Principals. Membership in the Hollidaysburg Area Senior High School Chapter of the National Honor Society is an honor bestowed upon a student in recognition of his/her outstanding scholarship, character, leadership and service. Students are invited to become a member of the NHS through the rigorous selection procedure outlined below.
- b. Purpose
The purpose of the Hollidaysburg Area Senior High School Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of the Hollidaysburg Area Senior High School.
- c. Selection Procedure:
The scholarship component of membership is evaluated using the following criteria. Potential members are identified as those junior or senior class students who have attended the Hollidaysburg Area Senior High School the previous seven (7) marking periods, maintained a grade average of at least 94% and no failing grade during those previous seven (7) marking periods, and completed a minimum of three (3) college bound level courses.

A potential member's qualities of leadership and character are then evaluated by the student's four core subject teachers. Using a scale from 1 (low) to 5 (high), student's English, math, social studies and science teachers are requested to evaluate the candidate's characteristics of leadership and character. If the student does not have one or more of the four core subjects during the current semester on his/her schedule, other former teachers may be asked to evaluate the student. Criteria used to evaluate leadership and character are defined and explained by the national organization of the NHS. Rating sheets reflect an applicant's rank

when compared to the following descriptors which are included on the teachers' instruction sheet:

Leadership:

- Resourceful in proposing new problems, applying principles and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility; demonstrates reliability and dependability without prodding.

Character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern and respect for others.
- Observes instruction and rules, punctuality and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

Any candidate who receives a score less than three in either the leadership or character component by two or more different teachers is eliminated from National Honor Society membership consideration.

An invitation of NHS membership is extended to all candidates who met the scholarship, leadership and character components as outlined above. The candidate must demonstrate involvement in service activities by participating in one of the following:

- Active membership in two service clubs.
- Active membership in one service club and one sport.
- Participation in one service club and in one community service project.
- Participation in an ongoing community service.

Candidates are required to complete the letter of invitation thoroughly and to submit it by the due date as outlined on the invitation. Information needed on the letter of invitation includes:

- The signature(s) of sponsors or leaders of any service club or sport the student includes on the letter of invitation.
- The signature(s) of his/her parent or guardian.
- The candidate's signature.

The selection of members to the chapter shall be by a majority vote of the faculty council on behalf of the school faculty. The faculty will be informed of

candidates. They will be requested to provide input to the faculty council on candidates on the basis of service, leadership, character and citizenship.

The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters. Students who question the fact that they were not selected do not have a legal right to a hearing, but they and their parents should be given an opportunity to present their complaints to the building administrator and faculty council.

d. Dismissal

Failure to complete and submit the NHS letter of invitation by the given deadline will make a candidate ineligible for National Honor Society membership.

Once the letter of invitation is reviewed by the Hollidaysburg Area Senior High School

National Honor Society Adviser(s), a letter of acceptance to membership in the HASHSChapter of the NHS is sent to the home of the student. This letter will give the time and date for the formal National Honor Society induction ceremony.

Students having any discipline issues, including, but not limited to any major suspension for offenses of drugs or alcohol, possession of weapons, fighting or threats may not be eligible to be inducted into the National Honor Society. The Hollidaysburg Area Senior High

School administration will advise the advisors of the NHS of any prospective candidates who may have such discipline issues.

Members of the National Honor Society are expected to maintain the required 94% scholastic average, continue serving in leadership capacities in the school and community activities, uphold the qualities of high character, as well as participate in a minimum of ten (10) hours of community service throughout the school term. Any student whose scholastic average falls below a 94% will be contacted by an advisor, encouraged to improve, and place on academic probation status for a set time period.

A member shall be automatically dismissed from the HASHS Chapter of the NHS for any expulsion from the high school. Any dismissed member shall be required to return his/her National Honor Society certificate to the principal and remove the National Honor Society from his/her transcript.

Junior High - National Junior Honor Society

- a. The National Junior Honor Society is an organization that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service and citizenship.
- b. Philosophy
To promote appropriate recognition to ninth grade students who reflect outstanding accomplishment in the areas of scholarship, character, leadership, service and citizenship.
- c. Selection Procedure
The Selection procedure is based on Article VI of the "Constitution of the Hollidaysburg Area Junior High School. This procedure must be reviewed and approved annually by a majority of the current faculty council.

Students are considered eligible after completing three marking periods of their eighth-grade year. Candidates must have been in attendance at

Hollidaysburg Area the equivalent of one semester.

Candidates must have a cumulative scholastic average of at least ninety-

four percent (94%) and have no failing grades and are enrolled in a minimum of 3 college bound level courses in their 8th grade year. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Candidates must have 2 school related activities, and 1 community service activity that they completed during their seventh or eighth year. They will also have to write an essay on leadership that will be critiqued on structure, punctuation, grammar, spelling, etc.

Candidates may have no more than three (3) separate detention assignments or one suspension assignment.

The selection of members to the chapter shall be by a majority vote of the
faculty council.

A description of the selection procedures shall be published in an official school publication which is widely available to all students and parents in the school. The selection procedure shall be determined by the faculty council of the National Junior Honor Society.

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

Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society and that the faculty council is entrusted in making selection decisions. Students who question the fact that they were not selected do not have a legal right to a hearing, but they and their parents should be given an opportunity to present their complaints to the principal and faculty council.

Once an application is reviewed by the Hollidaysburg Area Junior High School National Honor Society Adviser(s), a letter of acceptance to membership in the HAJHS Chapter of the NJHS is sent to the home of the student. This letter will give the time and date for the formal National Honor Society induction Ceremony.

d. Dismissal

The dismissal procedure is based on Article VII of the Constitution of the Hollidaysburg Area Junior High School. This procedure must be reviewed and approved by a majority of the faculty council. Failure to complete and submit the NJHS application by the given deadline will make a candidate ineligible for National Honor Society membership.

Members who fall below the standards which were the basis for their
selection shall be promptly warned in writing by the advisor or faculty council and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned in order to be dismissed.

Members' report cards will be reviewed each quarter to ascertain if a cumulative 94% grade point average with no failing grade is being maintained. If a member fails to meet the stated criteria, he/she will be notified and placed on probation for the next grading period. A member is permitted to be on probation only once during the stated tenure. If a member does not comply, he/she will be notified of the dismissal in writing.

To maintain good standing, a member must perform a minimum of ten (10) community service hours throughout the school term. Failure to complete this obligation will result in immediate dismissal.

In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

The National Council and the NASSP shall hear no appeals in dismissal cases.

Students having any discipline issues, including, but not limited to any major suspension for offenses of drugs or alcohol, possession of weapons, fighting or threats may not be eligible to be inducted into the National Junior Honor Society. The Hollidaysburg Area Junior High School administration will advise the advisors of the NJHS of any prospective candidates who may have such discipline issues.

A member shall be automatically dismissed from the HAJHS Chapter of the NJHS for any expulsion from the junior high school. Any dismissed member shall be required to return his/her National Honor Society certificate to the principal and remove the National Honor Society from his/her transcript.

6. Art Honor Society

Membership in this chapter shall be based upon art scholarship, service, and character. To be eligible for selection to membership in this chapter, the candidate must be a high school student enrolled in grade 10, 11, or 12 at Hollidaysburg Area High School, and is currently or has completed one semester of art at Hollidaysburg Area High School. They also must be a member of the Hollidaysburg Area High School Art Club. An eligible officer candidate must have and maintain an 88% cumulative average in all other subjects and must maintain a 92% in their art classes. Grades will be assessed after the second marking period and members will be registered in the database for National Art Honor Society of an annual dues of \$5. Attendance is required at specific meetings to maintain membership privileges. Members must have signed excuses from coach, boss, or doctor for any excused absences for meetings to still remain in good standing as a member. For the Hollidaysburg National Art Honor Society officers, attendance is also required at any executive meetings outside of the regularly scheduled membership meetings. To graduate with NAHS honors and earn the right to wear a cord or pin at graduation, a member must remain in good standing until the graduation date. Members must follow the eligibility rules in accordance to the Hollidaysburg Area High School handbook. Members must have and maintain a 88% cumulative average in all other subjects and must maintain a 92% in their art classes. Members will be considered ineligible if they have two or more failing grades at the end of each marking period. At the end of every marking period, the grades will be checked by the sponsor. If they haven't met the standards, they will be asked to step down from Hollidaysburg National Art Honor Society.

7. Bylaws for Tri-M Local Chapters

Preamble

We, the members of the Hollidaysburg Area Senior High School music department, in an effort to inspire music participation, create enthusiasm of for scholarship, stimulate a desire to render service, and promote leadership in the music students of our school, accept these bylaws for the establishment and operation of our Tri-M Music Honor Society chapter.

Article I—Chapter Name and Location

The name of this chapter will be known as:

Tri-M Music Honor Society Chapter ____ at Hollidaysburg Area Senior High School.

Article II—Division

This chapter will be a Senior chapter of the Tri-M Music Honor Society.

Members will be Senior division members of Tri-M.

Article III—Purpose

The purpose of this chapter will be to:

- Provide an appropriate method for recognizing the musical achievements of our members
- Strengthen our school's music program
- Help our members reach their full musical potential
- Motivate and recognize our members' musical and personal achievements, credits, and grades
- Encourage our members to work together toward the same goal
- Inspire and challenge our members
- Focus public attention on our school's music program through community service

Article IV—General Powers

The Tri-M chapter participants are limited to the powers vested to them by NAFME, the Tri-M Program Guidelines, and these bylaws.

In any matter not provided for in the Tri-M Program Guidelines, these chapter bylaws, or by local, state, or federal law, Tri-M Chapter ____ at Hollidaysburg Area Senior High School will act by majority vote of those present at any annual, regular, or special meeting.

As a program of Hollidaysburg Area Senior High School, this Tri-M chapter understands that the principal and school administration have the power to veto any local Tri-M decisions.

Only NAFME has the power to amend or revise the Tri-M Program Guidelines.

Article V—Membership

Section One—Membership Classes

Members shall be Active, Alumni, or Honorary.

Section Two—Active Membership

A. Requirements

Candidates for active student membership shall be chosen by a faculty committee made up of at least one faculty member appointed by the Music Department Chair. Candidates for active student membership shall be chosen from those students enrolled in the music department at Hollidaysburg Area Senior High School. Candidates, at the time of their selection, shall meet the following requirements.

- They must have enrolled in a music ensemble and/or class for at least one semester of the current school year at Hollidaysburg Area Senior High School;
- They must exhibit leadership, service, and character in their activities while at Hollidaysburg Area Senior High School; and
- They must have maintained for the previous semester at least an A average grade or equivalent in music with at least a B average grade or equivalent in other academic subjects.

B. Public Notice

A written description of the selection procedure shall be made available to all music students and their parents prior to candidate consideration. The selection procedure shall be consistent with articles of the Tri-M Program Guidelines.

C. Lapsed Membership

Members and their eligibility for Tri-M membership shall be reviewed on an annual basis to consider their continued participation in the Tri-M program. These reviews shall be done at the end of the 3rd marking period by chapter advisor(s). The review shall confirm the member's enrollment in a Hollidaysburg Area Senior High School music ensemble and/or class for at least one semester of the current school year and that the member has maintained for the previous semester at least a B average grade or equivalent in music, with at least a C average grade or equivalent in other academic subjects.

If a current member does not or cannot meet the academic or music criteria necessary to be considered a Tri-M member, his or her membership will lapse in good standing until the music and academic criteria are once again met.

The chapter advisor shall determine when a lapsed member is reinstated based upon proof that membership criteria have once again been met.

D. Dismissal

Dismissal is a permanent revocation of Tri-M membership without the option of reinstatement unless overturned by an appeal.

Dismissal is warranted by flagrant violation of school rules or criminal law. A member may be dismissed without warning. A written documentation of the dismissal procedure shall be available to interested parties.

Any member who is dismissed shall surrender all Tri-M insignia items to the chapter advisor. If the member paid for the membership insignia items, the chapter will reimburse the student for the original cost of the items.

E. Dismissal Appeal

A member who is dismissed may appeal the decision. The principal of the school shall assign an impartial faculty committee of three or more to review the appeal. The same rules that would be used for a disciplinary appeal in the school district shall apply.

Section Three—Alumni Membership

Upon graduation, active members shall become alumni members. Alumni members shall have no voice or vote in chapter affairs.

Section Four—Honorary Membership

The chapter advisor may award honorary memberships in recognition of achievements and/or outstanding service rendered to the chapter in keeping with the purpose of the Tri-M Music Honor Society. Honorary membership may be awarded to guest clinicians, school officials, principals, teachers, Tri-M advisors, adults, or students with disabilities who are unable to fully meet the active member criteria. Other students are not eligible for honorary membership. Honorary members have no voice or vote in chapter affairs.

Article VI—Executive Committee

Section One—Committee Members

The executive committee of this chapter will consist of a chapter advisor and student officers.

Section Two—Chapter Advisor

The chapter advisor of this chapter shall be a teacher in the music department at Hollidaysburg Area Senior High School. This chapter may have co-advisors appointed by the advisor to assist with chapter operations.

Section Three—Student Officers

The student officers of this chapter will include a president, vice president, secretary, treasurer, and historian. All funds for the Hollidaysburg Senior High School Tri-M chapter will be administered by HAMP.

Section Four—Quorum Requirement

A majority of the officers and the chapter advisor constitute a quorum.

Article VII—Duties of the Executive Committee

Section One—Chapter Advisor

The advisor of this chapter will act as supervisor, guide, and counselor in all matters pertaining to chapter operations. The advisor will attend all executive committee and chapter meetings and will help officers fulfill their respective duties, including maintaining chapter record and summing chapter fees with the proper forms.

Section Two—President

The chapter president will lead the members toward the attainment of the goals of this chapter and of the Tri-M Music Honor Society. The president will preside at all meetings of the chapter and of

the executive committee. The president and other officers will conduct the induction ceremony for new members and will hold an election to appoint new officers to preside the following year.

Section Three–Vice President

The vice president of this chapter will preside at all meetings of the chapter in the absence of the president, and it will be his or her duty to assist the president. If programs, special projects, or activities are planned in addition to the membership presentation ceremony, the vice president will also serve as program chairperson.

Section Four–Secretary

The secretary of this chapter will be responsible for all correspondence of the chapter and will keep an accurate record of attendance, minutes, and all transactions and meetings of the chapter. The secretary will also serve as social chairperson.

Section Five–Treasurer

The treasures of this chapter will keep an accurate record of all monies received and disbursed, membership fees paid to the honor society (if any), and all membership pin emblems, cards, certificates, and insignia items secured from the national office. The treasure will report at each meeting the receipts, disbursements, and cash balance on hand. The chapter advisor should make an audit of the treasurer's record at the end of each semester. The treasurer will also serve as membership chairperson.

Section Six–Historian

The chapter historian shall keep a comprehensive record of all programs presented by the chapter and its members, including pictures and news clipping; serve as publicity chairperson; and be responsible for compiling the chapter's entry for Chapter of the Year.

Article VIII–Nomination and Election of Officers

During a spring meeting, the president will appoint a nominating committee of three who will propose a slate of officers for the coming year and present it at the following meeting. Nominations may also be made from the floor. The candidates will be elected by a majority ballot vote. New officers for the coming year will be installed before the close of the school year in which the election takes place.

Article IX–Vacancies on the Executive Committee

Vacancies occurring on the executive committee during the school year will be filled on a temporary basis with chapter members selected by the chapter advisor. Temporary executive committee assignments are valid only until the next meeting of the chapter, when an election will be held to fill such vacancies.

Article X–Meetings

Section One–Planning

The executive committee will meet in advance to outline scheduled meetings.

Section Two–Times

Regular meetings during the school year shall be on days designated by the executive committee and in accordance with school policy and regulations.

Section Three–Frequency

There will be at least 4 scheduled meetings of this chapter per year and determined by the chapter advisor.

Section Four–Voting

All members may attend scheduled meetings. No meeting may be held unless the chapter advisor is present. Only the chapter advisor and active student members have a voice or vote in chapter affairs.

Section Five–Special Meetings

The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section Six–Meeting Decorum

Meeting shall be conducted according to Robert’s Rules of Order, Newly Revised (Perseus Publishing) in all points not expressly provided for in the Tri-M Program Guidelines or these chapter bylaws.

Article XI–Induction Ceremony

This chapter will hold at least one public induction ceremony each school year as planned by the executive committee. All induction ceremonies will be held after school hours with parents, friends, school officials, faculty members, and other students in the music department invited to attend.

Article XI–Bylaw Ratification

Bylaws must be approved by the chapter advisor and school administration and receive a two-thirds affirmation vote from chapter members to be ratified as law of the organization.

Article XII–Amendments

The chapter shall regularly review these bylaws and amend or revise them if they do not meet the current needs of the chapter. Any amendments or revisions must be consistent with the Tri-M Program Guidelines.

Any member may submit minor revision drafts to the Executive Committee for consideration. A specially appointed bylaws revision committee shall draft major revisions or complete bylaws rewrites. Revision proposals must be passed by an Executive Committee majority vote to be presented to the chapter membership for a vote.

When the Executive Committee passes a revision proposal with a majority vote, that revision proposal shall be presented to the chapter in written form prior to a chapter vote for adoption as chapter law. Proposal amendments or revisions required a two-thirds affirmative vote by chapter membership and school administration approval for adoption.

7. Extracurricular and Co-Curricular Activities

Senior High Students

Aavidum
Art Club
Athletic Trainer/Sports Medicine
Band Front
Baseball
Basketball
Cheerleaders
Chimrock (Yearbook)
Chorus
Cross Country (Combination)
Dance Drill
Distributive Education Club of America
Eco-Action Club
E-Sports
Fantazia
Football
French Club
Fuel Up to Play 60
Future Business Leads of America
German Club
Girls' Softball
Girls' Volleyball
Golf
Guidance Aides
History Club
Hockey
Hooligans
Hollidaysburg Area Repertory Players

Jazz Band
Key Club
Library Aides
Majorettes
Marching Band
Mock Trial
Model UN
National Honor Society
Orchestra
Rugby
Russian Club
Scholastic Quiz Team
Soccer
Softball
Spanish Club
Stem Club
Student Council
Swimming
T.A.D.D.
Tennis
Track
Ultimate Frisbee
Volleyball (Varsity and JV)
We Are Human
Wrestling
Young Entrepreneurs Academy

Junior High Students

Aavidum
Art Club
Band
Baseball
Boys' Basketball
Boys' Cross Country (9th Grade)
Boys' Tennis (9th Grade)
Boys' Track
Cheerleaders
Chorus
Football
Fuel Up to Play 60
Gaming Club
Girls' Basketball (9th Grade)
Girls' Cross Country (9th Grade)
Girls' Tennis (9th Grade)
Girls' Track
Girls' Volleyball (7th-9th Grade)
Golf (9th Grade)

Jr. Theatre
Library Aides
Majorettes
Math Counts
NASA
National Junior Honor Society
Orchestra
Quiz Team
Reading Competition
Silks
Soccer (9th Grade)
Softball (9th Grade)
Student Council
Student Council Officers
Swimming (9th Grade)
Wrestling
Yearbook

GACTC

Please visit the **Greater Altoona Career & Technology Center (GACTC)** website www.gactc.edu for current policies, procedures and up to date announcements including:

- How to apply to the GACTC
- GACTC Program Directory
- Work Based Learning opportunities
- Faculty/Staff Directory
- 2022-2023 GACTC Academic Calendar
- Scholarship Information and Applications
- COVID-19 Dashboard (if applicable)

Other important parent and student resources are also available on the website including the most recent version of the **GACTC Student/Parent Handbook**. Please refer to the **GACTC Student/Parent Handbook** for information regarding but not limited to the following:

- Student Arrival and Dismissal Times/Instructions
- Instructions for updating your contact information
- Guidance for Flexible Instruction Days (FID) and Virtual Instruction Days
- GACTC Infinite Campus Login for access to updated information on your student's academics and attendance.

Attendance Procedures and Expectations:

All students returning from an absence, INCLUDING SENDING SCHOOL *CONFLICT DAYS, must present a written excuse to the GACTC teacher explaining the reason for the absence. **Sending school excuses ARE NOT transferred to the GACTC.** Parents/Guardians must provide **SEPARATE** excuses for the GACTC and the sending school. A student excuse must be submitted to GACTC within **3 DAYS** of the absence, or the absence will be unexcused.

***Conflict Days/Expectations when sending school is not in session:** When the sending school has an in-service or holiday and the GACTC is **IN** session, the sending school may provide transportation to the GACTC, requiring the parent/guardian to transport their child to the sending school. In this case, the student is expected to be in attendance at the GACTC. Should transportation arrangements to the sending school not be available, students must bring in a note from the parent/guardian to that effect or the absence will be unexcused.

GACTC absence due to sending school events: Sending school events sometimes impact a student's GACTC attendance. This type of absence refers to any instance where a GACTC student is held at the sending school for any reason (*excluding being retained for disciplinary purposes*). Such events include club activities, athletics, assemblies, field trips and mandatory testing. A sending school event absence will not negatively impact a student's attendance record.

Weather Cancellations/Delays/Dismissals: If sending school cancels school due to weather, student absence is excused from the GACTC and students are not expected to attend, however, may be expected

to attend school virtually. In the case of a school delay or early dismissal, students and parents are to follow sending school schedules and procedures and expect communication from the GACTC, as well.

For more information please call the GACTC at 814-941-TECH.

Thank you.

SERVICES

1. Addresses and Telephone Number Changes

It is necessary for the office to have an accurate record of the home address of all students as well as the correct telephone number. We ask that parents accept responsibility in reporting any change of address to the Administration Office on Clark Street. Phone number changes may be entered through Infinite Campus.

2. Announcements

PUBLIC ADDRESS: In order to maintain the efficient operation of the public address system with a minimum of confusion, it is necessary to follow a few regulations:

- a. Write all announcements on forms provided by the office and leave them in the office prior to 7:30 AM and 12:30 PM.
- b. All announcements are to be approved by the administration before they are read.
- c. Every club announcement must bear a teacher's signature. If one is prepared and signed by a class officer for example, the sponsor's signature should also appear. Announcements will not be read that do not have the sponsor's signature.
- d. Only announcements directly related to our school students will be read. This must be strictly adhered to unless permission is given by the administration.
- e. It should not be necessary to make announcements as reminders to regularly scheduled groups.
- f. Announcements pertaining to only a few people should be omitted and those persons contacted individually.

3. Bulletin Boards

Bulletin boards are located throughout the building and are to be used only for announcements relating to school matters. Permission to post any other information must be secured through your school office. Since the information posted is normally of importance to students, we ask that students refrain from defacing the information posted.

4. Counseling Services

The counseling services of Hollidaysburg Area Secondary Schools are organized to help the student's total development. Often teachers will help students deal with problems, but there will be times when students need the services of the Guidance Department. Counselors can help students with their educational program, find information about future careers or help with post-graduate programs and admission. There may be times when students will need help with personal problems. Counselors can help students deal with these matters on an individual or group basis. Many times there are other students with similar concerns and counseling can be more effective in a small group situation.

a. Counselor Assignments

For organizational purposes, students are assigned to a particular counselor.

- 1) In the junior high, your counselor will start with you in seventh (7th) grade and will follow you until you attend the senior high school.
- 2) In the senior high, your counselor will start with you in the tenth (10th) grade and follow with you until graduation.

b. Seeing Your Counselor

Senior High:

Counselors will be available to see students during study halls throughout the school day and after school.

When your student is ill, please consider the following guidelines;

- 1) When the absence is for one or two days, the student is advised to attempt to obtain assignments from a classmate.
- 2) When the student is expected to be absent for three or more days, assignments may be requested from the Guidance Office with the understanding that teachers need approximately two (2) days to submit assignments to the Guidance Office.

Junior High:

Counselors will be available to see students at the following times:

- 1) In the morning before the warning bell rings for homeroom.
- 2) During study halls or class changes throughout the school day.
- 3) After school without restrictions.

Students who wish to see their counselor early in the morning before going to their homeroom should go directly to the Guidance Office when permitted to enter the building. If they are unable to see the counselor before the warning bell, they must report to their homerooms and get a pass from the homeroom teacher to see the counselor during the homeroom period.

If counselors are unavailable, the secretary will make an appointment for you.

When your student is ill, please consider the following guidelines:

- 1) When the absence is for one or two days the student is advised to attempt to obtain the assignments from a classmate.
- 2) When the student is expected to be absent for three or more days, assignments may be requested from the Attendance Office with the understanding the teachers need approximately two (2) days to submit assignments to the Dean of Students Office.

c. **Career Center**

The following are guidelines for use of the Career Center located at the Senior High School:

- 1) The Career Center is a place for students to look for information concerning careers, occupation, colleges, business and trade schools and the armed services. There is also information available on social and personal adjustment and study skills.
- 2) The Career Center is a type of research library and students are expected to remain quiet while in the room.
- 3) The Career Center is reserved for the use of Junior and Senior students. Students are permitted to use the room no more than once a day, two (2) times a week, or ten (10) times per year. If more extensive use is necessary, see your counselor.
- 4) Only catalogs of colleges, business schools, trade schools, etc. may be borrowed. Slips for borrowing these materials are in the Career Center.
- 5) Students must use their hall pass for admission to the Career Center. Students may return to study hall at any point during the period but must leave the Career Center at least five (5) minutes before the end of the period. Students also need to sign in before they enter the Career Center and sign out when they leave.
- 6) Students who do not use the Career Center for its intended use will be asked to leave and will not be permitted to use the Career Center for the remainder of the year without counselor permission.

5. Fire Drills

Fire drills are carried out periodically during the school year. A fire drill is carried out so that in case of necessity, students will be able to leave the building in a quiet and orderly manner. There is an instruction card posted in each room near the door. **DO NOT TALK ON THE WAY OUT** so that instructions that are needed may be given. Every person is to leave the building.

6. Grading

a. Grading System

A – 92% or above

B – 84% - 91%

C – 77% - 83%

D – 70% - 76%

F – 69% and below

I – Incomplete

All grades issued on report cards are averages of the grades earned for a nine week period. A grade of 69% or less as a final yearly grade will constitute a failure for the year in that subject. Only 3 Keystone Credit Recovery courses may be used during a student's high school career (grades 9-12).

b. Homework (Refer to Appendix E.)

Homework is an integral part of the learning process and an important component of the curriculum of the Hollidaysburg Area School District. Education is enhanced when the home and the school work as partners in learning. Homework assignment should:

- Develop responsibility, good study habits and organizational skills.
- Provide Practice and reinforcement of skills already presented by the teacher.
- Broaden Areas of interest through enrichment.
- Prepare the student for classroom activities, enabling the teacher to maximize instructional time in the classroom.
- Permit acceleration within specialized programs.

c. Report Cards

Reports of pupils' grades are electronically generated at the end of the 9th, 18th, 27th and 36th weeks of school. Reports are then forwarded to parents thru their personal email.

d. Class Rank

The Class Rank System is used to establish relative standing within a class. It is an equitable system based on Grade Point Average (GPA) and takes into account the number of credits each student attempts and the level of the classes scheduled.

Explanation as follows: The Hollidaysburg Area School District will calculate GPA via the use of a bonus system. The bonus system denotes the rigor of the honors and AP classes yet at the same time gives values to all. This bonus system recognizes the increased levels of expectations for each of the courses offered.

- Course work taken outside the district will only be included on the transcript under the following conditions.
 1. Must be pre-approved prior to starting the course.

2. Must count as a required credit toward a grade.
 3. Will only be assessed as pass/fail.
 4. Will not be included in class rank calculations.
- Any credits awarded through exemption will not factor into the Class Rank System.
An independent study course that is held during a normal classroom setting under direct supervision of a certified teacher and that follows the same curricular and assessments requirements of the course will be issued a percentage grade and will count toward class rank.
 - An independent study course, in which the student does not spend regular scheduled class time in the teacher's room, will receive a pass/fail grade and the grade will not be included in the class rank calculation.
 - Independent Study is not a means to acceleration. It is to take a class that they cannot get in their schedule because there is no room in the schedule. There are no curriculum based assessments (PVAAS, PSSA, etc.) used to take an independent study but the admin team is involved in the decision.
 - Any pass/fail grades do not count in the calculation for Class Rank.

1. Class Rank System

	Credit	Bonus Points
Advanced Placement Classes (Biology, Chemistry, Physics)	2	7.00
Advanced Placement Classes (all others)	1	7.00
Honors and 4 th year and above Foreign Languages	1	3.50

- Any grade below an 84% does not receive an accelerator.
- Any student refusing to take the Advanced Placement Exam will not receive an accelerator.
- Any pass/fail grades do not count in the calculation for class rank.
- All AP courses count as one credit except for Biology, Physics and Chemistry.

2. Class Rank Credit

- 16 AP Credit limit to be counted toward class rank
- AP and Honors students need an 84% or higher to earn the bonus points.
- Seniors may request class rank after August 1st thru Parchment. Underclassmen may request class rank after the 1st marking period through Parchment.

3. Class Rank Formula

$$\text{CUMULATIVE GPA With Bonus Points} = \left(\frac{\text{SUM(GPA Value x GPA weight)}}{\text{SUM (GPA weight)}} \right) + \left(\frac{\text{SUM(Bonus Points x GPA Weight)}}{\text{SUM (GPA weight)}} \right)$$

e. Interim Reports

These reports are found by logging into Infinite Campus. If internet access is not available, please contact the Guidance Office for a hard copy of your child's grades.

f. Add/Drop Policy

Once you have received your upcoming course verification you have until the date listed on the letter to change your schedule for the next school year. Once this date has passed schedule changes will be made for the following reasons:

- Keystone course needs to be added due to scores.
 - A required course is missing from your schedule.
- 1) A student may drop an elective course within the first 15 school days of a course when approved by teacher, parent, counselor and administrator without receiving a grade. If a student drops an elective course after the first 15 school days, he/she will receive a withdrawal fail and receive a 60% for a final grade.
 - 2) A student may change a level within the first 45 days of school when reviewed by teacher, guidance counselor, and parent/guardian, and approved by administration and depending on scheduling availability.

g. Scheduling
Grades 9-12

- In order to advance a level (i.e. scheduling from college bound courses to pre-honors courses) 84% or higher needs to be obtained.
- In order to advance more than one level, students must have a final grade of 84%, AP Potential, Keystone scores and teacher recommendation will also be considered. Course sequencing will be followed.
- In order to maintain honors and pre-honors levels a 77% or higher must be earned.
- In order to maintain college bound level or advance to the next level in a foreign language and art classes a 77% or higher must be earned.
- All AP courses count as one credit except for Biology, Physics and Chemistry.
- If a student fails to maintain the level he/she wishes to schedule due to the final grade in a course, he/she may retake the full course through an approved cyber school. The course must be completed by August 15th and all costs are the responsibility of the student.
- It is the responsibility of the student athlete who plans on participating in NCAA Division I or Division II Athletics to secure and complete the NCAA Clearinghouse through the Guidance Office. It is also the responsibility of the student athlete to ensure he/she completes the appropriate courses to be eligible in the NCAA Division I or NCAA Division II.
- **Testing out of a class is being offered to students as long as the course they are testing out of does not trigger the Keystone Exams: Algebra 1, Algebra 1B, English 10, Honors Biology, CB Biology, Biology 1B. Students must earn an 84% or higher and the test must be completed by May 30th of the year prior to advancing. Each student will be afforded 1 attempt and retakes will not be offered. There will be no credit awarded for this; however, it will be recorded on the student's transcript with a P for passing.**
- Take and successfully complete one of the Hollidaysburg full Cyber School courses. The course must be completed prior to the upcoming school year by August 15th. There will be a credit awarded on the student's transcript with a P/F. The cost of the course will be the student's responsibility.

- If a student takes an AP Exam and earns a 4 or a 5, they can advance to the next course sequence. There will be no credit awarded; however, the AP exam will be added to the transcript along with a P for passing.

Grades 7 & 8

- Scheduling and placements of 7th graders are completed based on student strengths, needs, interests, and various data points to include but not limited to: grades, PSSA test scores, PVAAS projections, various assessments, and teacher recommendations.
- Scheduling and placements of 8th graders are completed based on their strengths, needs, interests, and academic performances in 7th grade.

Health and PE

1. If a student fails Health and PE, he/she must make up the credit in summer school.
2. A student must take the enrichment PE and enrichment Health the summer before his/her 9th grade year in order to not schedule it during 9th grade.
3. A student can take up to 1.5 PE credits in enrichment PE (three half credit courses).
 - A student's onsite .5 PE credit must be taken during his/her 10th or 11th grade year.
 - A student must complete his/her PE log prior to receiving the .5 credit on his/her transcript. If the student's PE log is not up to date by the end of the first semester, he/she will be placed in PE the second semester or fail for the year.
4. A student can take his/her secondary Health credit (two summers earning .5 credit each summer) during summer school.
 - One .5 credit health course must be completed before his/her 9th grade year.
 - One .5 credit health course must be completed either during the summer before his/her 10th grade year or the summer before his/her 11th grade year or he/she will automatically be placed in a health class your 11th grade year.
5. A student who transfers in his/her 10th or 11th grade year, who did not have swimming in his/her previous school, must take PE that includes the swimming component to graduate.
6. Students must have the swimming component of their PE course done by the end of their 11th grade year.
7. A student has to participate in more than half of the semester to get a grade.
8. If a student received an I or an F in an enrichment summer course, they may not take it again next year.

Online Courses

1. A student may take a district approved online course if:
 - He/she wants to retake a course to earn a grade to maintain or advance an academic level (in order to advance a level a 95% or higher must be obtained; in order to maintain honors and pre-honors levels an 84% or higher must be earned; in order to maintain college level a 77% or higher must be earned).

Remediation will be provided to all students not scoring at the Proficient Level or Advanced Level.

Students with IEP's:

Students identified as having special needs qualifying for an Individual Educational Program (IEP) will graduate by meeting the requirements of the IEP.

Grade Level Promotion:

In order to be promoted to the next grade level you must have earned the following numbers of credits in each grade:

- 9th – 6 credits
- 10th – 7 credits
- 11th – 7 credits
- 12th – 7 credits

Exceptions to this requirement may be made by the building administration upon their individual review.

Credit by Exemption:

- Testing out of class is being offered to gifted students as long as the course they are testing out does not trigger the Keystones: Algebra 1, Algebra 1B, English, Honors Biology, Biology, Biology 1B.
- To test out of a foreign language the student must complete assessments and score a 90% or higher.

Graduation Ceremony

- If a student needs credits beyond what can be made up in Hollidaysburg SD summer school, 1 health class, 1 PE class, and 2 core subjects, he/she will not walk in the graduation ceremony.
- If a student receives 6 demerits during the school year he/she will not walk in the graduation ceremony. If a 90 day extra-curricular suspension coincides with the graduation ceremony, a student may not walk in graduation.
- Speaking at graduation is a privilege not a right. Student speakers will be chosen at the discretion of the administration. The criteria taken into consideration will include academic standing and discipline record.

Keystone Credit Recovery Courses

- All Keystone Credit Recovery courses must be completed, results received, and the onsite final taken by August 1st
- Only 3 Keystone Credit Recovery courses may be used during a student's high school career (grades 9-12).

8. Graduation Project Guidelines

- If a junior does not complete passing status on his/her graduation project paper, he/she will not be permitted to participate in prom and field trips until the paper reaches passing status.
- If a student has not received passing status on the graduation project paper by the end of his/her junior year, he/she will not be permitted to participate in co-op or extracurricular activities during his/her senior year until the paper reaches passing status.

9. Identification Cards

- a. All secondary students will be issued a student activities identification card that must be presented upon entering all dances. This card must be presented, upon request, to the person(s) in charge of any other activity of the school.
- b. Students lending this card or misrepresenting ownership will have the card destroyed. These students will not be permitted to attend activities of the school for the remainder of the year and will receive discipline to be established by the administration at the time of offense.

10. Insurance: Accident and Dental

Accident and dental insurance is offered to all students at the beginning of each school year. It is advisable that all students choose to subscribe to these low-cost insurance packages. Please see section on Extracurricular Athletic Regulations/Guidelines for athletic insurance.

The program is of the following two plans:

- a. The School-Time Protection covers an accident while the student is attending school, on the school grounds, or on the way to and from school
- b. The Round-The-Clock Protection covers any accident occurring any time during the course of a day. This includes at school, at home, at play, on weekends, during vacations or at camp.

11. Library

Junior High

The library media center provides information services to all members of the school community in reaching curriculum goals and promoting a life-long love of reading and learning.

Study hall teachers will be instructed as to the number of students they may release from their study hall. All students must report to their assigned study hall prior to going to the library. Students reporting to the library must remain there for the entire period.

Reference books may not be taken from the library at any time. Each student may have three (3) books checked out at a time. Books have a circulation of three (3) weeks. These books must be returned on or before the due date. All badly damaged or lost books must be paid for by the student. The Altoona Mirror may not be removed from the library at any time. Treat all forms of media with the same respect as you would your own property.

Interlibrary loan books must be returned by the due date.

If books become overdue, no further books will be checked out until the obligation has been cleared.

Senior High

Hollidaysburg Area High School's Library offers to all students the use of books, computer services, collaboration station as well as a place to relax and socialize. Students may work on projects or homework, use the printers or stop in for a snack from the student store. There is currently no limit on the number of students who may come from a study hall, but if the library capacity is met, students will be granted access on a first come basis.

Only students from a scheduled study hall may come to the library without a pass from the librarian. Students who wish to come from a scheduled class will need to see the librarian for a pass. All students must report to their assigned study halls prior to going to the library. Students who are given permission to go to the library from their study halls are to go

directly there. Upon entering the library, students will use the electronic sign-in at the circulation desk. Any student who needs to leave the library for any reason other than the student store will need to get their hall pass signed and sign-out on the clipboard. The Library has many valuable print and electronic resources to help you with projects and papers. These resources are easily accessible whether within the High School, or at home and will be reviewed during the CIPA training at the beginning of the year. To find access go to: www.hasdtigers.com/weblinks or access through the Library Information classroom. Both MLA and APA citation help can be found within this classroom as well.

Books may be checked out for three (3) weeks. These books must be returned on or before the date placed in the book. If books become overdue, no further books will be checked out until the obligation has been cleared. If a student loses a book, he/she will be responsible for paying the cost to replace it. Students will be notified before Christmas break, and at the end of the school year of any overdue books.

Please see the Library Information classroom for all student guidelines and expectations.

STUDENT LIBRARY ASSISTANTS are an important part of the school program. Their service to the library is designed to increase its effectiveness. Any student who has a sincere desire to be of service to the school can become an assistant. One-half credit is given for five (5) periods of work week per year. Assistants are trained in circulation, book processing and general library routine.

12. Locks and Lockers

Senior High and Junior High:

Only school provided locks are to be used on lockers. A lock will be provided to all 7th graders. That lock must be returned to the Junior High at the end of the 9th grade or a fee will be assessed. All 10th graders will be provided with a lock. It must be returned at the end of the 12th grade year or a fee will be assessed.

Locks are to be used on lockers at all times. Any locker without a lock will be secured. The student must contact the Dean of Students to have the locker opened. IF the locker is found to be unlocked a second time, parents will be contacted and consequences assigned thereafter.

13. Lost and Found

In a school community it is imperative that each student be responsible for his/her own articles. Students will be provided with both hall and gym lockers in which they may keep their possessions. These should be used properly and be locked at all times.

Senior High

All articles that are found around the building should be taken to the Dean of Students' Office at the finder's earliest opportunity. Students who have lost valuable articles should stop in at the Dean of Students' office to check for lost articles with the secretary. Any articles not claimed by the end of the school year will be disposed of.

Junior High

All articles that are found around the building should be taken to the Dean of Students' Office at the finder's earliest opportunity. Students who have lost valuable articles should stop in at the Dean of Students' Office to check for lost articles with the secretary. Any articles not claimed by the end of the school year will be disposed of.

WARNING: DO NOT LEAVE MONEY OR OTHER VALUABLES IN YOUR DESK, LOCKER OR CLASSROOM.

14. Nurse

Nurse's Office

If it is necessary for a student to see the nurse, the student must ask his/her assigned teacher for a hall pass to report to the Nurse's Office. If the student is very ill, he/she/should be accompanied to the nurse by the teacher in charge or another student.

Students are not permitted to come to the Nurse's Office between classes unless it is an EMERGENCY.

Based on her findings, the nurse shall determine if the student shall be sent back to class, remain in the office, or be sent home. If a student calls or texts someone to pick them up and the nurse hasn't provided permission for them to be sent home due to illness, the absence will not be considered a nurse's excuse. If a student needs to contact a parent due to illness, they need to report to the main office or nurse's office prior to doing so.

If a student is sent home from school by the nurse for illness, the student will not be permitted to attend school extra-curricular activity, sports event, or work that day.

If the nurse advised the parent of a student to see a doctor after an injury, the parents are responsible to pay the bill if the student does not have school insurance.

All students, having a doctor's excuse regarding classroom activity, must place the excuse on file with the nurse.

Only students with a medical statement from a primary care physician will be excused from swimming or Physical Education. An excuse is only valid for the school year it was received. A new excuse is required for each year a student cannot participate in swimming or physical education.

A student with an acute injury or unable to participate in physical education on a temporary basis must provide an excuse from the medical provider with the start date and end date of the injury and physical education exclusion. Students with an excuse that states, "until further notice" or without any specific dates must provide an updated excuse on a monthly basis to the school nurse. Students who are unable to participate in physical education will not be permitted to participate in sports or sport-related school activities.

Immunization Requirements for Secondary Students

All students are required to be up to date on all immunizations. The new Pennsylvania Department of Health requirements (effective March 2017) state that all students must have a Polio vaccine ON or AFTER their 4th birthday. Students entering 7th grade must have a Tdap and meningitis vaccine. Students entering 12th grade must have a second dose of the meningitis vaccine. **All immunization requirements must be completed before the first day of school**, or the student will not be permitted to attend school. If the student does not have the required vaccines, a doctor's note is required that an appointment is confirmed for the dose to be given within the first 5 days of school. The parent/guardian may also file a religious or medical exemption for immunizations.

NURSES' OFFICE HOURS: The Nurse's Office will be open during Homeroom through period 8 except, the nurses' office will be closed for lunch daily from 12-12:30 p.m. and will see only true emergencies.

Medications of any type are not given in school unless a signed form is on file in the Nurse's Office. **Note:** This includes over the counter medications such as Tylenol, aspirin, etc. Medications that are ordered once a day, twice a day, or three times a day shall be given at

home. Only medications that are ordered four times a day will be given at school, unless otherwise ordered by the physician.

Concussions can have a major impact on students in the school setting. If your child is diagnosed with a concussion, please contact the school nurse in the appropriate building. The school nurse can help coordinate necessary program changes for your child as he/she recovers. If you have questions about concussions, please refer to www.cdc.gov/concussions. The school nurse will provide a concussion form to be completed by the student's primary care provider. School accommodations will be given according to the completed form. Concussion forms are required to be updated on a monthly basis.

PLEASE NOTE:

- Only illness or accidents occurring during the school time are the school nurse's responsibility.
- Insurance claim forms are available on the main page of the school district's website at www.hasdtigers.com.

15. Parental Conferences

Parents are encouraged to set up conferences with teachers during the normal school day or at a mutually agreed upon time to discuss their child's progress. In addition, a teacher or a student may feel that a parental conference would help to correct a misunderstanding or improve the student's progress; therefore, parents, teachers, and students all have the right to request conferences.

16. Recognitions

a. Senior High Principals' Awards

Principals' Awards are given to students according to the following criteria:

- Placing first, second, or third in academic competition involving other school districts:
- Significant improvement in year-long academic (40% or more)
- and /or behavior performance
- Recommendations by at least three teachers/counselors are required to validate the student's performance
- Initiation or participation in leadership roles with special community service projects
- Qualifying for state-level competition in academics, athletics, or music
- For other student achievements or accomplishments when recommended by at least three teachers/counselors

b. Honor Roll

All graded subjects count toward Honor Roll. An un-weighted average of 92% must be attained. No grade of less than an 84% in any subject may be earned.

c. Academic Achievement Award

To qualify for receiving the H-Pins in grades 7 through 12 a student must:

- Earn at least a 92% average during the first three nine week marking periods of all courses.
- All grades must be 84% or higher.

To qualify for the Three Year Award a student must have earned the H-pin in 10th, 11th, and 12th grades.

d. Honor Cord

To qualify to wear an Honor Cord at Graduation, a student must earn a cumulative 92% average, beginning with 9th grade and continuing through the third marking period of the 12th grade year.

e. **Scholar of Distinction, Beginning with the Class of 2005**

To qualify to receive a Scholar of Distinction medal at graduation a student must earn a cumulative 97% average beginning with 9th grade and continuing through the third marking period of the 12th grade year or be one of the 10 highest ranked students in the senior class.

17. Special Programs

a. **Preparation for Adult Living (PAL)**

This special program refers to a combination of one-half day on-the-job work experience in the community under the supervision of a cooperating employer and one-half school day in functional academic instruction designed to equip and prepare the student to take his/her place in the community as a worker, citizen and homemaker. This program is arranged through the counselor, the Work Experience Coordinator, and the Administration. Emphasis is placed on flexibility, individual instruction, guidance and counseling in an attempt to meet each student's individual academic, social, emotional and vocational needs.

b. **Advanced Placement Courses**

It is the expectation that students who enroll in an AP class will take the College Board AP exam for that class at the end of the school year prior to the last student day of the school year. Students who do not take the AP exam for a class will forfeit the AP weighting for the course, as well as the AP status indicated on student transcripts. Students who do not take the AP Exam will also be required to complete a final exam (if not already required for dual enrollment purposes), which will be given at the teacher's discretion. The final exam will count as 10% of the course grade as is standard for a non-AP course. **If you are enrolled in an AP course, a transfer to a cyber program can only occur at the beginning of each marking period.**

c. **Dual Enrollment Courses**

Any student enrolled in a Dual Enrollment/College-in-High-School Course is required to complete the registration and submit all required forms, tuition, and fees by the date deadline established by the University/College. The tuition and fees are non-refundable. Any student with financial need should contact his/her guidance counselor. **If you are enrolled in a college to high school class and you choose to go to cyber school, you will lose any dual enrollment and possibly grade weighting. It is the student's responsibility to reach out to the college for a possible refund.**

d. **Co-Op Program**

1. **Employer and Student Obligations**

Employers must provide a minimum of 10 - 15 hours with at least 1 day occurring during the early release time.

- Employer must carry workman's compensation insurance
- Employer must comply with state and federal child labor laws
- Employer must agree to visitations by school personnel
- Employer must agree to complete an evaluation each marking period
- Students under 18 years of age MUST have a work permit
- Students will submit a pay stub showing that taxes are being withheld
- Students will complete weekly hour log sheets
- Students must work a minimum of 10-15 hours per week and must work a minimum of one during the school early release time
- Students can earn 2 credits per year

2. **Policy and Procedures**

- Chronic absenteeism is if a student misses 18 days a year (2 days a month) and if a student receives a 10 day letter then they are required to have a doctor's excuse to attend co-op on any other missed days of school.

- Discipline – all school rules also apply at the worksite – can be disciplined for violation
- Fired - withdraw failure (60%) and brought back to school
- No-fault termination – given opportunity to find another job – volunteer service required until that occurs
- In-school suspension/Discipline action – possibility of remaining in-school all day or will not be released at co-op dismissal time – at the discretion of the Dean and/or Coop Coordinator
- Job changes – one job change permitted during the year – must get approval before doing so
- Transportation – responsibility of the student and parent
- Work permit – required if 17 or younger
- Overdue timesheets- may lose early release from school and privilege to work until submitted
- Attendance – May lose the privilege of participating in Co-op if tardies or absences violate the district policy as stated in the student handbook; at the discretion of the Dean and/or Guidance and/or Co-op Coordinator

3. Grading

- Employer evaluation (110 Points)
- Employment skills packets: 1-2/MP (25 Points each)
- Time Sheets and Pay Stub/MP (25 Points each)

18. Religious Belief

The school district provides parents the right to have their children excused from specific instruction which conflicts with their religious belief.

19. Student Assistance Program

The Student Assistance Program (S.A.P) is a voluntary program in the junior and senior high school and conducted by a team of people who have been trained through a state endorse program of drug, alcohol and suicide prevention. This team works in cooperation with the Altoona Hospital Mental Health Center and Blair County Drug and Alcohol Services. The S.A.P. program is an intervention, referral, and a support program. Information and support groups are offered to the students. Parents and or student wishing for more information on the S.A.P. program should call the nurse or Guidance Office.

20. Work Permits

All work permits will be issued in the school office. Birth certificate is required.

The Child Labor Act of the state requires that all minors under 18 years of age, regardless of whether they are students or not, must secure a work permit before engaging in a faithful occupation.

- a. The following steps must be followed to secure a work permit:
 1. Parent or legal guardian must apply in person for a minor's work permit through the main office of the building in which the student attends. Application will be signed by parent or legal guardian at that time.
 2. The work permit shall be signed in the presence of the issuing officer by the minor.
- b. Hours of Work
 1. Verify hours of employment at the Pennsylvania Department of Labor & Industry Website, www.portal.state.pa.us

21. Volunteerism

See Appendix N Board Policy #916 School Volunteers.

APPENDIX A

CONTROLLED SUBSTANCES/PARAPHERNALIA

POLICY 227 -- REVISED MARCH 8, 2023

BookPolicy Manual
Section200 Pupils
TitleControlled Substances/Paraphernalia
Code227
StatusActive
AdoptedOctober 10, 1990
Last Revised March 8, 2023
Prior Revised Dates11/18/2015, 08/12/2020

Purpose

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

Definitions

For purposes of this policy, **controlled substances** shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

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

For purposes of this policy, **look-alike drugs** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.[\[5\]](#)[\[6\]](#)[\[7\]](#)

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline, and would violate the Code of Student Conduct if:[14]

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

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

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.[17][18][19]
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office for Safe Schools on the required form at least once each year.[13][18]

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][20][28]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][17][18][21][22][23]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][21][24]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][18]

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

Prescription and Nonprescription Medication

Any student who must take a prescription or nonprescription drug must take the medication to the school nurse; the nurse will oversee the individual use of medication. The school reserves the right to check with parents/guardians for confirmation of any student medication needs. Parents/Guardians wishing to bring medication to school for their child's use should deliver it to the school nurse.[3]

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students except for valid medical purposes. Bodybuilding and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[25]

The school district shall also provide education regarding the dangers of anabolic steroids and establish minimum penalties for any student found in violation of the rules and regulations required above.[20][26]

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchase, or sale could subject them to suspension, expulsion and/or criminal prosecution.[20][26]

Reasonable Suspicion/Testing

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

If a student is suspected of being under the influence of drugs/alcohol, the principal, assistant principal or Dean of Students will be contacted. The teacher will remain with the student until an escort arrives to take the student to the nurse's office. The nurse will determine if the student's reactions and vitals are outside of the normal range and if there is a concern for further medical evaluation/drug testing. If a student's vitals are outside of the normal range, an administrator will call a parent/guardian. The nurse shall determine if an ambulance should be called or if the student can leave with a parent/guardian. The parent/guardian must come to the school to pick up the student. The student shall be given a temporary suspension of up to three (3) school days either in or out-of-school, based on administrative judgment. With parent/guardian consent, the school may administer the alcohol or drug test, or the parent/guardian may have a drug or alcohol test completed by an emergency room or a doctor's office, and the medical examiner must complete the school-issued drug testing form within two (2) hours of the initial referral. The student will be given a ten-day drug/alcohol suspension if the parent/guardian cannot provide the completed school-issued form from the hospital or physician stating that the tests were negative and explaining the symptoms that were observed.

Normal medical parameters as listed below. Any results out of the normal range would be concern for further medical evaluation/drug testing through a medical provider. **Normal range** is considered as follows:

1. Orientation evaluation – alert and oriented to person, place and time.
2. Speech – clear and fluent; quick responses to questions.
3. Pupils – brisk and reactive to light stimuli.
4. Heart rate – sixty (60) to eighty (80) beats per minute.
5. Blood pressure – 100 to 120 systolic. Sixty (60) to eighty (80) diastolic.
6. Odor – no presence of suspicious smoke odor.

Situational Categories

Medical emergency - a student demonstrates symptoms of possible drug overdose (incoherence, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.

Student inquiry - a student is making an inquiry about or requesting drug-related help or advice from school personnel.

Concern regarding suspected use - the possible drug use of a student is of concern; however, there is no evidence of a violation of law or school regulations.

Drug-related paraphernalia - a student possesses drug-related paraphernalia.

Possession, use or distribution (first offense) - a student is found in possession of, using, distributing or under the influence of drugs on school property.

Possession, use or distribution (repeated offense) - a student is found in possession of, using, distributing or under the influence of drugs on a repeated offense while a student in the Hollidaysburg Area School District.

Possession, use or distribution at a school-sponsored function - a student is found to be possessing, using, under the influence or distributing drugs at a school-sponsored function or school-approved activity.

Non-student possessing, using or distributing - a non-student is found to be in possession, using or distributing drugs on school property, at any school-sponsored event, on school-provided transportation, or to any school student.

Student uses anabolic steroids - a student is determined to be using anabolic steroids.

Medical Emergency

Immediate Action

School nurse conducts an assessment. School administrator is summoned.

Notification of Parents/Guardians

Administrator will contact the parent/guardian in a timely manner. If the parent/guardian cannot be contacted, a nurse and administrator will determine if the student needs to be transported to a hospital and will call 9-1-1.

Student Inquiry

A student is making an inquiry about or requesting related help or advice from school personnel.

Immediate Action

Refer to the guidance counselor. Also refer to the Student Outreach Service.

Investigation

There is no need for an investigation in this situation.

Notification of Parents/Guardians

Parents/Guardians shall not be notified without written consent of the student unless the situation involves harm to self or others.

Disposition of Substance

Not applicable.

Discipline/Rehabilitation

Referral to Student Outreach Service or counselor. No need for disciplinary action in this situation.

Notification of Police

Not applicable.

Concern Regarding Suspected Use

Investigation

An administrator will collect data to determine if suspected use is valid, including discussion with suspected student if warranted.

Notification of Parents/Guardians

If there is evidence that a student is using, procedural steps outlined for use will be followed.

Drug-Related Paraphernalia

Immediate Action

Confiscate all items; an administrator is notified.

Investigation

An administrator will search the student's locker and possessions in the presence of another staff member, whenever possible.[27]

Notification of Parents/Guardians

Parents/Guardians will be notified by an administrator. An immediate in-school conference will be requested.

Disposition of Substance

The administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.[13]

Discipline/Rehabilitation

If sufficient evidence indicates that there is a reasonable suspicion of the violation, the administration will enforce the following rules:

1. The student shall be given a temporary suspension of up to three (3) school days, either in or out-of-school, based on administrative judgment.
2. During the time of the temporary suspension, the student will be barred from participating in or attending any school-sponsored activity, on or off school property.
3. Notification of the reasons for the temporary suspension will be given to the parents/guardians and to the student.
4. If suspension will exceed three (3) full days, arrangements will be made with the parents/guardians for an informal hearing regarding the violation. Every effort will be made to conduct this hearing during the time of the temporary suspension. If sufficient evidence establishes student guilt, the student will be suspended for a period of ten (10) school days which includes any temporary suspension for the violation already served and will be suspended for ninety (90) calendar days from participation in extracurricular activities.[20]
5. The student will be referred immediately for counseling services.

Possession, Use or Distribution (First Offense)

Immediate Action

An administrator is summoned. Staff member writes an anecdotal report of the incident and submits it to the administrator.

Investigation

An administrator conducts the investigation and searches the student's locker and other possessions in the presence of another staff member, whenever possible.[27]

Notification of Parents/Guardians

An administrator will contact the parents/guardians in a timely manner, describe the situation and schedule an immediate in-school conference.

Disposition of Substance

The administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.[13]

Discipline/Rehabilitation

If sufficient evidence indicates that there is a reasonable suspicion of the violation, the administration will enforce the following rules:

1. The student shall be given a temporary suspension of up to three (3) school days, either in or out-of-school, based on administrative judgment.
2. During the time of the temporary suspension, the student will be barred from participating in or attending any school-sponsored activity, on or off school property.

3. Notification of the reasons for the temporary suspension will be given to the parents/guardians and to the student.
If suspension will exceed three (3) full days, arrangements will be made with the parents/guardians for an informal hearing regarding the violation. Every effort will be made to conduct this hearing during the time of the temporary suspension. If sufficient evidence establishes student guilt, the student will be suspended for a period of ten (10) school days, which includes any temporary suspension, and will be suspended for ninety (90) calendar days from participating in extracurricular activities.[20]
4. Students who distribute drugs or alcohol will be subject to a Board hearing. A Board hearing may result in expulsion from school.[20]
5. The student will be referred immediately for counseling services.

Possession, Use or Distribution (Repeated Offense)

Immediate Action

An administrator is summoned. Staff member writes an anecdotal report of the incident and submits it to the administrator.

Investigation

An administrator conducts the investigation and searches student's locker and other possessions in the presence of another staff member, whenever possible.[27]

Notification of Parents/Guardians

Administration will contact parent/guardian in a timely manner, describe the situation, and schedule an immediate in-school conference.

Disposition of Substance

The administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.[13]

Discipline/Rehabilitation

Procedures used for the first offense will be followed.

For second and subsequent violations of the policy, a Board hearing may be recommended. A Board hearing may result in an expulsion from school.[20]

For second and subsequent violations of the policy, extracurricular suspension will be increased to sixty (60) days.

Notification of Police

Law enforcement authorities will be given all information and evidence pertaining to the violation.[13]

Possession, Use or Distribution at a School-Sponsored Function

Follow the same steps as possession, use or distribution on school property.

Non-Student Possessing, Using or Distributing[13]

Immediate Action

Immediate summons of the administrator and local police, if possible. Confiscation of substance, if possible. Anecdotal report maintained. Attempt to detain or identify the seller. Detain involved students and refer to appropriate situational categories.

Investigation

Administrator and local police will handle the investigation from a legal point.

Notification of Parents/Guardians

Not applicable for non-student.

Disposition of Substance

Administration will give all information and evidence to the law enforcement authorities, who will make an analysis and maintain the chain of evidence.

Discipline/Rehabilitation

Not applicable for non-student (to be handled by police). Letter of trespass served on non-student.

Notification of Police

Law enforcement authorities will be given all information and evidence pertaining to the violation.

Use of Anabolic Steroids

Immediate Action

An administrator is summoned. Staff member writes an anecdotal report of the incident and submits it to the administrator.

Investigation

An administrator conducts the investigation and searches the student's locker and other possessions in presence of another staff member, whenever possible.[27]

Notification of Parents/Guardians

An administrator will contact parent/guardian in a timely manner, describe the situation, and schedule an immediate in-school conference.

Disposition of Substance

Not applicable unless the student has possession of substance. In that case, it will be confiscated and turned over to the building principal.[27]

Discipline/Rehabilitation

The student shall be given a temporary suspension, of up to three (3) school days, either in or out-of-school, based on administrative judgment.

1. During the time of the temporary suspension, the student will be barred from participating in or attending any school-sponsored activity on or off school property.
2. Notification of the reasons for the temporary suspension will be given to the parents/guardians and to the student.
3. If suspension will exceed three (3) full days, arrangements will be made with the parents/guardians for an informal hearing regarding the violation. Every effort will be made to conduct this hearing during the time of the temporary suspension. If sufficient evidence establishes student guilt, the student will be suspended for a period of ten (10) school days which includes any temporary suspension for the violation already served and will be suspended for ninety (90) calendar days from participating in extracurricular activities.[20]
4. The student will be referred immediately for counseling services.
5. Violations by student athlete:
 - a. First violation - suspension from school athletics for the remainder of the season.
 - b. Second violation - suspension from school athletics for the remainder of the season and for the following season.
 - c. Third violation - permanent suspension from school athletics.
6. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

Notification of Police

Law enforcement authorities will be given all information and evidence pertaining to the violation.[13]

Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 510
6. 24 P.S. 511
7. 22 PA Code 12.3
8. 20 U.S.C. 1400 et seq
9. 22 PA Code 10.23
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. Pol. 123
16. Pol. 122
17. 24 P.S. 1302.1-A
18. 24 P.S. 1303-A
19. 42 Pa. C.S.A. 8337
20. Pol. 233
21. 22 PA Code 10.2
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 22 PA Code 10.25
25. 35 P.S. 807.1
26. 35 P.S. 807.2
27. Pol. 226
28. Pol. 236
- 22 PA Code 403.1
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- 20 U.S.C. 7114
- 20 U.S.C. 7118
- 21 U.S.C. 801 et seq
- 34 CFR Part 300
- Pol. 805

Outside Agencies

Blair County Children, Youth and Families
Blair County Drug and Alcohol Partnerships
Home Nursing Agency
Blair Family Solutions
UPMC

Clarification of Extracurricular Suspension

While under extracurricular suspension:

1. No student will be permitted to participate in any extracurricular school activity until after 12:00 midnight of the last day of the suspension.*(See definition below.)
2. No Student will be eligible to run for any elective office.
3. Students will not be permitted to participate in activities such as band, chorus, and other academic courses of study which require students to be present at certain activities beyond the hour of a normal school day. In these instances:
 - a. The instructor or sponsor of these activities will be officially notified of students appearing on their rolls who are under extracurricular suspensions.
 - b. The instructor will notify the student that he or she is not required to be in attendance at the course of study activities scheduled beyond the school day.
 - c. Grades normally assigned for these activities will not be assigned during this period of suspension.
 - d. Grades established for these subjects, for a nine-week period, will be computed only on the normal school day activities.

***Extracurricular School Activities are defined as** those activities of student life which are not a part of the district courses of study. These include those activities in which the student either actively, or as a spectator, would be representing the school outside of the regularly scheduled classroom. Examples are all sports, social events, teams, performing organizations, clubs, school newspapers, student government, committees, field trips, ceremonies, competitions, and tryouts for any school-sponsored extracurricular activity.

227 A. - Controlled Substances / Paraphernalia - Attachment 3-8-2023

REASONABLE SUSPICION DRUG TESTING OF INDIVIDUAL STUDENTS

If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building principal, assistant principal or dean of students and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs. The nurse will determine if the student's reactions and vitals are outside of the normal range and if there is a concern for further medical evaluation/drug testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test. If the student is required to submit to drug or alcohol testing, the testing will be done in the following manner: 1.The administration will contact the student's parent/guardian before the student is tested. The nurse determines if the ambulance should be called or if the student can leave with the parent or guardian. 2.With parent or guardian consent the school may administer the alcohol or drug test or the parent may have a drug or alcohol test completed by an emergency room or a doctor's office and the medical examiner must complete the school issued drug test form within two (2) hours of the initial referral. If the parent/guardian exercises the right to choose another medical professional or clinic, the parent/guardian will pay for the costs of the testing. 3.The testing will be conducted in a reasonable manner using a method that takes into account the factors of the student's age, sex, and the degree of intrusiveness involved in collecting a sample for testing. 4.Disclosure of drug testing results will be limited to the student, the student's parent/guardian, and appropriate district administrators for the purpose of providing counseling or taking appropriate disciplinary action

APPENDIX B

STUDENT TRANSPORTATION, SAFETY, AND DISCIPLINE

Safety and the proper social attitude in bus transportation as well as in all phases of the school program is of prime concern to the Administration and the School Board. Students need to familiarize themselves with the obligations and courtesies of public transportation. The Hollidaysburg Area School District uses video on our school buses. Students may be disciplined for actions captured on video tape and/or audiotape.

A pupil who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on another means of transportation. The school bus driver is authorized to enforce safety and social standards on his/her bus and in accordance with the Pennsylvania School Code, he has the same authority as a teacher. The relationship of the operator and student must be one of cooperation.

No pupil will be permitted to get off at any stop other than his/her own established stop, unless written consent is obtained from the parent and approved by the school office.

All guidelines governing student behavior pertain to school-provided transportation.

The most important school bus passenger regulations affecting safety and the punishment if violated are as follows:

Minor Violations:

1. Discourteous to and will not obey the driver.
2. Refusing to sit in the assigned seat.
3. Standing or changing seats while bus is in motion.
4. Discourtesy to other students.
5. Crowding to the door before bus stops.
6. Pushing and jostling when getting on the bus.
7. Other behaviors which school officials feel warrant disciplinary action.

Minor Violation Discipline:

1. First Offense: Warning only by bus driver.
2. Second Offense: Warning and report by bus driver to school office. This will result in school disciplinary action and parents will be notified.
3. Third Offense: To be the same as that for a major violation of conduct.

Major Violations:

1. Trying to distract bus driver's attention.
2. Smoking or possessing tobacco in any form.
3. Flagrant disobedience to the driver.
4. Destroying bus property. NOTE: Repayment of damages to owner also required before the offender can be reinstated onto the bus.
5. Use of profanity, vulgarity, or obscene gestures.
6. Striking matches.
7. Fighting.
8. Throwing objects in, out, or around the bus.
9. Spitting in bus.
10. Impairing or endangering the lives of students or driver.
11. Getting on or off the bus at any stop other than his/her own without permission.

Major Violation Discipline:

1. First Offense: Suspend offender from bus for a minimum of five (5) days. The student will be permitted to resume bus transportation after the transportation suspension and after such time as the parents have a consultation with the school officials, and a pass is presented by the school official to the driver.
2. Second Offense: Same procedure as for the first offense except that transportation suspension shall be for ten (10) to twenty (20) school days, based on previous disciplinary action.
3. Third and Subsequent Offenses: Case will be referred to the school board for further disciplinary action. Students will be suspended from the bus until such action is taken.
4. Tobacco Law violators will be referred to the proper civil authorities for prosecution as a violator of Pennsylvania Law, Prohibiting Tobacco in Schools, Act 145 (see Appendix F).

The above requirements should be followed as closely as possible. It is recognized, however, that each situation is unique and the administration must consider the current problem as well as past experiences with the individual(s) involved.

In cases where mitigating circumstances prevail, the administration shall have the right to modify specific punishments for misbehavior in order to fairly and equitably resolve those problems.

APPENDIX C

CAFETERIA

Cafeteria Procedure

All students must report to the cafeteria when assigned even if not planning to eat lunch on a particular day. Students assigned to the cafeteria but found loitering in the halls or restrooms will be disciplined.

1. Each student assigned to the cafeteria must remain there for the entire lunch period unless permission and a pass is obtained from the teachers in charge to leave the area.
2. Students are responsible for cleaning the area and table where they eat their lunches.
3. Permission to use the lavatory when assigned to the cafeteria must be approved by the teacher/aide assigned to hall pass duty in the cafeteria. The student will sign his/her name and the time leaving the area on the appropriate form. Upon return to the cafeteria, the student will record the return time on this form.
4. Hall passes will also be given on a limited basis to those wishing to see a counselor or office personnel.
5. Teachers requesting a student's presence during the student's assigned lunch time must give the student a pass to leave the cafeteria.
6. **SENIOR HIGH ONLY:** Students who abuse privileges in the cafeteria, lavatories or outside area (when weather permits) will not be permitted to leave the cafeteria thereafter.
7. Single lines are to be formed by students on all lunch lines. No line jumping.
8. Return trays, plates, paper, straws, etc. to the proper containers.

Cafeteria Accounts

A computer system is used to track cafeteria transactions including money deposits and meal purchases. It is important to keep a positive balance on the account.

1. **PAYMENT WITH CASH OR CHECK:**

Students may deposit money into their cafeteria account at breakfast or lunch time when they are going through the serving line. Please make your check payable to "HASD Cafeterias".

2. **PAYMENTS MADE EASY through School Café**

You can add money to your child's account through the School Café App that is available at the Apple App Store or on Google Play or by visiting School Café at <https://www.schoolcafe.com/HOLLIDAYSBURGAREASD>. A service fee of \$2.25 will be applied to each deposit transaction made. If you have several students throughout the district, you can make one transaction, then transfer money to each child's account.

3. **MANAGE BALANCES**

In addition to making payments through School Café, you can view purchase history, check the current account balance and sign up to receive low balance alerts. For convenience, you can also set up automatic payments to replenish cafeteria funds.

4. **THE CAFETERIA LINE**

When a student purchases a meal or ala carte food item, they will need to enter their six-digit Identification Number in the PIN pad when they reach the cashier. The total amount of their purchase is then debited from their cafeteria account.

5. **ALACARTE**

Snack items are available for purchase.

6. **APPLY FOR FREE & REDUCED MEALS**

- Apply, submit, and track your application through the School Café App.
- Get the App at the Apple App Store or on Google Play
- You may also apply on-line at <https://www.schoolcafe.com/HOLLIDAYSBURGAREASD>
- If you have any questions concerning meal benefits, please contact The Food Service Office, at (814)695-7537.

2023-2024 Meal Prices

Breakfast

Secondary Breakfast \$1.20
Reduced Price Breakfast \$.30
Adult Breakfast \$2.50

Lunch

Secondary Lunch \$2.50
Reduced Price Lunch \$.40
Adult Lunch \$4.00

POLICY 808 R FOOD SERVICE HOLLIDAYSBURG AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION: REV: 3-8-2023

Negative Student Meal Account Procedures

The Food Service Department will make every reasonable effort to notify a parent/guardian of the need for a meal account payment. The following measures will be taken when the student's meal account reaches a negative balance:

1. Cafeteria Managers will monitor the student account balances on a daily basis.
2. Cashiers, Cafeteria Managers, and Food Service Employees are prohibited from talking to the students in grades kindergarten through eighth grade about a negative account balance. All conversations regarding the students account shall be directed to the parent and/or guardian. For students enrolled in grade nine through twelve, the Food Service Employee may discreetly communicate with students regarding a low balance reminder.
3. The Cafeteria Staff shall provide all students with a school meal regardless of their account balance, however, ala carte may only be purchased when a positive balance is maintained.
4. The Food Service Office will conduct Direct Certification a minimum of three (3) times per year to identify students who are eligible for free school meal benefits without the need to submit a household application.
5. The Food Service Office will send a School Messenger phone call and email weekly to all parents/guardians who have a student with a negative account balance. At this time, no a la carte charges will be allowed.

6. If there is no response to the phone call reminder, the Food Service Office will send written notification to the parents/guardians whose student account has met the negative threshold. A Free/Reduced Meal Application will be provided at this time.
7. If a student's account balance continues to be negative the Cafeteria Manager will contact the Food Service Office to discuss individual circumstances. At this time, the Food Service Office may contact the Principal, Assistant Principal, and/or Guidance Counselor to determine if there are other issues within the students household that have caused the insufficient funds. The Food Service Office will follow-up with at least two attempts to reach the student's parent and/or guardian to offer assistance as needed.
8. After all attempts to collect the student debt have been exhausted, a final notice from the District/Food Service Office will be sent to the family explaining that an immediate response is required. Failure to respond will result in the account being turned over to a Collection Agency. All collection fees will be charged to the family.
9. Negative student meal accounts will be carried over to the immediate subsequent school year.
10. When collection procedures have been unsuccessful in collecting the unpaid school meal debt, the debt becomes "bad debt" and must be removed from the Food Service Account by receiving a transfer from a non-federal source.
11. In cases where a student has outstanding debt to the district, proper and timely notice must be given to the student and his/her parents/guardians at least one (1) week prior to the implementation of any consequences.

Student Meal Positive Account Balance Procedures

Students in Grades K-11:

Account balances will be kept by the food service department over the summer and will be available to student accounts at the start of school in the fall. If a student will be remaining in the district but moving on to another school building, the balance will be transferred to the appropriate building.

Families moving out of the district will receive a refund of any amount left in their meal account.

Graduating Seniors:

Parents/guardians of seniors who have positive meal balances will be notified with the following options:

- If the graduating student has a sibling enrolled in the district, the parent/guardian may respond by requesting that the remaining balance will be transferred to their sibling's account.
The parent/guardian may respond by requesting a refund of the meal account balance.
- The parent/guardian may request that the remaining balance be donated to the "Angel Fund" to cover unpaid meal charges.
- If the parent/guardian does not respond, a check will be mailed in the amount of the remaining funds. Families moving out of the district and graduating seniors: In the event that efforts to contact the household to return remaining funds is unsuccessful, the District will follow State Treasury requirement (PA Unclaimed Property Law) for any dollar value

Non-discrimination Statement:

This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX D

Detention Hall/Saturday Detention Hall

In the event that a student's infraction of school policy is blatant and without regard for the rights of others, the student may be required by a teacher or administrator to report to an after school detention. Assigned detention is the same as an assigned class. Before serving detention the student has the right to at least a one day notice so that he can inform his/her parents and provide his/her own after school transportation.

Detention may be issued to a student for any of the following reasons:

1. Non-defiant failure to complete assignments or carry out directions.
2. Abusive language or obscenity.
3. Tardy to class.
4. Disrupting class or otherwise preventing the teacher from providing the lesson for others.
5. Misbehaving anywhere on school property.
6. Truancy
7. Being tardy to school.

It is impossible to list every area of policy infraction for which an administrator may feel detention assignment is justified. The building administrator or his/her designated representative will retain the right to assign detention for infractions that are not specifically listed above.

School detention is part of the first two levels of the Disciplinary Guidelines.

DETENTION HALL

1. Violation of the following rules will result in an additional detention hall being added:
 - a. Sleeping during detention.
 - b. Any type of communication which may result in disturbing detention.
 - c. Failure to bring work to detention. No student will be permitted to get work or borrow anything during detention.
 - d. Failure to report to detention on time. A note from an administrator is necessary for late admission to detention.
 - e. Disruption of detention.
2. Students will not be permitted to leave detention without prior approval of an administrator or the school nurse.
3. No students other than those in the detention hall will be permitted in the vicinity.
4. All seating arrangements and assignments are at the discretion of the detention hall teacher.
5. Violation of detention hall rules for the second time will result in the student being assigned one day suspension.

APPENDIX E

SECONDARY HOMEWORK GUIDELINES

1. AMOUNT AND TYPE OF HOMEWORK

- a. The amount of time each student spends on homework will be affected by his/her natural ability and the number and level of courses he is taking. When selecting courses, each student should consider the time he or she is capable of spending on homework assignments. High level advanced courses require much outside reading and preparation. Parents and students should consult the course selection booklet or course syllabus for the type of homework that can be expected in each course.
- b. There are two types of homework assignments, short-term and long-term. A short-term assignment is given for one or two consecutive nights. A long-term assignment allows for more than two nights of preparation and may require the student to use organizational skills so the assignment is completed in steps over a period of time.
- c. A short-term assignment may be given during the week or over a weekend. Usually it will not be assigned immediately before or extending over a holiday. A long-term assignment will have a specific due date established when the assignment is given. It may extend over a holiday providing the student with the choice of completing it before the holiday or using the extra time afforded by the holiday.

2. GENERAL GUIDELINES

- a. Homework should be clarified by the teacher so that only a minimum of parental help is necessary. It should be adapted to the ability level and the needs of the students.
- b. Homework should be purposeful and pertinent to the course objectives.
- c. Homework should be given as opportunities arise.
- d. Homework should not be given for disciplinary purposes.
- e. Homework should not be excessive. Regarding short-term assignments, the amount of student homework should commensurate with what a teacher can cover or do the day the homework is due. If problems develop, parents and students should express their concern through direct contact with the teacher involved.
- f. When establishing due dates, teachers should be considerate if students indicate they already have several lengthy assignments due the same day.
- g. Teachers need to give recognition for completed homework assignments.
- h. Feedback from homework assignments should be given within an appropriate amount of time so students can benefit from it.
- i. Each course listed in the course selection booklet should contain a statement concerning homework expectations and requirements.
- j. It is the teacher's responsibility to explain, assign and evaluate homework assignments. When the correcting of homework is done as a group experience with students, it should be done under direct teacher supervision.
- k. Teachers should make an oral or written statement at the beginning of a course concerning their philosophy and emphasis on homework.
- l. Homework assignments given on the day(s) of an excused absence must be made up within the number of school days missed plus one. If a homework assignment is given prior to an unexcused absence, the student is required to turn in the work on the first day of his/her return to school. If a homework assignment is given prior to an excused absence, the student is required to turn in the work on the day after his/her return to school. If a long-term assignment such as a research paper, project, book review, etc is due while a student is absent, he is required to turn in the work the day he returns to school. If the absence is for less than a full day, the homework for that day is still due to be turned in that same day. Additional time may be provided at the discretion of the subject teacher. For further clarification or information with regard to absences, refer to the policy on make-up work in Appendix G.

APPENDIX F
CRIMES CODE OF THE STATE OF PENNSYLVANIA PERTAINING TO
PROHIBITING TOBACCO IN SCHOOLS
18 PA.C.S., Act 145, Section 6306.1

Section 6306.1 Use of tobacco in schools prohibited.

- (a) **Pupils.**--A pupil commits a summary offense if the pupil possesses or uses a tobacco product:
- 1) in a school building;
 - 2) on a school bus or other vehicle owned by, leased by or under the control of a school district; or
 - 3) on school property owned by, leased by or under the control of a school district.

(a.1) **Other persons.** --

- 1) Any person, other than a pupil, commits a summary offense if the person uses a tobacco product:
 - i) in a school building;
 - ii) on a school bus or other vehicle owned by, leased by or under the control of a school district; or
 - iii) on a school property owned by, leased by or under the control of a school district.
- 2) The board of school directors may designate certain areas on property owned by, leased by or under the control of the school district where tobacco product use by persons other than pupils is permitted. The areas must be no less than 50 feet from school buildings, stadiums or bleachers.

(a.2) **Policy.**--

- 1) The board of school directors shall establish a policy to enforce the prohibition of tobacco product use under this section and may further establish policy relating to tobacco product use at school-sponsored events that are held off school premises.
- 2) The board of school directors shall notify employees, pupils and parents of the policy developed in accordance with paragraph (1) by publishing the information in a student handbook and parent newsletter and on posters or other efficient means.

- (b) **Grading.**--A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (a), the court may admit the offender to an adjudication alternative as authorized under 42 Pa.C.S. S.1520 (relating to adjudication alternative program) in lieu of imposing the fine.

- (c) **Nature of offense.**--A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

- (c.1) **Preemption.**--This section preempts any municipal ordinance or school board regulation to the contrary.

- (d) **Definitions.**--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

“Electronic cigarettes.” An electronic device that delivers nicotine or other substances through vaporization and inhalation.

“Electronic nicotine delivery system” or “ENDS.” A product or device used, intended for use or designed for the purpose of ingesting a nicotine product. The term includes an electronic cigarette.

“Nicotine product.” A product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or any other means.

“Pupil.” A person between the ages of 6 and 21 years who is enrolled in school.

“School.” A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the act of March 10, 1949, (P.L.30, No.

14), known as the Public School Code of 1949, including a career and technical school, charter school and intermediate units.

“Tobacco product.” As follows:

1) The term includes:

- i) Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, a little cigar, chewing tobacco, pipe tobacco, snuff and snus.
- ii) Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
- iii) Any product containing, made or derived from either:
 - A) Tobacco, whether in its natural or synthetic form; or
 - B) Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
- iv) Any component, part or accessory of the product or electronic device under subparagraphs (i), (ii) and (iii), whether or not sold separately.

2) The term does not include:

- i) A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, so long as the product is not inhaled.
- ii) A device under paragraph (1) (ii) or (iii) if sold by a dispensary licensed under the act of April 17, 2016 (PL.84, No.16), known as the Medical Marijuana Act.

(Dec. 4, 1996, PL.902, No.145, eff. 60 days; Nov. 27, 2019, PL.669, No.93, eff. 60 days; Nov. 27, 2019, PL.759, No.111, eff. July 1, 2020)

2019 Amendments. Act 93 amended the heading and subsecs. (a) and (d) and added subsecs. (a.1), (a.2) and (c.1) and Act 1111 amended the heading and subsecs. (a) and (d) and added subsecs. (a.1), (a.2) and (c.1). Act 111 overlooked the amendment by Act 93, but the amendments do not conflict in substance and have both been given effect in selling forth the text of section 6306.1.

1996 Amendment. Act 145 added section 6306.1.

**ORDINANCE NO. 891 ORDINANCE OF THE COUNCIL OF THE BOROUGH OF
HOLLIDAYSBURG, BLAIR COUNTY, PENNSYLVANIA AMENDING PART 1 OF
CHAPTER 6 OF THE HOLLIDAYSBURG BOROUGH CODE OF ORDINANCES
RELATED TO POSSESSION AND USE OF TOBACCO BY MINORS**

WHEREAS, the sale of these devices and substances to minors is illegal just as the sale of tobacco products to minors;

WHEREAS, the Council specifically finds significant and substantial use of such devices and substances by minors despite the fact minors are prohibited from purchasing them;

WHEREAS, the prohibition of minors possessing and using such devices and substances is consistent with the protection of the health, safety, morals and general welfare of the citizens of the Borough found in Part 1 of Chapter 6.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE BOROUGH OF HOLLIDAYSBURG THAT PART 1 OF CHAPTER 6 OF THE HOLLIDAYSBURG BOROUGH CODE OF ORDINANCES IS AMENDED AS FOLLOWS:

1. Section 102 is repealed in its entirety and replaced with the following:

\$102. Unlawful to Possess or Use Tobacco or Nicotine Containing Substances, Electronic Cigarettes or Paraphernalia.

It shall be unlawful for any person under the age of 18 years to use or possess tobacco, nicotine containing substances, electronic cigarettes or paraphernalia, in any form, within the Borough of Hollidaysburg.

2. Section 104 is renumbered as Section 106.

3. A new Section 104 is added as follows:

\$104. Definition of Nicotine Containing Substance.

A "nicotine containing substance" shall be defined as any product or thing containing nicotine, including but not limited to, fluids containing nicotine commonly referred to as vape juice, ejuice or Eliquid, etc.

4. A new Section 105 is added as follows:

\$105. Definition of Electronic Cigarette and Paraphernalia.

An "electronic cigarette" shall be defined as a handheld electronic device that vaporizes liquids for the purpose of inhalation. "Paraphernalia" shall be defined as any product or thing utilized to ingest tobacco or nicotine containing substances into the human body, including but not limited to, pipes, rolling papers, e-cigarettes or vaporizing devices.

5. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinances. It is hereby declared as the intent of the Council of the Borough that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein,
6. Except as set forth herein, no other amendment is made to Part 1 of Chapter 6 of the Hollidaysburg Borough Code of Ordinances, and the existing provisions un-amended hereby shall remain in full force and effect. All other ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.
7. This Ordinance shall become effective upon the earliest date provided by law.

ENACTED AND ORDAINED at a meeting of the Borough Council of the Borough of Hollidaysburg held this 14th day of March, 2019.

BOROUGH OF HOLLIDAYSBURG

APPENDIX G

ATTENDANCE

POLICY 204 -- REVISED MARCH 10, 2021

PURPOSE

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

AUTHORITY

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.

DEFINITIONS

CHRONIC ABSENTEEISM-Any student who is absent, regardless of whether absences are excused or unexcused, for more than ten percent (10%) of enrolled school days across any academic year is considered chronically absent.

COMPULSORY SCHOOL AGE – the period of a student’s life from the time the student’s person in parental relation elects to have the student enter school. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

HABITUALLY TRUANT – six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

TRUANT – having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

PERSON IN PARENTAL RELATION –

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student
4. Person with whom student lives and who is acting in a parental role of a student

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student’s absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall annually notify students, persons in parental relation, staff local children and youth agency and local magisterial district judges about the district’s attendance policy by

publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, Attendance Officer and Home and School Visitor, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee, shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure the students legally absent have an opportunity to make up work.

GUIDELINES

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. District students should be fever-free and symptom-free for twenty-four (24) hours without the use of fever-reducing medications (Tylenol, Motrin, Ibuprofen) before they may return to school.
2. Obtaining professional health care or therapy service rendered by a licensed physician in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
10. Non-school-sponsored educational tours or trips, if the following conditions are met:
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.
13. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.

The district may limit the number and duration of nonschool-sponsored educational tours, trips and college or postsecondary institution visits, for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

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

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

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements**Student is Truant –**

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program;
or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with appropriate magisterial district judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and required special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

ATTENDANCE GUIDELINES AND PROCEDURES

1. Each student is expected to maintain a good attendance record throughout the year.
2. Excuses
 - a. Students must deliver an excuse to the Attendance Office on the first day of his/her return to school following the absence. The excuse must be signed by the parent or guardian and state the specific reason for the absence.
 - b. If a student forgets his/her excuse, the absence will be marked “no excuse” and the absence will be recorded as unexcused. If a valid absence excuse is turned in within three (3) school days after the absence, the attendance record will be corrected.
3. A maximum of ten days of cumulative lawful absences verified by parental/guardian notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. Failure to produce a doctor's excuse within three (3) school days of the student's return to school following the absence will result in the absence being marked as unlawful.
4. **Consecutive absences for the same illness, accompanied by a doctor's excuse, will be counted as one absence.**
5. Denial of course credit for excessive unexcused absences:

It is the district's position that education encompasses more than merely tests, exams and other forms of written work or projects. Rather, education includes self-discipline, group interaction and classroom participation that is not always reflected in tests, exams and written work or projects. Because the district believes in the educational value of the overall classroom experience, it is expected that the student maintains good classroom attendance.

A student who has received an excessive number of unexcused absences in any course may be denied credit for that course. The number of unexcused absences that constitute “excessive” for purposes of credit denial shall depend upon the nature of the course (i.e. year-long, semester or quarter) and the number of periods per week that the course meets.

- a. Year-long courses:
 - (1) Meeting 2-3 class periods per week: denial of credit after a student has received in excess of five (5) unexcused absences.
 - (2) Meeting 4-6 class periods per week: denial of credit after a student has received in excess of ten (10) unexcused absences.
 - (3) Meeting 7-10 class periods per week: denial of credit after a student has received in excess of fourteen (14) unexcused absences.
- b. Semester courses: denial credit after student has received in excess of six (6) unexcused absences.
- c. Quarter courses: denial of credit after a student has received in excess of three (3) unexcused absences.

Notification to Parents or Guardians: Before denial of credit is imposed, the student's parents/guardians will be sent two (2) written warnings according to the following guidelines:

- a. Year-long courses:
 - (1) Meeting 2-3 class periods per week: the first warning will be issued at two (2) unexcused absences. The second warning will be issued at four (4) unexcused absences.
 - (2) Meeting 4-6 class periods per week: the first warning will be issued at five (5) unexcused absences. The second warning will be issued at eight (8) unexcused absences.
 - (3) Meeting 7-10 class periods per week: the first warning will be issued at seven (7) unexcused absences. The second warning will be issued at ten (10) unexcused absences.
- b. Semester courses: the first warning will be issued at three (3) unexcused absences. The second warning will be issued at five (5) unexcused absences.

- c. Quarter courses: the first warning will be issued at one (1) unexcused absence. The second warning will be issued at three (3) unexcused absences.

Should a student be denied credit for a course pursuant to this policy, the student will be permitted to continue to attend the class and take tests/exams.

Educational Tours and Trips (over two (2) school days).

Principals may approve as excused absence for a student whose absences from school for an educational tour or trip, provided such tour or trip is planned and conducted in accordance with the following:

1. All students going on a vacation must complete a vacation request, have all teachers sign it, and submit it to the main office two weeks prior to the trip.
2. Typically, an absence of this nature will not be approved during the first seven (7) and the last seven (7) days of the school calendar, or during the time that semester or final exams are being reviewed.
3. Trips of this nature shall be limited to one (1) per school year.
4. Requests for five (5) or more school days will require a parent conference with the building administrator or his/her designee. Persons having need of more than ten (10) days may be advised to withdraw the student and re-enter him/her in the appropriate educational environment elsewhere.
5. The student must travel with parents/guardians or approved guardians.
6. Students who have less than ninety percent (90%) attendance for the current school year, poor academic standing, or poor discipline records may be denied approval for an excused absence.
7. There shall be a parent/administrator conference for questionable requests as determined by the building administrator or his/her designee.
8. The student shall obtain assignments from his/her teachers, as directed, prior to the trip.

NOTE: All pre-trip assignments (those made specifically for that period of time during the trip) are due by the end of the 2nd day upon the student's return from the trip. Any tests taken by the class, which were announced or known by the student prior to his/her trip, are due to be taken within two (2) days after the student's return to class unless other arrangements are made with the teacher. Any research paper, homework or other assignments the due date of which falls within the period of the trip, and the due date of which was known by the student, are due upon the student's return to class.

Any other make-up work shall be completed at the reasonable convenience of the teacher and the student. However, all make-up work of this nature must be completed within seven (7) school days regardless of the number of days taken for the trip.

Absences for unapproved tours or trips will be marked unexcused and/or unlawful according to the school code and disciplinary measures may be taken as specified in the Student/Parent Handbook.

Tardiness

If, for some reason, a student is unavoidably tardy, he/she should do the following:

1. All students must report to homeroom (SH)/first period (JH) on time, unless they are participating in an approved school activity.
2. Any student arriving at school after homeroom starts shall be marked as being tardy or unexcused tardy depending on the excuse. These students should report to the main office upon entering. If the student was tardy due to a medical appointment, the student is required to have the doctor or his/her receptionist sign a slip and note the time. Upon the student's return to school, the slip must be turned in at the main office.
3. Students entering after 9:00 AM but before 11:00 AM shall be marked as either a ½ (.5) day excused or unexcused absence depending on the excuse.
4. Students entering after 11:00 AM shall be marked as either a full day excused or unexcused absence depending on the excuse.

Early Dismissal

1. The student desiring an early dismissal must present a written excuse signed by a parent or guardian indicating the time of the early dismissal and the specific reason for the request.
2. An early dismissal that extends more than three (3) hours will be marked as a half (.5) day absence. If the early dismissal extends more than three and one half (3.5) hours, it will be recorded as a full day absence.
3. Students will report to the Attendance Office for early dismissal excuses prior to homeroom bell.
4. Students are required to have the doctor or his/her receptionist sign the slip and note the time of the visit. Upon the student's return to school, the slip must be turned in at the Attendance Office. Failure to do so will result in appropriate discipline.
5. At the **JH - Students are required to stop in the main office before leaving the building for an early dismissal and to use the main entrance only to exit.**

Making-Up Missed Work

Any student who receives an "excused absence" or "Unexcused/Unlawful absence" for his/her absence from school or a class will be guided by the following policy regarding school work that either he/she owes or has missed because of that absence.

1. Daily Homework and Lab Assignments given prior to the student absence.
 - a. If a daily homework assignment is given prior to an excused absence, the student is required to turn in the work on the FIRST DAY of his/her return to school. If the absence is for less than a full day, the homework for that day is still due to be turned in that same day.
 - b. A student who has an unexcused/unlawful absence will not be permitted to turn in work and will receive a zero (0) for that assignment.

*Example for absence less than a full day:

Homework is due on Monday and the student reports to school later in the day. Homework assigned for Monday must be turned in for EVERY CLASS PERIOD MEETING ON MONDAY.

- a. Students must assume the RESPONSIBILITY of turning in assignments to teachers of classes that they did not attend PRIOR to reporting to school. If a student is unable to contact a teacher, the work must be turned in to the office by the close of the school day.
 - b. Students who are sent home by the nurse, whenever possible, must turn in their assignments for classes they will miss prior to leaving the building.
2. Class work, in-school lab work and assignments given on the day of the student's absence. Class work and assignments given or carried out on the day(s) of an excused absence must be made up within the number of school days missed plus one (1) day from the date that the student returns. For example, if the student has five (5) consecutive days of excused absences, he/she will have six (6) school days in which to complete this work. HOWEVER, FOR ONE-HALF (1/2) DAY ABSENCES OR LESS, THE STUDENT WILL HAVE A MAXIMUM OF TWO (2) FULL SCHOOL DAYS TO COMPLETE THIS WORK.
 - a. The student must assume the responsibility of seeking out assignments that were made during his/her absence immediately upon his/her return.
 - b. The absent student may contact a student who is in the missed class to seek assignment information or request this student to make contact with the teacher to secure missed assignments.
 - c. Students should consult with teachers immediately upon returning to school to seek official and accurate information relating to missed work. A schedule will be established by the teacher.
 - d. Students who have unexcused absences WILL NOT be permitted to make up work and will receive a zero (0) for work/tests missed during the absence.

- e. Any work that is sent home during an absence must be completed and turned in the day the student returns to school. If work is sent home, more work will not be collected until the work that is already sent home is returned completed.
 - f. The homework absenteeism policy does not apply for long term projects. Long term projects (projects assigned at least a week in advance) must be turned in the day they are due even if a student is going on a field trip. If a student is sick the day a long term project is due, the project must be handed in the day the student returns.
3. Quizzes and tests announced prior to the student's absence.
If the student is present on the day a test or quiz is announced and the student has an "EXCUSED ABSENCE" on the day it is given, he/she will be required to take the quiz or test during a study hall period or during the scheduled class period for that subject on the FIRST DAY of his/her return to school, unless the teacher grants an extension of time. If a student has an "UNEXCUSED ABSENCE" he/she will not be permitted to make up the announced test or quiz.
 4. Quizzes and tests announced during the student's absence.
If the student returns to school one (1) or more days prior to a scheduled test or quiz being given, he/she will be REQUIRED TO TAKE THE TEST OR QUIZ WHEN IT IS SCHEDULED. If the student returns on the day of a test or quiz, or after it has been given, and the student had an "excused absence" when the test or quiz was ANNOUNCED, he/she will have the number of school days he/she was absent plus one (1) in which to make up the test or quiz.
NOTE: Students who have an unexcused absence on the day a test or quiz is announced will not be covered by the above policy.
 5. Research Papers, reports, home lab assignments, projects, etc.
If the student is absent on the due date for a research paper, report, project, etc., and the absence is excused, the student will be required to see that the work is turned in upon the first day of his/her return to school unless the teacher grants an extension of time. The teacher may deduct grade percentage for work not turned in on the first day of the student's return.

If the long term assignment is due on a day that is an unexcused absence, the teacher may still accept the work but the grade may be affected.

APPENDIX H

POLICIES AND PROCEDURES FOR STUDENTS WHO ATTEND THE GREATER ALTOONA CAREER AND TECHNOLOGY CENTER

1. Students who attend GACTC are expected to attend every date the school is in session. The only exceptions would be the normal legitimate reasons acceptable for non-attendance (illness, urgent reasons – family death, etc. over which people have no control). (See Appendix G.)
2. Hollidaysburg students are expected to attend the afternoon session at our high school if the situation resulting in a morning absence at the GACTC changes by 11:00 AM.
3. The bell to end homeroom releases students to their buses. Anyone missing the bus will report immediately to the Attendance Office. The second time the student misses the bus he will be assigned to detention hall or school service; the third time results in suspension.
4. All students are to sit in the bus seat assigned to them based on the seating chart that will be distributed. **IMPORTANT:** Students are NEVER permitted to sit in any other seat to and from GACTC other than the one assigned. First offense is detention. Second and subsequent offenses are suspension. Any violation of transportation policy will result in the student being suspended from all the district provided transportation (see Appendix B).
5. Early dismissal forms and absence excuses will be turned into the Attendance Office immediately upon arrival in the morning. REMEMBER to also bring an absence excuse to the GACTC Attendance Office.
6. Hollidaysburg Area School District and Greater Altoona Career & Technology Center policies **forbid** a student from driving a vehicle to and from the GACTC. The only exceptions would be when it is necessary for a student to pick up a project or to report for an appointment directly from the GACTC School. In these situations, it will be necessary for the student to first seek approval from the GACTC Administration followed by approval from a Hollidaysburg Administrator. Failure to follow policy will result in the assignment of suspension.
7. **IMPORTANT:** All GACTC students are required to attend GACTC on days GACTC is in session and Hollidaysburg is not in session. Buses to GACTC will run on these dates. In addition, GACTC students are required to report to Hollidaysburg on dates we are in session and the GACTC does not have classes.
GACTC schedule for when there are delays or cancellations:
 - If the GACTC has a 2 hour delay and Hollidaysburg Area School District does not, GACTC students have to arrive at the Senior High by 10:45.
 - If GACTC is canceled and Hollidaysburg Area School District has school, 10-12 grade students are to report to the Senior High by 10:45.
 - For any of the above: if a GACTC student rides the Hollidaysburg Area School District bus, he/she can arrive at school on time with all other students.
8. If a student misses the GACTC bus, regardless of the reason, report to the office of the school the student is in at the time and inform one of the secretaries of this dilemma.
At times, the student will be informed that transportation arrangements will be his/her responsibility depending on the circumstances of the incident. Any student missing the bus without a legitimate reason will do community service within the school. Failure to report to the appropriate office will result in suspension being assigned.
 - a. If a student misses the bus as a result of being delayed by one of our faculty members or by an administrator, we will accept the responsibility of providing the transportation.
 - b. It is not practical to send students to GACTC after 9:30 AM. Students entering after 9:30 AM will be marked ½ days excused or unexcused/unlawful depending upon the excuse. He/she will be assigned to a study hall.
9. Students are reminded that riding any district bus is a privilege granted to each high school student by state law. Students should also be aware that this privilege can be removed by the administration for policy violations by the same law that grants the original privilege.

Please visit the Greater Altoona Career & Technology Center (GACTC) website, www.gactc.edu, for current policies, procedures and up to date announcements including:

- How to apply to the GACTC

- GACTC Program Directory
- Faculty/Staff Directory
- 2022-2023 GACTC Academic Calendar
- Scholarship information and Applications

Other important parent and student resources are also available on the website including the most recent version of the GACTC Student/Parent Handbook. Please refer to the GACTC Student/Parent Handbook for information regarding but not limited to the following:

- Student Arrival and Dismissal Times/Instructions
- Absence Excuse Procedures
- Instructions for updating your contact information
- GACTC Infinite Campus Login for access to updated information on your student's academics and attendance

For more information please call the GACTC at 814-941-TECH.

APPENDIX I

IN-SCHOOL SUSPENSION

Any student receiving an in-school suspension will report to the In-School Suspension room.

General operating procedures for in-school suspension are as follows:

1. Teachers will provide regular class work assignments to cover the length of the suspension. It is the responsibility of the student to complete and return these assignments to the in-school suspension monitor. **Students will report to I.S.S. for homeroom.**
2. A very restricted, non-socializing school environment will be maintained.
3. The student will receive one-to-one help with his/her regular schoolwork.
4. Individualized counseling is provided with an opportunity for inner reflecting and modification of behavior through change in attitude and values.
5. A daily log detailing progress is maintained.
6. If a student fails to report for any reason, the suspension time will be completed upon return to school.
7. Exceptions to in-school suspension may be made by the building administrator if he feels that out-of-school suspension is in the best interest of all concerned.
8. Cell phones must be turned in at the beginning of the day and will be returned at the end. If a student is found in possession of their cell phone in ISS, he/she will receive an extra day of ISS.
9. Failure to comply with the above will result in increased stay in the in-school suspension room or out-of-school suspension.

STUDENT REGULATIONS FOR “IN-SCHOOL” SUSPENSION

1. In-school suspension will be conducted daily for those assigned.
2. Students will report directly on days assigned to the in-school suspension classroom.
3. Use of school lockers will be prohibited. All belongings will be kept with the student.
4. All in-school suspension students will be off school property by 3:00 PM.
5. Work assignments will be provided by the regular classroom teachers. It is the student's responsibility to complete and return the assignments to the in-school suspension monitor.
6. A very restricted, non-socializing school environment will be maintained. The student will receive one-to-one help with his/her regular schoolwork. Individualized counseling is provided.
7. Use of the lavatory will be by permission only.
8. Students may purchase a cafeteria lunch if they desire. Supervision will continue through this period.
9. In-school suspension also carries the restriction that the student is excluded from all extracurricular activities including social functions, interscholastic athletic events, and academic representation of the school as both a participant and as a spectator.
10. If a student fails to attend for any reason, the suspension time will be completed upon return to school.
11. Disruptive behavior while in the in-school suspension will result in additional suspension.

APPENDIX J

ACCEPTABLE USE OF INTERNET, COMPUTERS AND DISTRICT TECHNOLOGY RESOURCES POLICY GUIDELINES

POLICY 815 -- REVISED JUNE 14, 2017

PURPOSE

The Hollidaysburg Area School District provides its employees, students, and other authorized individuals access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, cameras, and cloud or web-based technologies, including HASD Google accounts.

The Board supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

DEFINITIONS

The term **child pornography** is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

District Technology Resources

District technology resources means all technology owned and/or operated by the district, including computers, projectors, televisions, video and sound systems, mobile devices, scanners, printers, cameras, portable hard drives, hardware, software, networks, including the Internet, and district managed Cloud or Web-based resources, including HASD Google accounts.

The term **harmful to minors** is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene;
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

User – Anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the district that may use district technology.

AUTHORITY

The availability of 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 district technology resources for any information that is retrieved via the Internet. The district makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other district technology resources.

The Board declares that access to and use of district technology resources is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive, delete or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or technology resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; 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 ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

Upon request by teachers to the IT Department for temporary or permanent unblocking of a site for class use or assignment, the site will be checked and unblocking verified with the principal if appropriate, unblocked for use until the project or assignment is completed.

DELEGATION OF RESPONSIBILITY

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Prior to being given access to district technology resources, users must sign agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses technologies to monitor and detect inappropriate use on and off school property.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement curriculum that ensures students are educated on network etiquette, digital citizenship and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

GUIDELINES

Un-Authorized Use Prohibited

Only users who have agreed to abide by the terms of this policy may utilize the district's technology resources. Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use district technology resources is prohibited

Use of Personal Electronic Devices

The use of personal electronic devices on the district network is permitted only on designated networks. When a user connects a personal electronic device to a district network or district technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a district-owned device were being utilized. Users who connect a personal electronic device to a district network explicitly waive any expectation of privacy in the content exchanged over the district technology resources.

Privacy

The district reserves the right to monitor any user's utilization of district technology resources. Users have no expectation of privacy while using district technology resources whether on or off district property. The district may monitor, inspect, copy, and review any and all usage of district technology resources including information transmitted and received via the Internet to ensure compliance with this and other district policies, and state and federal law. All e-mails and messages as well as any files stored on district technology resources, including HASD Google accounts and other cloud or web-based applications, may be inspected at any time for any reason.

Internet Filtering and CIPA Compliance

The district utilizes content and message filters to prevent users from accessing material through district technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the district's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the district's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary and secondary school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that district technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated location software and/or screen capturing is not utilized except where necessary to recover lost or stolen district technology.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district provided technology resource or any of its contents.

Safety

It is the district's goal to protect users from harassment and unwanted or unsolicited electronic communications. Any user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Users shall not reveal personal information to other users on district technology resources, including chat rooms, e-mail, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matters on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, digital citizenship and federal and state law. Specifically, the following uses of district technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources for commercial or for-profit purposes.
3. Use of technology resources for non-school and non-business work.
4. Use of technology resources for political lobbying/campaigning or advertisement, not including student elections (e.g. student government, club officers, homecoming queen, etc.).
5. Use of technology resources to bully, cyberbully, or to communicate terroristic threats, discriminatory remarks, offensive or inflammatory communication, or hate.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[23]
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
10. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district.
11. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, pseudonyms, or the impersonation of another user.
12. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of technology resources to violate any other district policy.
15. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
16. Use of technology resources to cause, or threaten to cause harm to others or damage to

- their property.
17. Use of technology resources to attempt to interfere with or disrupt other users of district technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.
 18. Destruction, modification, abuse or unauthorized access to district technology resources.
 19. The use of proxies or other means to bypass internet content filters and monitoring.
 20. Use of district technology resources to tether or otherwise connect to a non-district owned device to access an unfiltered and/or unmonitored internet connection.
 21. Unauthorized access, interference, possession, or distribution of confidential or private information.
 22. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
 23. Use of technology resources in a manner that jeopardizes the security of the district’s technology resources, or in a manner that attempts to circumvent any system security measures.
 24. Using technology resources to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district’s business or educational interests.
 25. Use of technology resources to commit plagiarism.
 26. Copying district software without express authorization from a member of the district’s technology staff.
 27. The use of technology resources to gamble.
 28. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
 29. The use of encryption software that has not been previously approved by the district.
 30. Sending unsolicited mass-email messages, also known as spam.
 31. Scanning the district’s technology resources for security vulnerabilities.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student’s or employee’s name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district technology resources.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from district technology resources shall be subject to fair use guidelines and applicable laws and regulations.

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information or unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

Users shall be financially responsible for expenses related to repairs or replacement due to any damage, vandalism, loss or theft of equipment, systems, software, and all other district technology resources resulting from accidental, negligent, deliberate, or willful acts. The IT department will assess the damage

and prepare costs needed to repair or replace. Parents/Guardian/Student will receive an invoice of cost and description of the repair or replacement, and record of the invoice sent and payments received will be kept at the school building in student records. All fees must be paid before participation in school-related events, attendance in school-related events including graduation, participation in extra-curricular activities, and issuing of diplomas.

Illegal use of the district technology resources; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user or district technology resources; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of district technology resources shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Legal

20 U.S.C. 254, 6777

24 P.S. 1303.1-A, 4601 et seq, 4604, 4610

47 CFR 54.520

18 U.S.C. 2256

18 Pa. C.S.A. 5903, 6312

17 U.S.C. 101 et seq

Board Policy – 103, 103.1, 104, 217, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 448, 548, 814

EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES

POLICY 815.2 -- REVISED JULY 12, 2023

PURPOSE

The Hollidaysburg Area Board of School Directors supports and encourages the use of technology to aid in education and operational processes of the district. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.

The Board of Directors also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board of Directors that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both student-provided or any other technology.

The purpose of this policy is to acknowledge that student-owned technology devices may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies which students may possess. In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator, who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The district is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option but is not required by the district to bring the device to school.

If a student exercises the option to bring his/her student-owned technology devices to school, the student and student's parents/guardians understand that there is no expectation of privacy with regard to the student-owned technology devices and its content, and the student and student's parents/guardians agree that all provisions of this policy shall apply to the student's use of the student-owned technology devices while of school premises.

DEFINITIONS

Student-Owned Technology Devices (SOTD) – Any electronic device in a student's possession that is not owned by the district. Including, but not limited to, all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD/Blu-ray players, handheld game consoles, personal digital assistants (PDAs), cellular phones, and smart phones such as iPhones and Android; laptops, Chromebooks, or other student-owned computers, radios and CD players, as well as any new technology developed with similar capabilities of data storage or transmission.

AUTHORITY

The Hollidaysburg Area School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

DELEGATION OF RESPONSIBILITY

The district reserves the right to restrict student use of district-owned technologies and SOTDs on school property or at school-sponsored events. SOTDs are permitted, but not required by the district, for use during the school day for educational purposes and/or in approved locations only.

The district reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying or reviewing the SOTD or file contained on the SOTD when

administration has a reasonable suspicion that a violation of district policy or applicable law has occurred, and the student and student's parents/guardians agree that the district shall have such rights and there is no expectation of privacy that would restrict the district's exercise of such rights.

The Superintendent or designee shall annually notify students, parents/guardians and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the district's website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

The Superintendent or designee shall develop procedures for the efficient and orderly implementation of this policy.

GUIDELINES

The following guidelines shall apply regarding SOTDs:

1. All prior related School Board Policies shall continue to apply in full force including Policy 249 (Bullying/Cyberbullying), Policy 815 (Internet Acceptable Use), Policy 815.1 (Social Media), and Policy 814 (Copyright Material), as applicable.
2. Access is a privilege, not a right. Students have the option, but are not required by the district, to bring their SOTD to school. If a student exercised the option to bring their SOTD to school, the student and the student's parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content, and the student and the student's parents/guardians agree that all provisions of this policy shall apply to the student's use of the SOTD while on school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to confiscation of the electronic device, banning the student from bringing personal electronic devices to school, or criminal prosecution, if applicable.
3. Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.
4. Inappropriate use of electronic devices has the potential to negatively impact the educational environment and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of individual students is a violation of the Code of Conduct. Students shall not use any electronic device in a manner that disrupts or detracts from the educational environment. Students may not utilize any technology device or application to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the educational community. Use of an SOTD to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate SOTD confiscation by district staff, building principal and/or building security. Referral to appropriate authorities and disciplinary action may result. On this point, students are reminded that Board Policy 249 prohibits bullying and cyberbullying in all forms.
5. The Hollidaysburg Area School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the SOTD.

Elementary Students - The Board prohibits the use of any SOTD by any elementary school student during instructional times during the school day (from the beginning of the instructional day until the end of the instructional day), which includes homeroom, except as follows:

- Elementary students may use SOTDs in the classroom during the school day

for instructional purposes if, and only if, they have prior permission of the teacher or building administrator to do so.

Junior High Students - The Board prohibits the use of any SOTD by any junior high school student during instructional times during the school day (from the beginning of the instructional day until the end of the instructional day), which includes homeroom and lunch.

- Students may have their cell phones with them on silent. Cell phone use of any kind is prohibited in the hallways and in the classroom, unless special permission is granted by administration. If permission is granted, it will be for educational purposes, not for personal communication.

Senior High Students - The Board prohibits the use of any SOTD by any senior high school student during instructional times during the school day (from the beginning of 1st period until the end of last period), which includes homeroom, except as follows:

- Secondary Students may use SOTD during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.
- Secondary students are permitted to use electronic devices during non-instructional time including lunch periods, study halls, before school hours, after school hours, and between classes, so long as such use does not:
 1. Disrupt school activities or instruction.
 2. Violate any other Board or school policies.
 3. Violate state or federal law.
 4. Violate any of the prohibitions set forth elsewhere in this policy.

District Sponsored Extra-curricular Activities – Advisors and coaches of extra-curricular activities shall have discretion to regulate and limit the use of electronic devices by students while participating in sports or extracurricular activities and school-sponsored trips.

6. Use of SOTDs shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.
7. The Hollidaysburg Area School District network is first and foremost provided and maintained for primary benefit of and access by district-owned technology equipment. The district reserves the right to control, monitor, log and restrict in size or content all network use, email, chat conversations and space available on district workstations, laptops, or servers.
8. Network bandwidth and access is finite, and where a decision must be made between student use of technology and reliable use of district technology resources, district technology resources will be given first priority.
9. SOTDs often have their own form of Internet connectivity that is separate from the district's Internet connection. These alternate forms of connectivity may be unfiltered and provide access to explicit, inappropriate or other content that is strictly forbidden on school grounds or while riding in school transportation. Students bringing SOTDs are required, during the instructional day, to access the Internet via the district's content-filtered wireless network, and not through 3G, 4G, or other content service providers. Students must disable their own internal Internet connectivity while on district property. Also, many SOTDs feature Internet connection sharing; students are expressly forbidden from using their own, enabling, or otherwise providing an Internet connection to another student's SOTD. SOTDs found to interfere with district wireless networks will be identified, shut down, confiscated and provided to the building principal. This may result in additional disciplinary action including the permanent loss of SOTD privileges.
10. Students and parents/guardians choosing to bring SOTDs into the district surrender the right to keep private any content on said SOTD. All district students and parents/guardians shall review this policy and associated technology procedures before students use any school and/or personally-owned devices and the student and parent/guardian shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.

11. Students and parents'/guardians' consent to the possible self-installation of a monitoring application or other district-provided management tool as a prerequisite to use of the SOTD on district property.
12. The district reserves the right to search SOTDs where reasonable suspicion exists that the device is being used without permission or inappropriately, and the student and student's parents/guardians agree that the district shall have such rights and there is no expectation of privacy that would restrict the district's exercise of such rights. Examples of this may include displaying picture content to peers when not authorized to do so, or attempting to text during unauthorized times. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
13. The Hollidaysburg Area School District, its teachers, administrators, bus drivers or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to any SOTD.
14. Bus drivers retain management control over the use of SOTDs on the buses in relation to this policy.
15. Student technology support provided for SOTDs will be limited to self-help documents posted on the district website.
16. Many SOTDs contain camera or motion picture recording technology. SOTDs are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without the teacher's permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
17. The use of SOTDs is strictly forbidden AT ALL TIMES in restrooms and locker rooms.
18. The use of SOTDs is forbidden during assemblies, detention, in-school suspension, during fire or other emergency drills, or during actual emergencies.
19. If a student exercises the option to bring his/her SOTD to school, the student and the student's parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content. Students shall be required to provide the username/password or other access credentials if asked by a building principal for access to their device. Refusal to provide the required information may result in disciplinary action, including the permanent loss of SOTD privileges.
20. Devices that are not permitted as an approved SOTD shall be identified as an unacceptable device in the district's Administrative Procedures and Guidelines in compliance with this policy.
21. No student shall be required to provide a SOTD as a condition of receiving educational instruction. If any student chooses to utilize a device pursuant to this policy, the student and parents/guardians assume full responsibility for any phone or data charges that may result from such use.

Legal:

Board Policy – 218, 233, 249, 814, 815, 815.1

APPENDIX K

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

POLICY 103 -- REVISED MARCH 10, 2021

AUTHORITY

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with the federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discriminations shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

DEFINITIONS

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the education environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustment.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of the district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

DELEGATION OF RESPONSIBILITY

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Human Resources Director as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 405 Clark Street, Hollidaysburg, PA 16648

Email: ben.caldwell@hasdtigers.com

Phone Number: 814-695-5585

Title IX Deputies:

- Building principals for student cases.

Title IX Investigators:

- Building principals for student cases.

- Department-level administrators for adult/staff cases under the oversight of the HR Director.

Title IX Decision Makers:

- Level 1 - Assistant Superintendent.
- Level 2 - Superintendent.

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources – Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support – Assure that aspects of the school programs and activities receive support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation – Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints – Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

GUIDELINES

Title IX Sexual Harassment Training Requirements

The Compliance Office and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal

24 P.S. 1301, 1310, 1318.1, 1601-C et seq, 5004

20 U.S.C. 1232g, 1092, 1400 et seq, 1681 et seq

29 U.S.C. 794

34 U.S.C. 12291

42 U.S.C. 1981 et seq, 2000d et seq, 12101 et seq

28 CFR Part 35, Part 41

34 CFR 106.44, 106.45, 106.71, 106.30, 106.8

34 CFR Part 100, Part 99, Part 104, Part 106

22 PA Code 4.4, Code 12.1, Code 12.4, Code 15.1 et seq

18 Pa. C.S.A. 2709

43 P.S.951 et seq.

U.S. Const. Amend I

U.S. Const. Amend. XIV, Equal Protection Clause

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Office for Civil Rights - Resources for Addressing Racial Harassment

Board Policy - 103.1, 113, 113.1, 113.2, 113.3, 122, 123, 138, 150, 216, 218, 218.3, 220, 233, 247, 249, 251, 317, 317.1, 701, 806, 815

APPENDIX L
BULLYING/CYBERBULLYING
POLICY 249 -- REVISED SEPTEMBER 8, 2021

PURPOSE

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

DEFINITIONS

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

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

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the 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.

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.

AUTHORITY

The Board prohibits all forms of bullying by district students.

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

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

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

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Title IX Sexual Harassment and Other Discrimination

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

Confidentiality

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

Retaliation

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

DELEGATION OF RESPONSIBILITY

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

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

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

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

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

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

GUIDELINES

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Referral to law enforcement officials.

Legal

24 P.S. 1302-A, 1302-E, 1303.1-A

22 PA Code Sec. 12.3

20 U.S.C. 7118

Board Policy –103, 103.1, 113.1, 218, 233, 236, 236.1

APPENDIX M
HAZING
POLICY 247 -- REVISED SEPTEMBER 8, 2021

PURPOSE

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

DEFINITIONS

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violates federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including, but not limited to, whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

AUTHORITY

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

DELEGATION OF RESPONSIBILITY

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

GUIDELINES

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers, and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedures:

A student who believes that she/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

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

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceedings. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral to Law Enforcement and Safe Schools Reporting Requirements -

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

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

Retaliation

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

Consequences for Violations

Safe Harbor -

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if she/he complies with the requirements under law, subject to the limitations set forth in law.

Students -

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, she/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution -

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

Legal

18 Pa. C.S.A. 2301, 2801, 2801 et seq, 2802, 2803, 2804, 2806, 2808, 2810

22 Pa. Code 10.2, 10.21, 10.22, 10.23, 10.25

24 P.S. 511, 1302.1-A, 1303-A

35P.S. 780-102

Board Policy 103, 103.1, 113.1, 122, 123, 218, 233, 317, 805.1, 916

APPENDIX N

VOLUNTEERS

POLICY 916 -- REVISED MARCH 16, 2022

PURPOSE

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, co-curricular and extracurricular programs of the district.

AUTHORITY

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.

The Board directs that all volunteers shall be informed of conduct that is prohibited and disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.

DEFINITIONS

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school; under the direct supervision of school district staff, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.

Volunteer → an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or an unsupervised program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff, and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

the Superintendent, or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

GUIDELINES

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board and Human Resources Director.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

The building principal will make recommendations of volunteers to the HASD Board of School Directors. The HASD Board of Directors approves all volunteers.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.
2. Pa State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Human Resources Director shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained in the HR Department in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.

Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Acknowledgement

Each volunteer shall affirm in writing that they have been provided with a copy of, have read, understand and agree to comply with this policy.

Senior Volunteer Tax Credit Program

Senior volunteer tax credit programs have been shown to provide necessary support for academic programs while reducing the burden of property taxes on senior citizens who participate in such programs. The positive contributions of senior volunteers and their teamwork with teachers and students can result in a rewarding experience for all.

The Board establishes a Senior Tax Reduction Incentive Volunteer Exchange Program to allow individuals who are at least sixty-two (62) years of age, who own real property in the district and have resided within the district for at least ninety (90) days, to receive a real property tax credit in exchange for volunteer service in the district, as permitted by state law and this policy.

The district may seek private and public funding sources to support the program.

The Board may adopt and enforce reasonable rules and regulations governing the acceptance and participation of individuals in the program, in accordance with applicable laws and Board policy.

All participants in the Senior Tax Reduction Incentive Volunteer Exchange Program shall comply with the guidelines set forth for other volunteers in the district, including, but not limited to, background check certifications, reports, training and confidentiality requirements.

Participants receiving other compensation from the district for their services shall not be eligible for the tax credit. Each volunteer service hour provided by an eligible participant shall be provided with a real property tax credit valued at no less than the minimum hourly wage, as required by law.

The rate of a real property tax credit for a participant shall be established by the Board and may not exceed the total amount of real property taxes that are owed.

The types of services that participants provide through the program must enhance and provide a direct public benefit to the academic program of the district.

The program may not replace or supplant existing positions in the district.

Real property tax credits shall not be transferable to another individual.

The Board reserves the right to suspend or discontinue the program at any time; however, participants who have earned real property tax credits shall be entitled to use them in accordance with this policy.

Legal

24 P.S. Sec. 510, 1418

28 PA Code 23.44

23 PA. C.S.A. 6301 et seq, 6311, 6303, 6344, 6344.2, 6344.3, 6344.4

29 U.S.C.201 et seq

42 U.S.C.120101 et seq

43 P.S. 951 et seq, 333.101 et seq

53 P.S. 6926.301 et seq, 6926.1901 et seq, 6926.1906, 6926.1903, 692601905

72 P.S. 7301 et seq

Board Policy 103, 113.4, 123, 123.1, 123.2, 216, 606, 718, 805, 806, 824, 907, 916

APPENDIX O

Suicide Awareness, Prevention and Response

Policy 819 -- REVISED MAY 16, 2018

PURPOSE

The Hollidaysburg Area School District adopts this policy in acknowledgement of the school entity's commitment to maintaining a safe school environment; to protect the health, safety and welfare of its students; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The impact of students' behavioral health on their academic performances and the effect of behavioral health issues and suicide on students and the entire school community are significant. Therefore, in order to ensure the safety and welfare of students, the school entity will work to educate school personnel and students on the actions and resources necessary to prevent suicide and promote behavioral health.

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.

AUTHORITY

This policy shall apply in any situation where a student is expressing suicidal thoughts or intentions of self-harm on school property, at any school-sponsored activity, or on any public vehicle providing transportation to or from a school or school-sponsored activity. This policy shall also apply following a student's suicide threat or attempt that does not occur on school grounds or during a school-sponsored activity, but that is reported to any school personnel.

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

GUIDELINES

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

DEFINITIONS

At-Risk for Suicide shall mean any youth with risk factors or warning signs that increase the likelihood of suicidal behavior.

Behavioral Health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illness and/or mental disorders.

Chief School Administrator shall mean the Superintendent of the school district or joint school district, the chief executive officer of a charter school, regional charter school or cyber charter school, and/or the executive director of an intermediate unit or area vocational-technical school.

Crisis Response Team shall include, but may not be limited to, the administrators, guidance counselors, the school nurse, school psychologists, school resource professionals, and/or other members of the Student Assistance Program (SAP), as designated, and may include other members as deemed appropriate by the chief school administrator/school entity. Community mental agency resources may be called for assistance to be part of the team.

Expressed Suicidal Thoughts or Intentions shall mean a verbal or non-verbal communication that an individual intends to harm him/herself with the intention to die, but has not acted upon the behavior.

Prevention refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

Protective Factors shall refer to characteristics (biological, psychological, and social) that reduce risk and the likelihood of the individual developing a mental illness.

Resilience shall refer to an individual's innate ability to persevere in the face of adversity and reduce the risk of unhealthy outcomes.

Risk Factors shall mean the personal or environmental characteristics associated with suicide. People affected by one or more of these risk factors have a greater probability of suicidal behavior.

School Connectedness shall mean the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

School Personnel include, but may not be limited to, administrators, school psychologists, guidance counselors, nurses, teachers, paraprofessionals, support staff, coaches, bus drivers, custodians, and cafeteria workers.

Suicide shall refer to death caused by self-directed injurious behavior with an intent to die as a result of the behavior.

Suicidal Act or Suicide Attempt shall mean a potentially self-injurious behavior for which there is evidence that the person probably intended to kill him/herself; a suicidal act may result in death, injuries, or no injuries.

Warning Signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the very near future.

SUICIDE AWARENESS AND PREVENTION EDUCATION

The school entity shall establish a crisis response team(s). The crisis response team(s) may include, but is not limited to, administrators, guidance counselors, the school nurse, psychologists, school resource professionals, and/or teachers and other members of the school's Student Assistance Program team. [Community mental agency resources may also be called upon for assistance, but a letter of agreement between the school entity and any community provider(s) is encouraged prior to commencement of any crisis response or postvention services.]

The crisis response team(s) should also include individuals designated as coordinators and/or investigators on cases involving peer-to-peer harassment, as required under federal law. These individuals will help identify overlapping risk factors, including hostile environments created by persistent or severe harassment on the basis of gender, race, disability, or other protected classes.

The school entity shall utilize a multifaceted approach to suicide awareness and prevention, which includes the following:

Protocols for Administration of Student Education

Students shall receive age-appropriate lessons in their classroom through health education or other appropriate curricula on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs as well as help seeking strategies for self and/or others. Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social

skills development. Students shall be taught not to make promises of confidence when they are concerned about a peer or significant other. These lessons may be taught by health and physical education teachers, community service providers, classroom teachers or student services staff. Students who are in need of intervention shall be referred in accordance with the school entity's referral procedures for screening and recommendations.

Student education may include but is not limited to the following:

1. Information about suicide prevention. Resources are available on the Department's website – www.education.pa.gov.
2. Help-seeking approaches amongst students, promoting a climate that encourages peer referral and emphasizes school connectedness.
3. Increasing students' ability to recognize if they or their peers are at a risk for suicide.
4. Addressing problems that can lead to suicide, such as depression and other behavioral health issues, anger, and drug use.
5. Inform students about broader behavioral issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.
6. Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forums, and to avoid making promises of confidence when they are concerned about the safety of a peer.
7. Adhere to safe and effective messaging guidelines, avoid graphic testimonials, and include reputable suicide prevention resources.
8. Promote a healthy school climate where students feel connected to and can identify trusted adults in the building.
9. Primary delivery of information will be conducted in the classroom.

Protocols for Administration of Employee Education

All school personnel, including, but not limited to, administrators, teachers, paraprofessionals, support staff, coaches, bus drivers, custodians, and cafeteria workers, shall receive information regarding the school's protocols for suicide awareness and prevention. All groups listed above shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention and school connectedness.

As part of the district's professional development plan, professional educators in school buildings serving students in grades kindergarten through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training over a five (5) year period.

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In compliance with state regulations and in support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

Suicide Prevention Coordinators

Any school personnel who has identified a student with one or more risk factors, or warning signs, or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention in accordance with the school entity's referral procedures.

The school entity shall create an emotional or behavioral health safety plan to support a student and student's family if the student has been identified as being at increased risk of suicide.

For students with disabilities who are identified as being at-risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's need in accordance with applicable law, regulations and Board policy.

If a student is identified as being at-risk for suicide or attempts suicide and requires special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each Building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with one (1) or more suicide risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicide risk factors and warning signs.

Suicide Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

Behavioral Health Issues/Disorders:

- Significant problems with sleeping and/or eating.
- Depression.
- Substance abuse or dependence.
- Previous suicide attempts.
- Self-injury.
- Previous referrals to a crisis center.

Personal Characteristics:

- Hopelessness/Low self-esteem.
- Loneliness/Social alienation/isolation, lack of belonging.
- Poor problem-solving or coping skills.
- Impulsivity/Risk-taking/recklessness.

Adverse/Stressful Life Circumstances:

- Interpersonal difficulties or losses.
- Disciplinary or legal problems.
- Bullying (victim or perpetrator).
- School or work issues.
- Physical, sexual or psychological abuse.
- Exposure to suicide.

Family Characteristics:

- Family history of suicide or suicidal behavior.
- Family mental health problems.
- Divorce/Death of parent/guardian.
- Parental-Child relationship.

Warning signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

Referral Procedures

Any district employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

Any district employee who is made aware of any threat or witnesses any attempts towards self-harm that is written, drawn, spoken, or threatened shall immediately notify the principal or designee. Any threat in any form shall be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. In cases of life-threatening situations, a student's confidentiality will be waived. The school entity's crisis response procedures shall be implemented.

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student to the guidance counselor, school psychologist or administrator for further assessment and intervention.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student, should be referred to the district behavioral health professional (staff or contracted), dean of students, school nurse and school psychologist.

If an expressed suicide thought or intention is made known to any school personnel during an afterschool program and the principal or designee are not available, call 911, 1-814-889-2141 (UPMC Altoona Crisis Center), 1-800-SUICIDE or 1-800-273-TALK for help. Thereafter, immediately inform the principal of the incident and actions taken.

Documentation

The guidance counselor, district behavioral health professional (staff or contracted), dean of students, school nurse, school psychologist and/or administrator shall document the reasons for referral, including specific warning signs and **suicide** risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION

Suicide intervention procedures shall address the development of an emotional or behavioral health safety plan for students identified as being at increased risk of suicide.

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts outside of school, and suicide death. Suicide intervention procedures shall address the development of a safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologist, social workers.

Procedures for Parental Involvement

Parent or guardian of a student identified as being at risk of suicide must be immediately notified by the school and must be involved in consequent actions and informed of crisis and community resources. If any mandated reporter suspects that a student's risk status is the result of abuse or neglect, that individual must comply with the reporting requirements of the Child Protective Services Law.

If the parent or guardian refuse to cooperate and there is any doubt regarding the child's safety, the school personnel who directly witnessed the expressed suicide thought or intention will pursue a 302 involuntary mental health assessment by calling County Emergency Services at 1-814-889-2141 and ask for a delegate. The delegate will listen to concerns and advise on the course of action. If a 302 involuntary mental health assessment is granted, the first-hand witness will need to be the petitioner, with support from the principal or other central office administrator.

Response to Suicide or Suicide Attempt on Campus

The first school personnel on the scene of a suicide or suicide attempt must follow the school entity's crisis response procedures, and shall immediately notify the principal or designee.

The school entity will immediately notify the parents or guardians of the affected student(s).

The district shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

Behavioral health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral health centers, psychiatrists, psychologists, social workers, and primary care providers.

If the student is identified as being at risk of suicide, the district will create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

Documentation

The district shall document observations, recommendations and actions conducted throughout the course of the intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians and behavioral health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others designated by the district such as community behavioral health agency resources.

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide or attempt or school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

Prior to a student returning after behavioral health crisis, a district-employed behavioral health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated district employee will periodically check in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.

Response to Suicide (Postvention)

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

REPORT PROCEDURES

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district behavioral health professionals and school nurses. Building-level information is available to the Superintendent upon request.

SUICIDE AWARENESS AND PREVENTION RESOURCES

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

National:

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: TEXT 741-741 or visit <http://www.crisistextline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools

<https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

Pennsylvania:

- List of Crisis Intervention contact information by county.
- List of County CASSP and Children's Behavioral Health Contact Persons
- County Task Force Resources: By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources.

National and State Organizations

National:

- American Association of Suicidology (AAS): <http://www.suicidology.org/>
- American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>
- Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

Pennsylvania:

- Prevent Suicide PA: <http://www.preventsuicidepa.org/>
- Jana Marie Foundation: <http://www.janamarietfoundation.org/>
- Aevidum: <http://aevidum.com/cms/>
- Services for Teens at Risk (Star-Center)

<https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>

- Pennsylvania Department of education www.education.state.pa.us
- Safe School Helpline – 1-800-418-6423 ext 359 www.safeschoolhelpline.com

Legal

24 P.S. 1526

22 PA Code 12.12

Board Policy – 103.1, 113, 113.2, 113.3, 114, 117, 146, 204, 207, 216, 236, 248, 249, 333, 805, 806

APPENDIX P

ENROLLMENT OF STUDENTS

POLICY 200 -- REVISED MARCH 11, 2020

AUTHORITY

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy, and administrative regulations.

DEFINITIONS

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

District of residence shall be defined as the school district in which a student's parents/guardians reside.

GUIDELINES

School age resident students and eligible nonresident students shall be entitled to attend district schools.

The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulation.

The district shall administer a home language survey to all students enrolling in the district schools for the first time.

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.

The district shall not inquire about the immigration status of a student as part of the enrollment process.

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.

DELEGATION OF RESPONSIBILITY

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

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal

24 P.S. 1301, 1302, 1303a, 1304-A

22 PA Code 11.11, 11.12, 11.41, 12.1

Board Policy 138, 201, 202, 203, 251, 216.1

APPENDIX Q
ADMISSION
POLICY 201 -- REVISED MARCH 11, 2020

AUTHORITY

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.

GUIDELINES

First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the district's entry age for beginners as six (6) years before September 1, in accordance with state law and regulations.

The Board may admit as a beginner a child who is five (5) years old and demonstrated readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.

The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.

Kindergarten

The Board establishes the district's entry age for kindergarten as five (5) years before September 1, in accordance with state law and regulations.

If a child has attained the age of six (6) before September 1 and is enrolling for the first time, the parent/guardian can elect to place the child in kindergarten.

Enrollment in kindergarten is not compulsory. As such, the State Board of Education recommends that parents/guardians who formally withdraw their child from kindergarten prior to reaching the age of eight (8) not be subject to compulsory attendance requirements. The Pennsylvania Department of Education (PDE) adopted and supports the State Board of Education's recommendation. Parents/Guardians wishing to withdraw his/her child from kindergarten must make a written request to the Superintendent of Schools for review and approval.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

Legal

24 P.S. 503, 1301, 1304, 1326

22 PA Code 4.41, 11.12, 11.14, 11.15, 11.16, 11.41

Board Policy 200, 203

ENTRY/REENTRY PROCEDURES FOR RESIDENT STUDENTS

200-AR -- APPROVED MARCH 11. 2020

The person registering a student for school must be a resident of Hollidaysburg Area School District and must be:

- Either parent is listed on the birth certificate when parents are married.
- A guardian appointed to the student in the custody agreement, signed by a judge.
- A 1302 Affidavit Guardian as outlined in Hollidaysburg Area School District Policy 202.
- A verified foster parent.
- A host family for an approved foreign exchange student.
- A student may register him/herself if age 18 or over.
- A pre-adoptive parent.
- In cases and situations not described above, the Superintendent has the authority to determine eligibility for admission.

1. Registrations are by APPOINTMENT ONLY.
2. To schedule an appointment, call: Administrative Office, 814-695-7431 and ask for Student registrations.
3. The parent/guardian must provide the following list of required documents for registration purposes:
 - A. Student's proof of age (acceptable documents include):
 - State-issued birth certificate
 - Notarized copy of birth certificate
 - Hospital-issued birth certificate
 - Baptismal certificate or transcript of the record of baptism, duly certified and showing the date of birth
 - Current/valid passport
 - A prior school record indicating the date of birth
 - Birth Certificate Affidavit (Prepared onsite in lieu of other acceptable documents)
 - B. Student's immunization/shot record (acceptable documents include).
 - Student's immunization record
 - Written statement from the former school district or medical office stating that the required immunizations have been administered or that a required series is in progress
 - C. Proof of Residency of parent/guardian registering student, which must include name and current address in the Hollidaysburg Area School District (acceptable documents are listed below):

Option 1: Provide any one of the forms listed below to prove residency

-Current Utility Bill

-Rental/lease agreement
(dated within the last 2
months)

-Contract to purchase/build
a home (dated within the
last 2 months)

Option 2: Provide any two of the forms listed below to prove residency.

-Current credit card bill

-Current property tax bill

-Current vehicle registration

-Current/valid driver's
license

-Current/valid DOT
identification card

Option 3: Residency Affidavit (Prepared on site in lieu of other acceptable documents)

D. Parental Registration Statement (prepared at time of registration)

E. Home Language Survey (prepared at time of registration)

F. Residency Questionnaire (prepared at time of registration)

The District reserves the right to verify the authenticity of any documents provided and take appropriate action if not satisfied.

Information not required but beneficial to the student for enrollment:

- Name, address and telephone number of the previous school
- Documents relating to special education needs such as a current IEP, NOREP, Evaluation Report, etc.
- Court orders concerning custody issues

4. Parent/guardian will receive at registration appointment:

- Student building assignment
- Student transportation assignment
- Opportunity to apply for the Free or Reduced School Lunch Program

APPENDIX R

SCHOOL VISITORS

POLICY 907 - REVISED MARCH 10, 2021

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[1]

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

1. All buildings are equipped with a security access system. Upon arrival at the main entrance to the school, visitors must utilize the kiosk to scan proper identification and receive a visitor's badge. Visitors then press the call button on the camera system and identify themselves. Visitors are then verified by school staff and will be told to report to the office. Any individual flagged by the kiosk system and/or acting in a violent or threatening manner will not be admitted, and the secretary will report this individual to the building principal or his/her designee.
2. Visitors are required to register at the office.
3. Upon leaving the building, visitors are required to utilize the kiosk system to indicate their departure.
4. No visitor may confer with a student in school without the approval of the principal or his/her designee.
5. Should an emergency require that a student be called to the school office to meet a visitor, the principal, or a designated staff member, shall be present during the meeting.

Visitors must be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property. [2]

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.[3]

All staff members shall be responsible for requiring a visitor to demonstrate that the visitor has a visitor's pass and has registered at the school office and received authorization to be present for the purpose of conducting business.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[1][4]

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[5][6]

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

Legal

1. 24 P.S. 510

2. 22 PA Code 14.108

3. 24 P.S. 2402 (Military Uniform)

4. Pol. 250, 705, 709

APPENDIX S

SEARCHES

POLICY 226 - REVISED FEBRUARY 13, 2019

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individual suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Delegation of Responsibility

The Board authorized the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and current applicable legal standards.

Students, parents/guardians, and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

A minimum of two (2) district employees, including the building principal or assistant principal and adult witness (Resource Officer, Dean of Students, teacher), shall be present for all searches.

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be

searched. The scope of a search should be limited to the place or places the item sought is believed to be. Metal detectors, wands, and/or other technology may be used.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors, wands and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous materials, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the

school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

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

The principal or designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. If there is suspicion that there are drugs or weapons under undergarments, the district will immediately contact local law enforcement (in the event there are no immediate dangers present) to conduct a search.

Handling and Disposal of Items Found in the Course of Searches

Any item or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Legal

22 PA Code 12.14

24 P.S. 510

PA Const. Art. I Sec. 8

U.S. Const. Amend. IV

Board Policy 218.1, 227, 805.1

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

Safford Unified School Dist. No 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

APPENDIX T
ADMINISTRATIVE GUIDELINES
FOR STUDENT RECORDS PLAN

216-AR -- REV. AUGUST 6, 2019

- I. Purpose** (School Code 1402(B), 1532, 1533): The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is inextricably related to the maintenance of a thorough and efficient system of public schools: the latter cannot be achieved nor assessed in the absence of appropriate information about the former (School Code 1409): It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil.
- II. AUTHORITY** (22 Pa. Code 12.31 et seq.; 20 USC 1232g; 34 C.F.R. 99): The Board of School Directors has primary responsibility for the compilation of, maintenance, access to, and security of pupil records. Only records mandated by the Commonwealth or federal government or specifically permitted by the Board may be compiled by the staff.
- III. DEFINITIONS:** The following terms used in this policy are defined as follows:
- A. “Adult Student”** means a student who has attained eighteen years of age, is married, or is attending an institution of post-secondary education. Even when an individual attains the status of “adult student” the parent retains parental rights until such time as the student is not longer dependent or reaches an age of 21.
 - B. “Confidentiality of Student Communications”** concerns the oral communication of information of a sensitive or confidential nature by a student to a member of the school staff. Such information is not considered an educational record for purposes of this policy or within the provisions of federal law governing student records such as the Family Educational Rights and Privacy Act (FERPA). The management of such information is governed by professional ethics and certain state laws such as ACT 287 of 1972.
 - C. “Destruction”** means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information is no longer personally identifiable: (Also referred to as “Purging”).
 - D. “Directory information”** is:
Information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:
 - 1. Name, address & telephone listing
 - 2. Field of study
 - 3. Weight & height of athletes
 - 4. Previous school most recently attended
 - 5. Photographs
 - 6. Date & place of birth
 - 7. Participation in officially recognized activities & sports
 - 8. Dates of attendance, degree & awards
 - 9. Primary language
 - E. “Disclosure”** means permitting access to or the release, transfer or other communication of the educational records of a student, or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
 - F. “Educational Institution” or “Education Agency”** means any public or private agency or institution, which is the recipient of funds under any Federal program.
 - G. “Educational Records:**
 - 1. means those records which:
 - a. are directly related to a student, and
 - b. are maintained by the School District or any party acting for the District

2. the term does not include:
 - a. records of instructional, supervisory, and administrative personnel and education personnel ancillary thereto which:
 - (1) are in sole possession of the maker thereof, and
 - (2) are not accessible or revealed to any other individual except a substitute. For the purpose of this definition, a “substitute” means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
 - b. Records of an educational agency or institution, which contain only information relating to a person after that person was no longer a student at the educational agency or institution. Follow-up studies performed by the Counseling Department fall into this area.
- H. **“Informed Consent”** is the approval by signature of an individual (parent, guardian, student) who has been apprised of the nature, content, and procedure of a records collection, maintenance, or release activity of an agency.
- I. **“LEA”** means Local Education Agency.
- J. **“Legitimate Educational Interest”** describes a purposeful education involvement with a student in which there is a direct responsibility for providing instruction or supportive services.
- K. **“District Review Board”** means the body, which will adjudicate cases under procedures set forth in Section VII.D.
- L. **“Parent”** includes both natural parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the student unless the school has been provided with evidence that there exists a legally binding instrument, state law or court order governing a divorce, separation or custody, which stipulates to the contrary.
- M. **“Personally Identifiable”** means that the data or information includes, but is not limited to (a) the name of a student, the student’s parent/guardian or other family member; (b) the address of the student or the student’s family; (c) a personal identifier, such as the student’s social security number or student number; (d) a list of personal characteristics, which would make the student’s identify easily traceable; or (e) other information, which would make the student’s identity easily traceable.
- N. **“Purging”** (See **“Destruction”**).
- O. **“Record”** means any information maintained in any way, including, but not limited to:
 1. handwriting
 2. print
 3. film
 4. computer media
 5. video or audio tape
 6. microfilm or microfiche
- P. **“Representational Consent”** as the legally elected or appointed representatives of the parents/guardians of a school district, the Board of School Directors may collectively as a body grant approval (representational consent) to such programs, processes, and procedures as are considered to be the valid, legal, and expected function on any responsible, educational agency. The consent decisions of the representational agency are (subject to higher authority or judicial review) binding on all students and parents/guardians whether or not they might individually have consented
- Q. **“Secretary”** means the Secretary of the United States Department of Education.
- R. **“Student”** includes any individual with respect to whom the District maintains education records.

IV. COLLECTION OF STUDENT INFORMATION

Student information collected by the education agency or institution for record purposes no longer needs to be classified according to category. This change in federal legislation (specifically FERPA) is intended to confirm the right of parents to access all records other than those considered to be a staff member's personal records without impediment.

Typically data collected by school entities for inclusion within student records, include the following:

- A. Official administrative records that constitute the minimum personal data necessary for operation of the educational system such as:
 - 1. Student number, name, address, telephone number, birth date, gender, ethnic origin, dates of entry and withdrawal, academic grades, class rank, picture and attendance data.
 - 2. First, middle and last name and emergency telephone number of the parents/guardian.
 - 3. Group administered, standardized achievement test scores and kindergarten screenings
 - 4. Record of awards, rank in class, letters of commendation received, and student participation in school activities.
- B. Verified information of clear importance that exceeds the minimum personal data necessary for operation of the educational system, such as:
 - 1. Individually administered standardized intelligence and aptitude test scores.
 - 2. Interest inventory results.
 - 3. Health records.
 - 4. Family background information.
 - 5. Systematically gathered teacher or counselor ratings and classroom observations.
 - 6. Act 26 information, certified discipline record, parent statement.
 - 7. Verified reports of serious recurrent behavior problems.
 - 8. Teacher reports on achievement.
 - 9. Chapter 15 Service Agreements for protected handicapped students.
 - 10. Instructional Support Team (IST) information.
 - 11. Certain legal documents such as judicial orders or directives related to custody, restraining orders, and protection from abuse orders.
 - 12. Special education records, including Permission to Evaluate, Permission to Reevaluate, Invitation to Attend an IEP Meeting or other meeting, IEP's, ER'S, psychological reports, in-house psychiatric reports, NOREP's, criterion-referenced and norm-referenced test booklets, report cards, summaries and Penn Data tracking information.
- C. Potentially useful information that has not yet been verified or clearly needed beyond the immediate present. Such data shall be kept separate from the student's cumulative record files. However, this in no way impairs the parent's right of access.
 - 1. Unevaluated reports of teachers, counselors, and others, which may be needed in ongoing investigations and disciplinary or counseling actions.
 - 2. Mental health or outside agency psychiatric reports. (Except as provided for in specific law or regulation, these records shall be maintained and released under the same procedural guidelines as any other education records).
 - 3. Student Assistance Program information, including all information gained through the SAP process.
 - 4. Other legal or clinical findings, including personality test results, psychiatric reports, psychoeducational reports (other than those for special education and gifted students).
- D. Professional notes maintained by school staff who are directly involved with the student's health, education and welfare for their own use. Such notes might include transcripts of interviews, clinical diagnoses and other memory aids. Such data are to be considered confidential and treated as such. All such data must be destroyed when their usefulness is no longer apparent or when the student leaves the school system. Such notes cannot be shared with anyone other than a temporary substitute filling the maker's position. They cannot be passed on to another person who is permanently employed by the District, such as a counselor to whom the student may be assigned at the next grade level; nor can they be

transferred to another school entity to which the student may transfer. Under the law, professional notes are not considered educational records.

V. MAINTENANCE OF STUDENT RECORDS

The School District will prove for the reviewing and updating of student information and will destroy such information when it is no longer educationally relevant.

A. Maintenance Procedures

1. Data as described in Section IV.A will be maintained in individual building files and will be passed on to the next building in progression.
2. Data as described in Section IV.B will be reviewed at the end of each level of education (elementary, middle school, high school) by the assigned staff member(s) (one or more staff shall be identified by the building principal for the purpose of record review) and material that is no longer educationally useful shall be destroyed by shredding and/or burning under the supervision of the assigned staff member(s). Special education records, Act 26 and Chapter 15 service agreements shall be maintained and will not be destroyed.
 - a. Parents/guardians will be notified of this procedure in the parent handbook, district calendar and district newsletter.
 - b. No notification is required for the destruction of duplicate records maintained by the District.
3. Data as described in Section IV.C will be reviewed at the end of each year and will be destroyed if not verified and/or not needed beyond the immediate present. Data, which is determined still to have educational value, shall be considered to fall under the guidelines set forth for Section IV.B in future years.
 - a. Parents/guardians or adult students must be notified of the nature of the information being maintained and must be offered an opportunity for a hearing as described in Section VII.
4. Records for students who have terminated their attendance with the district during the current school year will be retained in the building until the end of the school year, at which time all such records will be transferred to permanent storage at the Central Administration Office.
5. All records will be destroyed 100 years past a student's 24th birthday.

B. Procedures for Students Transferring into the District

1. Parents/guardians shall complete the enrollment form, request for records and Act 26
2. The building secretary will forward the request for records to the former school.
3. the business office secretary will forward a copy of the enrollment form to the designated principal.
4. The school counselor and/or instructional support teacher will contact the former district to inquire about educational placement needs.

C. Record Storage (See Chart)

<u>Type of Record</u>	<u>Location of Records</u>	<u>Responsibility</u>	<u>References</u>
Act 26	School Office	Principal	IV.A
Attendance	School Office	Attendance Secretary/Principal	IV.A
Custody Orders/PFA's	School Office	Principal	IV.B*#

Discipline Records	School Office	Principal	IV.B*#
District Waiver	Central Office/SAP	Director of Human Resources	IV.B*
Health Records	Nurse's Office	Nurse	IV.B*
IST Records	IST Office	IST Teacher	IV.B*
Mental Health/ Psychiatric Reports	Psychologists Ofc Special Ed Office	Director of Special Education	IV.C*#
Other Student Information (Requests, parent notes)	Principal's Office	Principal	IV.C*#
Cumulative Folders	School Office	Principal	IV.A
Home Language Survey	School Office	Principal	IV.A
Permission to Evaluate, ER's, CER's & GWR's (Duplicates)	School Office	Principal/ Counselor	IV.B*#
Permission to Evaluate, ER's, CER's & GWR's (Originals)	Central Office Psychologists' Ofc	Director of Special Education	IV.B*#
Risk Forms	Central Office Principal's Office	Director of Special Education	IV.C*#
SAP Information	Guidance/SAP Office	Counselor/ Principal	IV.C*
Chapter 15 Service Agreements (Duplicates)	School Office Psychologists' Ofc	Principal/ Counselor	IV.B*#
Chapter 15 Service Agreements (Originals)	Central Office	Director of Special Education	IV.B*#
Special Education Student Folder	Classroom	Special Education Teacher	IV.B*

Special Education Folder (Original) (Refer to 216.2 for Special Education Records Policy)	Central Office	Supervisor of Special Education	IV.B*
Withdrawal Forms	School Office	Attendance Secretary/Principal	IV.B#

*= Maintained in a locked file.

#= Maintained in a separate file.

D. Content of Cumulative Folders

1. For transfer from elementary to junior high.
 - a. Access Log
 - b. Kindergarten Screening Sheet
 - c. Standardized Achievement Test Profile Sheets
 - d. Recommendation for Retention Letters
 - e. Enrollment Form
 - f. Permanent Record Card
 - g. Report Cards
 - h. Home Language Survey
 - i. Act 26 Violation Letters
 - j. Parent Signature Forms (various)
2. For transfer from junior high to high school
 - a. Access Log
 - b. Standardized Achievement Test Profile Sheets
 - c. Recommendation for Retention Letters
 - d. Enrollment Form
 - e. Permanent Record Card
 - f. Report Cards
 - g. Home Language Survey
 - h. Act 26 Violation Letters
 - i. Parent Signature Forms (various)
3. **NOT** to be included in permanent records for storage;
 - a. Discipline and Bus Reports
 - b. Health Records
 - c. Student Assistance Information
 - d. Instructional Support Information
 - e. IEP's
 - f. Service Agreements
 - g. Progress Reports
 - h. All Special Education Records
 - i. Psychological and Psychiatric Reports
 - j. Classroom Reading Tests
 - k. Occupational/Physical Therapy Reports
 - l. Agency Reports
 - m. Custody Papers

VI. PROCEDURES FOR AMENDMENT OF STUDENT'S EDUCATION RECORDS

- A. If a parent/guardian or an adult student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District in writing to amend the record. The request will be directed to the building Principal.

- B. The District shall decide whether to amend the record as requested within 45 school days after the District receives the request.
- C. If the District decides not to amend the record as requested, it shall inform the parent/guardian or adult student in writing of its decision and of his/her right to a hearing.

VII. RIGHTS OF PARENTS/GUARDIANS OR ADULT STUDENTS TO A HEARING

A parent/guardian or an adult student has the right to request a hearing to challenge any items contained in the student's education record or the verification of a change of status as described in Section V.A.3. The procedure for a hearing shall be as follows:

- A. A parent/guardian or adult student desiring a hearing shall send a written request to the Superintendent setting forth the specific items being challenged. The request shall also state the reason for the challenge.
- B. A hearing shall be scheduled not sooner than ten school days nor later than thirty school days after receipt of the request.
- C. A written notification of the date, time and place of the hearing shall be sent by certified mail to the parent/guardian or adult student at least ten school days prior to the date of the scheduled hearing. The notification shall state that the parent/guardian or adult student has the right to counsel, to present evidence, and to examine and cross examine witnesses.
- D. The hearing shall be conducted before a records panel. The records panel shall consist of the Superintendent (who shall serve as chair), the building principal, and a staff member from the building chosen by the principal. The school solicitor may be present to serve in an advisory capacity if deemed necessary. In the case of a hearing dealing with psychological reports or health reports, the school psychologist or school nurse shall be present in an advisory capacity.
- E. Following the hearing, the records panel shall notify the parent/guardian or adult student within five school days of the decision/action taken by the panel. If the decision is in favor of the parent/guardian or adult student, the item(s) in question will be expunged from the records. The parent/guardian or adult student will be notified that they have the right to place a statement in the record when the hearing decision does not favor the parent/guardian or adult student
- F. The decision of the records panel shall be based solely upon the evidence presented at the hearing and shall include a written summary of the evidence and the reason for the decision.

VIII. DISCLOSURE OF AND ACCESS TO STUDENT INFORMATION

The School District adheres to a policy of protecting the student and parents/guardians from the release or access to student information to or by unauthorized sources.

- A. All requests for access to student records by parents/guardians or adult students shall be in writing and directed to the appropriate building principal. All such requests shall be acted upon and access granted within 45 days after receipt of the written request. However, if the child is a special education student, the School District must comply within thirty days of the request.
 - 1. Information described in Section IV.A shall be available for inspection and review by parents/guardians, adult students or students at a mutually agreeable time. Said review shall be conducted with the assistance of an appropriate staff member.
 - 2. Information described in Section IV.B shall be available for inspection and review by parents/guardians and adult students. Students shall be granted access only upon obtaining written consent from the parent/guardian. Said review shall be conducted with the assistance of an appropriate staff member.
 - 3. Information described in Section IV.C shall be available for inspection and review only to parents/guardians and adult students. The individual responsible for the information must be present to interpret it.
- B. The School District may, without consent from parents/guardians or adult students, share information as described in Sections IV.A and IV.B with the following individuals:
 - 1. School officials have a legitimate need for the information.

- a. “School Officials” refers to administrators, teachers, resource officers and support personnel who have legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.
 - b. “Legitimate Educational Interest” describes a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or support services.
 - c. Other school officials, including teachers, coaches and club advisers, within the district who have a legitimate educational interest, and desire access to a student’s educational records, shall be required to sign an access log in the guidance office indicating their name, the date access is requested, and the purpose for seeking the information. The principal or his/her designee shall determine if the individual has a legitimate educational interest. If the principal determined that the individual does have a legitimate educational interest, he/she will grant permission to the guidance counselor or his/her designee to provide the requested information or grant the individual access to the requested files. The access log shall be available to parents/guardians and to the school official responsible for record maintenance as a means of auditing the operation of the system.
2. The State Secretary of Education, Comptroller General of the United States, Secretary of the United States Department of Education or their duly authorized staff.
 3. Officials of other school systems to which a student has transferred or intends to transfer.
 4. Judicial order or orders of administrative agencies that have the power of subpoena. Parents/Guardians and /or adult students shall be notified of all such orders and of the District’s compliance.
 5. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1974 (effective date of FERPA regulations).
 6. Appropriate authorities in an emergency situation in which the health, safety or welfare of the student is in jeopardy.
- C. Data as described in Section IV.C shall not be released to any individuals or agencies other than school officials without consent from the parents/guardians or adult students or by judicial order or subpoena.
- D. The School District will not divulge, in any manner, any information to any person other than the parents/guardians, students, and those listed in Section VIII.B without receiving written consent from the student’s parents/guardians or the adult student. Said consent shall be dated, signed, and shall specify the records to be released.
- It is the responsibility of the requesting agency to secure the written consent and present it to the school. A copy of the records to be released shall be given to the parents/guardians and/or student if requested.
- E. The School District may disclose directory information after it has given public notice of its intention to do so.
1. Notice must be given of the types of personally identifiable information that the District has designated as directory information; and a parent’s/guardian’s or adult student’s right to refuse to let the District designate any or all of those types of information about the student as directory information; and the period of time within which a parent/guardian or adult student has to notify the District in writing that he/she does not want any or all of those types of information about the student designated as directory information.
 2. Directory information may be disclosed for purposes beneficial to the student or the School District only with the approval of the Superintendent or his/her designee.
 3. The parent/guardian or adult student has the right to refuse the disclosure of directory information by giving notice within twenty (20) days of public notice. Parents/guardians shall be given information relative to this right at the beginning of each school year.

- F. The District may disclose directory information about former students under the procedures outlined above.
- G. The District reserves the right to charge a reasonable per page fee for copies of records requested by parents/guardians or adult students. This fee is currently set at \$0.10 per page and may be adjusted by decision of the School Board.

IX. RIGHT OF CONSENT

For purposes of procedures dealing with student records whenever a student is emancipated or is married or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents/guardians of that student shall thereafter be required of an accorded to that student's written request.

X. DELEGATION OF RESPONSIBILITY

It shall be the Superintendent's or his/her designee's responsibility to administer the Student Record Policy. She/he shall direct the building principals to carry out each provision of the procedures and to hold one meeting annually to review the procedures with personnel who have access to records, including both professional and support staff. In these meetings, emphasis will be placed upon security and privacy rights of students and parents/guardians.

XI. ANNUAL NOTIFICATION OF RIGHTS

The School District shall give parents/guardians of students in attendance or adult students in attendance annual notice by means of the District's Student Policy Handbook, the annual District Calendar, and the District Newsletter (first issue of each school year) to inform them of the following:

- A. Their rights under the Family Educational Rights and Privacy Act of 1974 and rights contained in the District Record Policy, which is available at the District Administration Center.
- B. The right to file complaints concerning alleged failures of the District to comply with the requirements of the Family Educational Rights and Privacy Act of 1974. Such complaints should be directed to the Department of Education's Office of Records Policy Compliance in Washington, D.C.
- C. The School District shall provide for the need to effectively notify parents/guardians of students identified as having a primary or home language other than English, hearing or visual impairment.

APPENDIX U

STUDENT DISCIPLINE

POLICY 218 - REVISED JULY 17, 2013

Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

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

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.

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

Suspensions and expulsions shall be carried out in accordance with Board policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

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

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

copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

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

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

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

Legal

22 PA Code 12.3, 12.4, 12.2, 12.5, 10.23, 10.2, 10.21, 10.22, 10.25

24 P.S. 510, 1317, 1318, 1303-A, 1302.1-A, 1302.1-A

20 U.S.C. 1400 et seq, 7114

34 CFR Part 300

35 P.S. 780-102

Board Policy 103, 103.1, 113.1, 113.2, 122, 123, 218.1, 218.2, 222, 227, 233, 235, 805, 805.1

Appendix V 824

Appendix W 218.1

NOTICE OF HOMELESS EDUCATION PROGRAMS

August 2022

Dear Parent/Guardian:

Each year, more than 800,000 school-age children in the United States experience homelessness. The McKinney-Vento Homeless Assistance Act includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Hollidaysburg Area School District is required to provide activities for, and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other school selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions, please contact Mr. Ben Caldwell at 814-695-5585.

Sincerely,

Robert J. Gildea, D.Ed.
Superintendent of Schools

ALMA MATER

**Hail Alma Mater, we sing thy praise.
Great our affection though feeble our lays.
Nestling so peaceful and calm ‘neath the sky’.
Fondly we love thee, our dear H-burg High.**

**Hail Alma Mater, we sing thy praise.
Loud in thy honor our voices we raise.
Your colors ever keep floating on high.
Now and forever the Blue and the White.**

**Hail Alma Mater, thy praise we sing.
Far down the centuries still they may ring.
Soon at thy portals our friends bid adieu.
Still in our hearts may we keep thoughts of you.**

The Hollidaysburg Area School District is an Equal Opportunity Education institution and will not discriminate in employment or the provision of programs and services to students based on race, color, gender, religion, age, national origin, or handicap as required by Title VI, IX, and Section 504. For more information regarding civil rights, grievance procedures, and Title VI and Title IX, contact Ben Caldwell, Title IX Coordinator and Director of Human Resources at 814-695-5585. Located in the Administrative Building, 405 Clark Street, Hollidaysburg, PA 16648. For issues pertaining to handicapped provisions and facilities that are accessible, contact the Coordinator for Section 504 and Director of Physical Plant at 814-696-9185. Located in the Hollidaysburg Area Junior High School, 1000 Hewit Street, Hollidaysburg, PA 16648.