

2024-2025

STROUDSBURG JUNIOR HIGH SCHOOL

STUDENT HANDBOOK

STROUDSBURG JUNIOR HIGH SCHOOL

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Mr. Daniel Williams
Assistant Principal

Mrs. Karine Yamout
Assistant Principal

Mr. Richard Baker
Athletic - Activities Director

SCHOOL COLORS: MAROON AND WHITE

SCHOOL MASCOT: MOUNTAINEER

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Mrs. Tara Yost	World Language
Mr. Geoffrey Zimmerman	Science

Denotes Department Head*

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STROUDSBURG AREA SCHOOL DISTRICT

MISSION STATEMENT

To empower all students in an effective pursuit of knowledge.

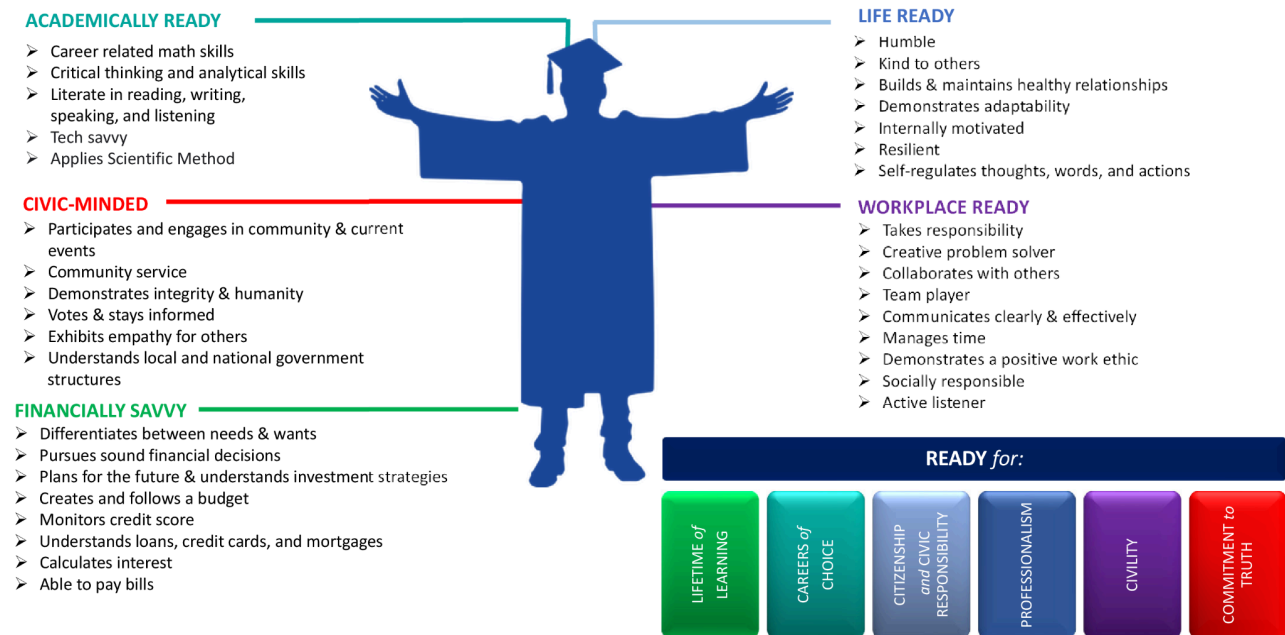
SHARED VALUES

- Everyone has equal value and worth.
- Diversity enriches our community.
- Everyone will be provided with the opportunity to reach his / her potential and to recognize his / her own self-worth and the worth of others.
- Everyone learns at different rates, in different ways.
- Education is a collaborative responsibility, requiring a partnership with students, family, and the community.
- Education requires a safe, nurturing environment that embraces each student.
- Education requires up-to-date facilities with emerging technology.
- Success is achievable and worth the investment.

PORTRAIT OF A GRADUATE

Within the Stroudsburg Area School District, we believe that our mission and shared values will foster an educational community in which students develop into engaged and ethical citizens, self-directed learners, effective problem solvers, collaborators, critical thinkers and communicators. Our Portrait of a Graduate illustrates the 21st century skills and characteristics that will empower students to be productive citizens of a global community and successful in the workforce of the future.

SASD PROFILE *of a* GRADUATE



PHILOSOPHY OF THE STROUDSBURG AREA JUNIOR HIGH SCHOOL

The Stroudsburg Area School District's Junior High School philosophy is compatible with the District's Mission and Belief Statements. We are committed to providing a school culture and climate that supports excellence and achievement in all students. We believe the primary goal of the Junior High School is to meet the unique academic, emotional, intellectual, physical, and social needs of all students within a safe environment. We encourage all students to become active participants who are responsible for their own learning. We believe all students can be successful by actively participating in activities that help them become creative thinkers, effective problem solvers, and independent, lifelong learners. All students will participate in developmentally appropriate activities that will help them acquire sound decision-making and informative literacy skills. We believe all students, staff, parents, and community members should become equal partners in the educational process through a balance of rights and responsibilities.

In order to accomplish its stated mission, the Stroudsburg Area Junior High School program clearly reflects efforts to:

1. Foster academic achievement that includes basic skill development, aesthetic appreciation and individual enrichment as is appropriate.
2. Develop student understanding of their own growth and development.
3. Develop self-awareness of personal strengths and interests.
4. Develop an understanding of the relationships and responsibilities within a community.
5. Provide student-centered classrooms that emphasize "learning how to learn" as well as grade level content.
6. Provide a gradual transition from middle school to junior high school.
7. Create a climate that responds to the individual needs of the learners.
8. Conduct ongoing staff development programs that enhance knowledge about, and a commitment to, middle school level students.

I. STUDENTS' RIGHTS

REGULATIONS OF THE STATE BOARD OF EDUCATION OF PENNSYLVANIA

CHAPTER 12: STUDENTS AND STUDENT SERVICES

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§12.1 Free education and attendance

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their child attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - 1. The student is married.
 - 2. The student is pregnant.
 - 3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 - 4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§12.2 Student responsibilities

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for the students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises.

§12.3 School Rules

- (a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
- (b) Governing boards may not make rules which are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses as rational means of accomplishing some legitimate school purpose.
- (c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§12.4 Discrimination

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

§12.5 Corporal Punishment

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

§12.6 Exclusions from school

- (a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).
- (b) Exclusion from school may take the form of suspension or expulsion.
 1. Suspension is exclusion from school for a period of/from 1 to 10 consecutive school days
 - (i) Suspensions may be given by the Principal or person in charge of the public school.
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents or guardians and the superintendent of the District shall be notified immediately in writing when the student is suspended.

- (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8 (c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- 2. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from school rolls. All expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his/her normal class except as set forth in sub-section (d).
- (d) 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, welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided alternative education, which may include home study.
- (e) Students who are under 17 years of age are still subject to the compulsory school attendance law, even though expelled, and shall be provided an education.
 - 1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - 2. Within 30 days of action by the governing board the parents or guardians shall submit to the school District written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A §§ 1400 – 1482).
 - 3. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa. C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See §12.1 (b) (relating to free education and attendance).

§12.7 Exclusion from classes: In-school suspension.

- (a) A student may not receive in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the assignment becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the Principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in §12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§12.8 Hearings

- (a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - 1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.

2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 3. The hearing shall be held in private unless the student or parent requests a public hearing.
 4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 7. The student has the right to testify and present witnesses on his own behalf.
 8. A written or audio record must be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student indigent.
 9. The proceedings shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (c) Informal Hearings - The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 2. The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right to speak and produce witnesses in his/her own behalf.
 - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§12.9 Freedom of expression

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided 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 shall 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 materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications shall conform with the following:
 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of materials 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 within the restrictions listed in sub-section (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 students the opportunity to reach fellow students.
 2. The place of activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§12.10 Flag salute and the Pledge of Allegiance

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

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

§12.11 Hair and Dress

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

§12.12 Confidential Communications

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example 42 Pa. C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the Principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

§12.14 Searches

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

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

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

§12.16 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

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

Governing board – The board of school directors of a school district, joint school committee of a joint school or joint vocational school intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Prekindergarten – A program operated by a school District or by a community agency under contract from a school District that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten unless individual exceptions to the age requirements are made by the school district.

School entity – A local public education provider (for example – public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistant program – A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services – Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(1) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P.S. §§14-1401 – 14-1423) and 28 Pa. code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services.

(2) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

PUPIL RECORDS

§12.31 General requirements

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in state or federal law.
- (c) Copies of the plan shall be submitted to the Department only upon the request of the Secretary.

§12.32 Elements of the plan

- (a) The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

SERVICES TO STUDENTS

§12.41 Student services

(A) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in §§ 4.13 (a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §§ 780-101 - §80-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health P.O. Box 90 Harrisburg, Pennsylvania 17108. A school District that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.

(B) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

- (i) Federal and State funded school meal programs.
- (ii) Special Supplement Feeding Program for Women, Infants and Children (WIC).
- (iii) Food Stamp Program.
- (iv) Pennsylvania Fresh Foods Program.
- (v) Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

- (i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.
- (ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

- (i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.
- (ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

- (iii) Coordination services connect school resources with other available resources to assist students in meeting their education objectives.
- (C) Student services must:
 - (1) Be an integral part of the instructional program at all levels of the school system.
 - (2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.
 - (3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
 - (4) Provide basic health services outlined in Article XIV of the Public School Code 1949 (24 P.S. §§ 14-1401 - 14-1423) for students and information to parents or guardians about the health needs of their children.
- (D) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.
- (E) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.
- (F) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

§12.42 Student assistance program

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P.S. §15-1547(g) regarding alcohol, chemical and tobacco abuse program.

II. ACADEMIC POLICY

The following two sections address the academic policies for eighth and ninth grade students. Please note that the policies differ for the two grade levels.

EIGHTH GRADE

REPORTING PUPIL PROGRESS

Progress Report/Report Cards are issued to all parents/guardians at the midpoint and end of each marking period throughout the year to help measure your child's ongoing academic progress. Report cards are available on Parent Portal. Initial questions regarding your student's progress should be directed to the specific teacher. Equally important, a student's progress can be monitored on the parent portal. Numerical grades are based on a 0 - 100% scale and are published every marking period. The final grade will be calculated by averaging the four marking period grades and are recorded on report cards and student transcripts. Printed report cards are available on request.

GRADING POLICY

A+	=	97 – 100	C+	=	77 – 79
A	=	93 – 96	C	=	73 – 76
A-	=	90 – 92	C-	=	70 – 72
B+	=	87 – 89	D+	=	67 – 69
B	=	83 – 86	D	=	65 – 66
B-	=	80 – 82	F	=	64 and below

Additional marks which will be used on report cards and transcripts to denote special or unique circumstances are as follows:

- I:** The student has not completed all required work. Unless waived by the Principal, she/he has ten (10) school days after the marking period in which she/he received the incomplete grade to complete the work. Otherwise the grade will revert to the current grade as listed in the gradebook.
- P:** Passing
- F:** Fail
- WF:** Withdrawn Failing (no credit)
- W:** Withdrawn (no credit)
- M:** Medical Excuse. (Physical Education)
- NG:** No Grade Available

HONOR ROLL

Honor Roll - will be calculated for all students in **all classes**; this includes elective classes, physical education, chorus and band.

High Honor Roll - status is earned by a student whose overall marking period average is at least 90% with no grade less than 87%.

Regular Honor Roll - status is earned by a student whose overall marking period average is at least 80% with no grade less than 77% (except for one grade allowed to be 74% or higher).

EIGHTH GRADE - PROMOTION/RETENTION POLICY

Promotion in the Stroudsburg Junior High School requires the student to successfully complete all major core classes. Otherwise, students may be required to repeat the entire year's work or attend a certified summer school program.

Two types of promotions are granted in the Junior High School. A full promotion requires a student to pass every one of the five major core areas: Language Arts, Science, Math, Reading/World Language, and Social Studies. A conditional promotion allows a student to be promoted to the next grade level even though one of the major academic areas has not been successfully completed. The student is strongly encouraged to make up the subject in summer school so that the change can be made from conditional promotion to full promotion on the permanent record. If a student fails two major academic subject areas, he/she will be retained at the current grade level. However, the student may take one or two of the courses in summer school. If after successful completion, one subject is passed, a conditional promotion will be completed; if two subjects are passed, a full promotion will have been earned.

A student that fails three or more of the major academic areas will be retained at the present grade level. However, the student may take two courses in summer school. After successful completion of both classes a conditional promotion will be earned. Each specific case will be dealt with on an individual basis. In the final analysis, all decisions will be based upon the physical, social, and emotional well being of the student, as well as his/her academic development. The final decision on promotion or retention will be made by the Junior High School Principal.

ALTERNATIVE EDUCATION PROGRAM

The Alternative Education Program is designed for eighth and ninth grade students who for a variety of reasons (discipline, academic, attendance, etc.) are not succeeding in the regular academic program, yet have the potential to do well. Through the use of behavior modification techniques and a small classroom atmosphere, students will have the opportunity to complete the required grade level work and acquire the necessary coping skills to succeed in a regular classroom. The Alternative Education Program is housed at an off campus education facility. This program involves a contract between the administration, students, parents and guidance.

NINTH GRADE - GRADUATION AND PROMOTION REQUIREMENTS

To meet graduation requirements you must successfully complete the course sequence in English, Mathematics, Science, Social Studies, Health, Physical Education, STEAM Systems, This is Your life and Career Planning. 23.50 credits are required for graduation. All students must schedule 6.50 credits per school year, not to exceed 8.

9th grade	10th grade	11th grade	12th grade
English (choose 1) American Literature H English 9 CP English 9 English 9 W	English (choose 1) World Literature H English 10 CP English 10 English 10 R	English (choose 1) Language & Composition AP English 11 CP English 11 English 11 R	English (choose 1) Literature & Composition AP Composition CP (.5 cr) and one Literature elective (.5 cr) English 12 Reading/Writing Workshop Total of 4 credits for graduation.
Mathematics (choose 1)¹ Algebra 1A Algebra 1 CP Algebra 1 CP (extended time) Algebra 2 CP (Algebra 1 CP & Geometry CP Completed) Algebra 2 H (Algebra 1 CP & Geometry CP Completed) Geometry CP (Alg 1 Completed) Geometry H (Algebra 1 CP Completed) Geometry H (Algebra 1 CP & Algebra 2 H completed)	Mathematics (choose 1) Algebra 1B Algebra 2 CP Algebra 2 H Algebra 2 Algebra 2 CP Algebra 3 & Trigonometry CP Algebra 3 & Trigonometry H Algebra 3 & Trigonometry H Precalculus H Algebra 2 CP Algebra 2 H Algebra 3 & Trigonometry CP Algebra 3 & Trigonometry H Precalculus H	Mathematics (choose 1) Algebra 2 Geometry CP Geometry H Geometry Geometry CP Precalculus H Precalculus H AP Calculus AB Algebra 3 & Trigonometry CP Algebra 3 & Trigonometry H Pre Calc H AP Calculus AB	Mathematics (choose 1) Geometry Discrete Math & Trigonometry CP Algebra 3 & Trigonometry CP Algebra 3 & Trigonometry H Transition to College Math CP Discrete Math & Trigonometry CP Algebra 3 & Trigonometry CP AP Calculus AB Statistics & Probability H Statistics & Probability H AP Calculus BC Precalculus H Statistics & Probability H AP Calculus AB Statistics & Probability H AP Calculus BC Statistics & Probability H Total of 4 credits for graduation
Science (choose 1) Physical Science H Physical Science CP Biology	Science (choose 1) Biology H Biology CP Biology	Science (choose 1) Chemistry H Chemistry CP Chemistry 1	Science (choose 1) Science class to equal one additional credit 5 Total of 4 credits for graduation

Social Studies (choose 1) Civics, Govt & 19th Century H Civics, Govt & 19th Century CP Civics, Govt and 19th Century	Social Studies (choose 1) 20th & 21st Century Globalization H 20th & 21st Century Globalization CP 20th & 21st Century Globalization	Social Studies (choose 1) Civics and Economics Social Studies electives to equal one additional credit	Social Studies <i>Total of 3 credits for graduation</i>
Physical Education (required)² This is Your Life (required)	Physical Education (required)² Health, Career Planning and STEAM 4	Physical Education (required)²	Physical Education (required)²
Arts and Humanities Electives(3) *	Electives or MCTI Program area	Electives or MCTI Program area	Electives or MCTI Program area
7 - 8.0 credits per year	6.5 - 8.0 credits per year	6.5 - 8.0 credits per year	6.5 - 8.0 credits per year

H = Honors, CP = College Prep, W = Workshop, R = Remedial

¹ Math course progression will vary depending on the student's need.

² Physical Education and Health: 1.25 credits are required for graduation, Physical Education is taken each school year for .25 credit, and Health is required to be taken for one semester during grades 10, 11 or 12 for .25 credit.

³ Arts and Humanities: Students are required to take at least 2.0 credits in elective courses from any department except Math, Science, Business and Health & PE to fulfill this requirement.

⁴ Career Planning and STEAM Systems are required for graduation. If a student attends MCTI and completes their program area then they are not required to take Career Planning or Engineering & Technical Concepts. If student takes a technology class in 9th or 10th grade, they are exempt from Engineering & Technical Concepts

⁵ Students who attend MCTI for three years are waived from taking an additional science class

It should be understood that these are the minimal requirements for graduation; however, students are encouraged to take as many courses as they can schedule. It is policy that students must schedule a minimum of 6.5 credits each year, not including physical education and health. For additional information regarding graduation requirements, please see the most recent Program of Study.

Failure in a required course necessitates re-taking the course the following school year or in summer school immediately following the failure. No student may take part in graduation unless all requirements are met. Courses must also be taken in the grade-level sequence noted in the Program of Study. Doubling up of courses due to failure will only be considered during the student's senior year to permit him/her to graduate with his/her class. Extenuating circumstances may be considered for doubling up prior to the senior year based on department head and Principal approvals.

The following number of credits must be earned to be promoted to the next grade level:

Grade 9 to 10	-	Completion of 6 credits
Grade 10 to 11	-	Completion of 12 credits
Grade 11 to 12	-	Completion of 18 credits

GRADING

Grades are an evaluation of academic growth. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers and the various military branches are all interested in your high school records. We only keep them; you earn them.

Departmentally assigned major projects (i.e. term papers, notebooks, presentations) can be included as part of a minimum course requirement, and failure to satisfactorily complete those identified requirements will result in a grade reduction for the course. Students may remediate these minimum course requirements in order to reduce the impact of the grade reduction.

Numeric grades, based on the 0-100% scale, will be reported by teachers for each of the four marking periods. The final grade will be calculated by averaging the four numeric grades. Numeric grades will be recorded on report cards and student transcripts.

Additional marks which will be used on report cards and transcripts to denote special or unique circumstances are as follows:

I: The student has not completed all required work. Unless waived by the Principal, she/he has ten (10) school days following the end of the marking period in which she/he received the incomplete to complete the work. Otherwise the grade will revert to the current grade as listed in gradebook

P: Passing

F: Fail

AU: Audit (No Credit)

WF Withdrawn Failing (no credit)

W: Withdrawn (no credit)

M: Medical Excuse. (Physical Education)

NG: No Grade Available

GRADE POINT AVERAGE (GPA)

Many institutions of higher learning are interested in a statistical representation of a student's academic growth. Grade Point Average (GPA) is an average of un-weighted grades on a 4.0 scale. It does not affect class rank. It is a comparison of the student to his/her academic program. GPA is based on all courses attempted and credit earned.

In order to properly represent SASD students for college admissions, scholarships, etc., the GPA for each pupil shall be determined as follows:

1. Numerical grades will be converted to the following 4.0 equivalent:

90 - 100	=	(A)	=	4.0
80 - 89	=	(B)	=	3.0
70 - 79	=	(C)	=	2.0
65 - 69	=	(D)	=	1.0
0 - 64	=	(F)	=	0.0

2. The 4.0 scale numerical equivalent is then multiplied by the respective credit (unweighted) for each course to derive total earned points. For example:

COURSE	GRADE	~	4.0 SCALE	X	CREDIT	=	EARNED POINTS
Science (CP)	100	~	4.0	X	1.00	=	4.00
English I (H)	85	~	3.0	X	1.00	=	3.00
U.S. History (H)	65	~	1.0	X	1.00	=	1.00
Phys. Ed.	79	~	2.0	X	0.25	=	0.50
Algebra I	68	~	1.0	X	1.00	=	1.00
Elective	75	~	2.0	X	0.50	=	1.00
TOTAL					4.75	=	10.50

3. The sum of the total earned points (10.50) is divided by the sum of credits attempted (4.75) to arrive at a **GPA of 2.210** for this year for this student. This method is NOT used to calculate Class Rank.

HONOR ROLL COMPUTATION

Only un-weighted grades are used to determine eligibility for awarding any Honor Roll status to a student.

High Honor Roll status is earned by a student whose overall marking period average is at least 90% with no grade less than 87%.

Regular Honor Roll status is earned by a student whose overall marking period average is at least 80% with no grade less than 77% (except for one grade allowed to be 74% or higher).

CLASS RANK

Class Rank is a numeric system used to compare students' academic achievement with their classmates. Ranking of students at Stroudsburg High School is cumulative and is determined by calculating the student's final grades, number of credits attempted, and weight or honor point values of all courses attempted during his or her freshman, sophomore, junior, and-senior year (including any course that receives high school credit prior to freshman year). Class Rank will only be provided to students entering their senior year for the purpose of college application.

All High School credited classes taken prior to 9th grade will be included in GPA and Class Rank computations and will be included on their official high school transcript. Please note that any math class in the 7th grade Algebra 1 CP class will be credited as a high school elective credit and will not count towards the 4 credits required by the SASD graduation policy.

1. Course Quality Points are part of determining Class Rank.
2. Method of computing Quality Points and related regulations/procedures:
 - a. Students' class rank will be determined by utilizing the Board of School Directors approved point-add system. Points are to be added to the course numerical grade, as follows: the weighted value of seven (7) points for Advanced Placement (AP) courses and five (5) points for Honors (H) courses. The weighted course total value is multiplied by the number of credits the course is worth to determine the quality points for that course.
 - b. A minimum grade of "80" must be earned in "H" and "AP" for the weight value to be added to the grade. For any grade earned that is a "79" or less, the weight values shall not be added for rank purposes.
 - c. Students in "AP" courses are not required to take the national "AP" exam but are encouraged to do so.
 - d. ALL ATTEMPTED COURSES are used in Class Rank calculations, including failures, courses repeated and summer school grades. When a subject which has been taken and passed is taken again on an audit basis, it will not be used for calculating Class Rank or Grade Point Average (GPA); Tutored courses taken for enrichment shall not be used when calculating Class Rank or GPA, as well as any courses taken at a college or university.
 - e. The division by all attempted credits into the total Quality Points determines the Rank Ratio; the comparison of student Rank Ratios will determine rank in class.
 - f. All lab science courses have various credit values; please see the most recent Program of Study for more information.
 - g. The added weight for an "H" or "AP" course shall not show on the report card; it shall only be used to calculate Class Rank

EXAMPLE: CLASS RANK CALCULATION WITH THE "80" THRESHOLD APPLIED

COURSE	(GRADE + WEIGHT)	X	CREDIT =	TOTAL QUALITY POINTS
Science	(98 + 0)	X	1.00 =	98.00
English I (H)	(85 + 5)	X	1.00 =	90.00
U.S. History (H)	(79 + 0)	X	1.00 =	79.00
Algebra I (CP)	(69 + 0)	X	1.00 =	69.00
Physical Education	(78 + 0)	X	0.25 =	19.50
Elective	(75 + 0)	X	0.50 =	37.50
TOTAL			4.75	393.00

Note: Calculating Total Quality Points will not allow a student to determine her/his Class Rank which would require knowledge of every other student's number of Total Quality Points.

To calculate a student's Quality Points during the mid-year (WIP), take the current year quality points for full year courses and divide by 2. Half-year or quarter courses count full weight.

Total Quality Points shall be determined by multiplying the sum of the grade plus any weight value for each course by the credit value for each respective course, adding the total of the calculations for all applicable credit courses taken throughout the Junior and Senior High School career, and dividing the sum of those values by the total number of credits attempted. The resulting quantity (Rank Ratio) shall be used to determine Class Rank. This quantity (Rank Ratio), as it stands alone, will not allow anyone to determine his/her class rank, which would require knowledge of every other student's Rank Ratio.

VALEDICTORIAN AND SALUTATORIAN

The senior class Valedictorian and Salutatorian will annually be determined through the above noted method of determining Class Rank. The person in first position will be designated "Valedictorian." The person finishing second will be designated "Salutatorian." Determinations will be based on Class rank as calculated at the conclusion of the third marking period of the senior year. A senior student's eligibility for being designated the Valedictorian or Salutatorian will be based on at least his/her being in attendance in the SASD during the first marking period of the 11th grade and remaining in attendance for three consecutive semesters prior to and including the 3rd marking period of the senior year. Should this qualification not be met, the honorary titles are bestowed on the next rank down. There is no change in rank for any student should this occur, only a change in title. The SASD has no means of assessing academic rigor, methods of assessing student achievement and curriculum quality in a student's educational experience beyond Stroudsburg High School.

REPORTING STUDENT PROGRESS and REPORT CARDS

Progress reports are posted to the Community Portal at the midpoint of each marking period to all parents or guardians during the academic year. Questions regarding the progress report should be directed to the specific teacher. Student progress can be monitored daily using the Community Portal.

Report cards are posted to the Community Portal on a quarterly basis to notify parents of their child's progress. Grades and attendance records are on the report card and available on the Community Portal.

MAKE-UP WORK

Students who are absent for any **excusable** reason will be required to make up work missed in each course. It is the student's responsibility to obtain all make-up work from his/her teachers. Students who know they may be absent **three or more days** should email their teacher and view work on Google Classroom. The time allotted to make up missed work will be left to the discretion of the teachers but will not be less than the total number of days the student missed because of illness, injury or other approved absences. If excused absences preclude a student from making up missed work before the end

of a marking period, the student will receive the current grade earned on the report card. Grades will be converted when the missed assignments are turned in within the prescribed time. Absenteeism does not excuse a student from the responsibility for all recitations and previously scheduled tests on the day of return. Students may receive a zero for all work missed due to unexcused or unlawful absence(s).

PROGRAM RECOMMENDATIONS AND CHANGES

A program selected after careful study and consultation between you, your parents/guardians, teachers, and your counselor should require no major change. The "Course Selection" form is a contract between you and your school. The school will attempt to make every effort that you will get the courses you select. If you wish to initiate a change in your original course requests, you are urged to do so prior to the end of the current school year. You may change your chosen schedule of courses by counselor availability during the summer. Changes to schedules after the school year begins are subject to availability and other criteria. You may not drop a class to take a study hall.

After the first approved day of school the only changes that can be made are course transfers to a related course as determined by the respective teachers. A semester course change must be made within the first five days of school. A full year course addition must be made within the first ten days of school. No courses may be dropped for a study hall, and all requests will be dependent upon course availability and Principal's approval. Once deadlines have passed, a student may drop a course with course failure, only with the approval of the Principal. If the student receives permission to drop the class, they will receive a failing grade, which will be recorded on the report card and transcript as WF (Withdraw Fail).

COURSE LEVEL WAIVERS

Recommendations for Honors, Advanced Placement, College Prep, Core, Workshop and Remedial level classes are made based on classroom and academic performance, as well as, review of benchmark and standardized test scores (STAR, PSSA, etc.). For any 9th grade student not recommended for a particular level, you may choose to sign a Course Waiver. A Waiver Form must be requested from the school counselor in order to obtain a change in the level of a course.

COURSE-DROP POLICY

The school's course-drop policy expects that you remain in the class(es) chosen until completed. However, should it be determined that it is in your best interest to drop the course, you will meet with your assigned school counselor to request a schedule change. No course may be dropped for a study hall, and all requested changes will be dependent upon the newly selected course availability and Principal's approval. No change in the schedule will be considered until your parent(s)/guardian(s) has received the first progress report for the course(s). If you receive permission through the guidance office to drop the class, you will receive a failing grade which will be recorded on your report card and transcript as WF (Withdraw Fail). Exceptions to this WF rule may be appealed directly to the building Principal. Any Waiver submitted to the guidance office within the scheduling window (see due date on the Waiver Form) will be admitted to the class. Those submitted past the due date are subject to course availability.

AUDITING COURSES

Courses may be audited by students with the collective permission of the Junior High school administration, school counselor, and the teacher of the course. When a student audits a course, he/she does so for no grade and no credit, but he/she is responsible for completing all work that is required for that course. Audits may not be converted to credit.

CONCURRENT ENROLLMENT

If during your senior year you wish to pursue college courses while enrolled in high school, you must complete an application requesting permission. Application information is available through the college that the student is interested in attending. You are required to submit a letter from your parent(s)/guardian(s) indicating their support, approval, and understanding of the costs involved including transportation and tuition at the time of application. The request must be approved by the Principal. The school District will not be responsible for any costs involved in this pursuit. You can earn up to a total of eight (8) credits per school year. All courses taken at the high school will receive credit as outlined in the Student Handbook. If you are requesting to take college courses, you must exhaust the academic offerings of the high school and no substitutions for required courses can be made. College courses do not count as credit towards GPA and class rank. One high school elective credit will be granted with prior approval from the building principal for each three-credit college course successfully completed. Any additional courses taken at the college level may be attached to transcripts. It is your responsibility to make sure an official transcript from the college is issued to the high school. Approval of classes that you want to take in person at college during school hours is dependent on high school classes in which you are planning to be enrolled. Concurrent enrollment does not guarantee that the student will receive parking on high school grounds.

EARLY GRADUATION/COMPRESSED SCHEDULING

With administrative approval, you may request early graduation/compressed scheduling under the following conditions:

- All graduation requirements must be met according to the Program of Study.
- Scheduling is contingent upon course availability. Independent study may not be substituted for a required course.
- Class Rank will be frozen at the conclusion of the Sophomore year. (Note: for purposes of college admissions, your class rank will be sent to the college as it existed at the end of the sophomore year with a notation attached to the high school transcript indicating why that condition exists.)
- Early graduation eliminates eligibility for Valedictorian or Salutatorian.
- A letter signed by your parent or guardian must be turned into the guidance office which states you are aware of the above conditions associated with graduating early before the compressed scheduling can occur.

SUMMER SCHOOL

Stroudsburg Area School District makes available summer school courses to eligible students who have failed a course. **It is the student's responsibility to enroll in summer school; a maximum of 2 credits may be taken.** When summer school is available, which is determined at the end of each year, the following policies are enforced:

Eligibility: Summer school is for "make-up" only, not to "get ahead." **IF AN ELIGIBLE STUDENT WISHES TO MAKE UP A CREDIT, THE ELIGIBLE STUDENT MUST TAKE SUMMER SCHOOL IN THE SUMMER IMMEDIATELY FOLLOWING THE COURSE FAILURE. AN ELIGIBLE STUDENT WITH AN AVERAGE BELOW 50% IN A GIVEN SUBJECT WILL NOT BE ABLE TO REMEDIATE THAT SUBJECT OVER THE SUMMER AND MUST REPEAT IT THE FOLLOWING SCHOOL YEAR IF IT IS A HIGH SCHOOL CREDIT COURSE. FOR ELIGIBILITY REQUIREMENTS PLEASE CONTACT THE GUIDANCE OFFICE.**

Transportation: *The District will NOT provide transportation.* Parents will be responsible for providing transportation.

Attendance: A maximum of two class absences will be allowed. Two tardies will be the equivalent of one absence. Absences beyond the two class limit will result in forfeiture of tuition and credit denial for the course. There is NO appeal process.

Grading: Our school grading system will be followed. No weighted credit will be given for courses.

Discipline: Appropriate conduct and attire is expected and if violated, a warning will be issued. A second incident will result in the student's withdrawal from the course and forfeiture of tuition. School policy will be enforced.

Tuition: Tuition will be charged to take summer school classes, please refer to the information you receive from your student's school.

III. CURRICULUM

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program (AP) is an internationally recognized program of specific courses and curriculum sponsored through The College Board. These college-level courses prepare you to take the Advanced Placement Exams which can lead to advanced standing in college and college credit. The AP Program gives the opportunity to experience college-level work in high school and gain valuable study habits. An AP course enables you to gain academic maturity and readiness for college. You should expect additional daily reading and/or practice assignments with all AP level courses. Stroudsburg High School offers many demanding AP courses in English, Social Studies, Mathematics, Science, Music and Art and are primarily offered to juniors and seniors. For additional information on the Advanced Placement Program, visit the following College Board site:
<http://www.collegeboard.com/student/testing/ap/about.html>

HONORS PROGRAM

The Honors Program (H) is a program designed to prepare you to continue your education after high school. Students enrolled in honors courses are held to high standards of excellence. These courses require that you develop higher than usual critical-thinking and problem-solving skills. The Honors courses require more independent learning and include more long-term assignments. Class participation and grading expectations are higher. This is accomplished with a well-planned and appropriate curricular program that is realistic as well as challenging.

COLLEGE PREPARATORY PROGRAM

The College Preparatory Program (CP) is a program designed to prepare you to continue your education after high school at a college, university, and/or a post-secondary Career and Technical School. Classes will foster the development of critical-thinking and problem-solving skills. This is accomplished with a well-planned and appropriate curricular program that is realistic as well as challenging.

CORE PROGRAM

The Core Program is designed to put curriculum and theory into practice. The emphasis is placed upon the skills needed to function in an increasingly complex world. Typically, this program is designed to prepare you to enter a technical school, community college, two-year college, or the workplace directly out of high school.

WORKSHOP/REMEDIAL PROGRAM

The Workshop Program is designed for you to meet success in your curricular offerings. It is provided with modified coursework to meet graduation requirements.

Note: All students are required to demonstrate proficiency in state-developed Keystone Exams in order to meet graduation requirements regardless of academic program as prescribed by the Pennsylvania Department of Education

MONROE CAREER AND TECHNICAL INSTITUTE (MCTI)

As a student enrolled at Stroudsburg Junior/Senior High School, you have the opportunity to attend the Monroe Career & Technical Institute (MCTI). Students in grades nine through twelve are eligible to apply to the program area of their choice. Program descriptions and additional information can be found through the guidance department or refer to their website at www.monroecti.org.

For eighth/ninth-grade students, the application process will include:

- A presentation for interested eighth graders and all ninth graders by the Monroe Career & Technical Institute.
- The opportunity to attend a Career Exploration Night at the Monroe Career & Technical Institute with your parent(s).
- A tour of the Monroe Career & Technical Institute for interested students during the school day.
- A completed application returned to the Guidance Office with parental signature.

NOTE: Every effort will be made to place you in your first choice program area, however, placement is not guaranteed and it is competitive based on: classroom and academic performance, attendance, discipline, career cruising portfolio and program compatibility based on the results.

MOUNTIE MOUNTAIN

At Stroudsburg Junior High we have an outdoor learning resource project that is a unique teaching classroom that has been coined "Mountie Mountain". It involves an outdoor wooded section of land connecting three schools in our school District –Stroudsburg Chipperfield Elementary School (K – 4), Stroudsburg Middle school (grades 5-7) and the Stroudsburg Junior High School (grades 8-9). Our main focus will be to change people's perceptions about the value of the natural world and to teach how to change environmental behaviors, such as getting people to recycle or building eco-friendly dwellings. Stroudsburgs natural resources are not only an excellent outdoor laboratory for environmental education and interpretation but are also important in educating the surrounding area for healthy outdoor exercise and recreation. The natural open spaces provided by this public resource are becoming increasingly important in a continually expanding urban setting.

GRADUATION/CAREER PLAN

In accordance with state regulations, students in grades nine through twelve are required to successfully complete a Graduation/Career plan prior to graduation. The Graduation/Career Plan is focused on life planning, career exploration and resume writing. Each student will work on an Individual Career Plan which is integrated into curricular requirements. Students will work on specific components of the Graduation/Career Plan each year through required quarter courses, specifically Career Planning and This is Your Life.

DIVERSIFIED OCCUPATIONS

The Diversified Occupations Program (DO) is an instructional program that operates as an integral part of a career and technical education to provide a cooperative arrangement between the school and employers whereby you receive general education instruction in the school and on-the-job training through part-time employment in business/industry. The area of training may be in any technical education area where there are needs for skilled persons.

The DO Program is a partnership between MCTI, the sending district, the student and the student's parents, and the employer. This program is designed to help you transition from school to the world of work while gaining valuable life and work experience. You are responsible for finding part-time employment with a local employer. You will take this class and be awarded elective credit based on the time in your work area.

INDEPENDENT STUDY

Independent Study opportunities will follow procedures established by the building Principal that include an identification process and selection criteria. Independent Study will be graded and upon completion, awarded credit under the appropriate curriculum or course of study.

In all cases, Independent Study offers the student the opportunity to study with a mentor/teacher and to work in a self-directed fashion with an emphasis on self-discipline and self-directed learning.

General Procedures for Independent Study:

All students who wish to pursue the Independent Study option at Stroudsburg Junior High School must follow the procedure below:

- Consult with their school counselor regarding the proposed Independent Study.
- Seek input from appropriate teaching staff members and the proposed course instructor.
- Choose a mentor from the Junior High School staff.

The Independent Study Program allows students to learn in subject areas that are approved by the building Principal, in conjunction with faculty members that have specific field certification in the requested area. Students may not take courses outside the approved scope and sequence of the curriculum offered by the district. Students may not participate in an independent study course if it is offered during the school year.

CONFERENCES

At no time should a parent be in doubt of his/her child's progress. Notice is provided through the report card and interim/progress reports. If questions remain or there has been a misunderstanding, calls to the school for an appointment with the teacher, counselor, or Principal are encouraged. Students who wish to talk with a teacher about any problem should request a conference with the teacher before or after school, or at a time convenient to both during the day. Teachers may also request a conference with a student or parent in order to arrange individual help, or to clear up a misunderstanding.

SCHOOLWORK INFORMATION

A student who studies well:

- Brings a notebook, paper, pen or pencil and other materials necessary to class.
- Is an active participant in the classroom; listens well; takes part in discussions.
- Ask questions if s/he does not understand the discussion or if s/he has a problem.
- Plans work and schedules time for homework each day; makes sure s/he understands the assignment before leaving class.
- Uses what s/he learns; sees how each subject applies to the other as well as our society.
- Strives to do his/her best, not just to get by.

How to study:

- Attitude is important – think positively; work independently. Seek help when you have exhausted your own resources; then ask questions and use library resources.
- Learning requires the development of mental discipline and concentration, keep your mind on what you are doing. It will take less time.
- At home, have a definite, well-lighted, quiet place to study.
- Read the entire assignment rapidly to grasp the basic content. Re-read slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; do not let it go until the last minute. It will be easier and you will do a better job.

How to take a test:

- Relax and forget other people!
- Read the directions carefully and then follow them.
- Unless directed otherwise, scan the whole test first to see what is asked. Use your allotted time wisely.
- Read each question at least twice before answering.
- Think before you write.
- Answer questions fully. Provide only the information asked.
- Check your paper for spelling and grammar, labels and the accuracy of your answer.

TUTORING SERVICES

Students who might experience academic difficulties in their coursework are encouraged to seek tutoring assistance. Tutoring help can be obtained through a variety of ways such as:

- Peer tutors (when available) (forms available in library and guidance)
- College tutors, ESU and NCC Tutoring Program (when available)
- Private tutors (at your own expense)

More information about tutoring services can be obtained through the Guidance Office. Students are responsible to sign up for tutors and to attend the sessions that usually follow at the end of the school day.

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year.

If a textbook is misused or lost, restitution at full replacement cost will be expected. This obligation must be paid at the office as soon as possible.

LIBRARY

The school library is open from 7:10 A.M. to 2:20 P.M., during the school week. Students are encouraged to use the library for reference work. Computers, Access PA, microfilms, and a photocopier are available to students.

Students with research assignments will sign up for library passes, in the library, prior to the beginning of first period. The teacher assigning research, together with the librarian, will determine how many periods the assignment should take. Students who have put their time in the library to good use may be granted additional time, if needed. Students who have not used their time appropriately will not be granted additional time.

Students with library fines or overdue books and/or materials will not be able to borrow any further materials until all bills are paid or materials returned. If the fine or overdue situation exceeds two weeks, the student will have all library privileges suspended, including after-school use.

An academic atmosphere will be maintained in the library at all times. Students are expected to abide by all school regulations as well as specific rules pertaining to the use of the library. For additional information regarding library use and policies, please refer to the Library Handbook, copies of which are available in the library and with your teachers.

ACCEPTABLE USE POLICY STATEMENT

The Stroudsburg Area School District has established the Stroudsburg Area School District Telecommunications Network (SASD-TNET). The SASD-TNET provides opportunities for communication: (1) within the school district, i.e., between schools and administrative departments; (2) outside the

school District among educational institutions and non-educational organizations; and (3) through worldwide resources such as the Internet.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the Principal is required for removal and use of school equipment.

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

Removal of school equipment from property for personal use by staff or students is prohibited.

Please refer to *Board Policy #893 for guidelines on Repair and Maintenance of District Devices, Remote Access and Review of Student Files.*

Students are expected to utilize any media and/or information source responsibly. It is important that students read the student Access Release and Authorization Form. The Stroudsburg Area School District Acceptable Use Policy for Telecommunications is given to each student on the first day of school. Failure to follow the rules of this policy may result in the loss of the privilege to use this educational tool. Additional disciplinary action may also be taken. We believe that the benefits for students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed disadvantages. However, the Stroudsburg Area School District supports and respects the student's right to decide whether or not to apply for access. Students wishing to access the Internet in school must agree to the terms of the Acceptable Use Policy. Students and parents/guardians must sign the Access Release and Authorization Form and return it to the homeroom teacher within the first week of school.

The building Principal will be responsible for notifying parents and students about the District Network and the policies governing its use. In addition, the building Principal will provide students and parents with the Acceptable Use Board Policy #815 annually. If you wish to receive a copy of the Acceptable Use Policy or have any questions, please contact the building Principal.

One to One TECHNOLOGY INITIATIVE

The focus of the One to One Program for Stroudsburg Area School District is to prepare students for their futures in a world of digital technology and information. We have removed the BYOD policy and have put this new policy in its place. Each student will be receiving a district issued Chromebook. The Chromebook will be used as an extension for learning and as an additional resource to be used in the instructional setting. The policies, procedures and information contained in this document apply to all computing devices used within Stroudsburg schools, and include any other device the District considers to fall under this policy, including, but not limited to, Chromebooks, iPads, and classroom computers.

District-Provided Technology

Refers to internet access, local (district-hosted) resources and non-local resources to which access is provided through the district. It includes, but is not necessarily limited to the following:

- SASD-Net
- Network shared resources, such as printers;
- Network folder shares and backup folders; and
- Electronic mail, web-based and cloud-based storage, and web-based and cloud-based applications provided by the district through a third party
- Computer resources, such as Chromebooks, hot spots, charging stations, chargers, and other devices

(See Board Policy 252 for full details and information)

Remote Access, Monitoring and Tracking of District-Issued Devices

Device – refers to an identified device issued by the district to a specific district student for use in connection with the district academic program. This includes, but is not limited to, devices issued by the district in connection with the Device Initiative, Individualized Education Programs and service agreements for identified students with special needs, and other educational purposes.

The Device Initiative – the district initiative to provide students with access to a district-issued device. The major goals of this initiative are to provide students with 21st Century learning environments at school, and to give all students access to technology resources.

Remote access of devices – means a situation where a district employee or agent, using client management software, accesses a device in the student's possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the SASD-Net with the device, does not constitute remote access to the device. Remote access of devices does not include voluntary participation by the Student or other user in web conferences, chat rooms or other web-based activities.

Software maintenance – means any software or configuration changes sent out to each device, even if it only affects a certain device, that is necessary for the maintenance and security of the SASD-Net and to ensure that only authorized software is installed on the device.

GUIDELINES

Repair and Maintenance of District Device

Devices are the property of Stroudsburg Area School District. Students are responsible for the appropriate use of devices. The care of the device is the student's responsibility. If a device needs repair, service or other maintenance, students are to report to the administrator/faculty member in their building. Students should not attempt to repair or service their device. Vandalism to any device or accessory is strictly prohibited. There will be tiered discipline for chromebook damages. Students must present a school issued picture ID when they bring their device in or pick up from repair. (See Board Policy 893 for full details and information)

1:1 Chromebook Initiative

Understand that you are responsible for your child's device and that your child will need their Chromebook in the fall. Students will *not* be issued a new Chromebook each year, so it is imperative that you ensure the Chromebook is properly used and/or stored in its protective case while school is not in session as per the best practices in policy 252 and AR 252 form ([see link](#)); if you need another cover please contact your school.

This Chromebook is solely given to your child for academic purposes, so you must help your child understand it is not a personal device and that **it is school property** that they will need in the future. Chromebooks are issued once at each of the following grade levels K, 5th, and 9th. We expect them to have a full life of use. In other words, the Chromebook your child is issued in Kindergarten will be used by them through 4th grade. Chromebooks Issued in fifth (5th) grade will be used through eighth (8th) grade. And Chromebooks issued in ninth (9th) grade will be used through our students senior (12th) year.

Chromebook Care and Requirements

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to their school main office as soon as possible so that they can be taken care of properly.

General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Students should never carry their Chromebooks while the screen is open.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of Stroudsburg Area School District
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Stroudsburg asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- Chromebooks should never be left in an unlocked locker or any unsupervised area.
- If your device is in need of repair, please bring it to your school main office as soon as possible.

Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks in school issued cases only. Failure to do so will result in disciplinary action.
- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always transport a Chromebook from its bottom with the lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

Screen Care

The Chromebook screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Chromebooks were issued with covers and must be kept on the Chromebook at all times.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth (i.e. <http://amzn.com/B008FPTID2>)

Device Charges

Below you will find a list of common mistakes and replacement costs in case you or your child fails to maintain its proper use and care. Keep in mind that there will be limited loaner machines in the fall, and lack of care may result in not having use of a Chromebook.

Common Mistakes

Anticipated Replacement Costs

1. Lost/damaged charger	\$40.00
2. Broken screen	\$65.00
3. Broken / dirty keyboard	\$20.00
4. Broken / damaged camera	\$10.00
5. Broken touchpad	\$40.00
6. Lost device replacement	\$259.00-350.00
7. Replacement Clamshell Case	\$30.00

*****Prices are subject to change depending on device and part availability*****

ANIMAL DISSECTION

As a normal part of our biology program, we include the inspection and/or dissection of various invertebrates and lower vertebrate animal forms. Although all students can benefit by participating in classroom dissection activities, we recognize that there are people who may have a deep-founded philosophical belief that would preclude their participation.

If a student wishes to participate in an alternative form of instruction, he/she should elect this option on the form which will be provided by the biology teacher. These forms will be distributed at the start of the school year and should be returned to the teacher within the first week of school.

HEALTH EDUCATION

The Health Education curriculum includes the Human Growth and Development content area. Those units include the study of the reproductive systems, dating and the development of healthy relationships, marriage, the family, parenting, domestic violence, child abuse, sexual abstinence, pregnancy prevention, risks of teenage sexual activity, and sexually transmitted diseases, including AIDS. The complete curriculum is available for review at any time.

Pupils may be excused from this unit of study through parental request if it conflicts with the religious beliefs or principles of that pupil or parent. This request must be made in writing to the school Principal stating the reason for the request and must be submitted by October 1 of the current school year. Pupils excused from this unit will complete research assignments on health-related topics to fulfill the unit requirement for the health course.

PHYSICAL EDUCATION

Physical education is scheduled by semester for students on odd/even days.

Requirements - 1.25 credits of Health of Physical Education is required for graduation.

Attire

- Shorts and appropriate T-shirt, running suit or sweat suit
- Socks and athletic shoes
- Jacket or sweatshirt (for cooler days)
- No hats

Grading Based on the Following Criteria:

- Skill development and proficiency
- Active participation/performance
- Test scores (practical, written)
- Fitness test scores – two sets must be completed by each pupil every year. A composite grade will be indicated as the final examination grade on the report card.
- Students will be given the opportunity to earn participation points for excused absences by signing up for morning make-up PE sessions. The PE Department will set up a morning make-up schedule weekly and students with excused absences will be given the opportunity to attend. Excused absences that are not made up will be recorded as zeros. Students will be provided a Stroudsburg Physical Education contract at the beginning of the quarter.

Excuses for physical education:

- A student obtaining a nurse's excuse for a class period must present the excuse to the teacher at the beginning of class. The extent of his/her participation in activity is left to the discretion of the teacher.
- Medical excuses should be presented to the school nurse. Adaptive physical education may be assigned depending upon the duration of the excuse. Otherwise, a study hall will be assigned.

Valuables

- **Valuables are the student's responsibility. STROUDSBURG JUNIOR HIGH IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**
- Students are cautioned not to bring large amounts of money or other valuables to school.
- DO NOT LEAVE VALUABLES IN YOUR LOCKER OR OUTSIDE YOUR IMMEDIATE CARE!

IV. PUPIL PERSONNEL

PRECAUTIONS

If there are certain precautions that are to be taken with your child while in the Junior High School (e.g. to leave the building with certain persons, special dismissal arrangements, official custody decrees, special transportation arrangements, etc.), a letter must be written to the administration stating the reason, name of person(s), etc. A copy of this documented letter will be routed from the Administration Office to the Guidance Office, Health Room and to the teachers involved with your child. If a legal document is available, a copy of the same should be given to the Junior High School. This request must be updated each school year so that accurate records may be kept on your child.

CHILD CUSTODY ISSUES IN CASES OF SEPARATION AND DIVORCE

The changing family circumstances associated with separation and divorce often has a carry-over effect on the child at school. School personnel will be able to deal with this situation in a sympathetic way only if they are aware of the status at any given time. It is the responsibility of the parent(s), at the time of the initial registration and/or at the time any custody change occurs, to notify the school of the circumstances regarding custody of the child.

The position of the school District is aimed at minimizing the effect on the child's schoolwork as a result of any questions of custody, which may arise. Furthermore, the school aims to remain independent from the controversy, which often accompanies separation or divorce. To that end, parents should be aware of the following rules established for uniform application in the school district:

- When custody is established by a Court, the school-parent relationship will be maintained consistent with the decision of the court.
- When custody is not formally established, the school will presume the parent with whom the child is living currently is the parent who will receive reports, who will provide excuse forms, and who will authorize any deviation from the routine transportation arrangements for the child.
- When school personnel are informed, they will not knowingly allow visitation privileges with the parent not in custody or with whom the child is not currently residing. Furthermore, the child will be routinely returned to the home from which he/she came to school on a given day.
- If it is in compliance with the court order, the non-custodial parent may receive progress reports by making a request to the building Principal, and may also review their child's permanent record in the schools office by making an appointment in advance.

GUIDANCE

The Guidance Department provides a program, which supports and fosters the developmental concerns of students as well as their immediate needs or problems. Counselors are prepared to assist students in considerations and decisions regarding their academic, social, career and personal lives. Students and parents are encouraged to schedule appointments with counselors at any time to discuss their questions and concerns. The Guidance Department may specifically assist a student in the following ways:

Careers

- Development and clarification of interests and goals.
- Exploration of guidance resources.
- Planning of appropriate courses to meet graduation requirements and future goals.

Academic Needs

- Scheduling.
- Tutoring information.
- Choice of courses according to future goals.
- Choice of college or vocation.
- Financial aid and scholarship information.
- Summer school information.

Social/Emotional Needs

- Parent, peer, teacher relationships.
- Referral to social agencies and private counseling services.

WITHDRAWAL AND TRANSFER FROM SCHOOL

State law requires attendance in school until the student reaches 17 years of age or obtains full-time working papers. The procedure for withdrawal or transfer is as follows:

- Written authorization for withdrawal or transfer from the parent or guardian
- Acquisition of appropriate forms from the Guidance Office
- Return of all books and school property

All pupils withdrawing from the Junior High School to attend another school must obtain and complete a withdrawal form from the Guidance Office, which will detail the procedures to be followed. This form should be obtained during homeroom on the student's last day of school. The form will be initialed by all staff members involved with the student when all obligations have been met. Failure to fulfill all obligations may result in unnecessary delay in forwarding records to the student's new school.

Records will be sent to the student's new school only upon written request by the new school and the custodial parent(s) or legal guardian(s) of the student.

TRANSCRIPTS

At any time, throughout the school year, students may request an official transcript to be mailed. To make arrangements for transcripts to be sent, students must complete a Transcript Request Form for every individual mailing. These forms are available in the guidance office.

Students who need letters of recommendation from teachers and counselors should discuss the required recommendations at least four weeks before transcripts need to be sent. It is the student's responsibility to provide completed university forms when required.

Every post secondary school and scholarship organization has a different policy and set of deadlines for applications, official transcripts, and recommendations. It is the student's responsibility to be aware of these required deadlines, and submit forms and requests to the guidance office in a timely manner. Transcript Request forms must be filled out whenever a student wants to mail their transcript anywhere, and forms must be received in the guidance office at least two weeks before the required deadline.

SPECIAL EDUCATION SERVICES AND PROGRAMS

In compliance with state and federal law notice is hereby given by the Stroudsburg Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for school-aged children who are determined to need specially designed instruction due to the following conditions:

- | | |
|----------------------------|---|
| 1. Autism | 8. Orthopedic Impairment |
| 2. Deaf-blindness | 9. Other Health Impairment |
| 3. Deafness | 10. Specific Learning Disability |
| 4. Emotional Disturbance | 11. Speech and Language Impairment |
| 5. Hearing Impairment | 12. Traumatic Brain Injury |
| 6. Intellectual Disability | 13. Visual Impairment Including Blindness |
| 7. Multiple Disabilities | |

If you believe that your school-age child may be in need of special education services and related services, or your preschool child (age 3 to school-age) may be used of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility, these services are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program; including those who are homeless, wards of the state, or highly mobile, including migrant children. Requests for evaluation and screening are to be made in writing to your child's Principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact, in writing, your child's building Principal. Questions regarding services for exceptional needs children can be addressed to the Director of Special Education at (570) 424-9286.

Protected Handicapped Students (Section 504 Accommodation Plan)

Stroudsburg Area School District provides each protected handicapped student with related aids, services or accommodations, which are needed to afford the student equal opportunity to participate in and obtain benefits of school programs and extracurricular activities without discrimination. These services are distinct from those applicable to students with a disability and enrolled in special education programs.

To qualify as a student with a protected handicap, your child must be of school age with a physical or mental disability that limits or prohibits participation in or access to any aspect of your child's school program. If you think your child may be in need of services, contact his/her guidance counselor or building Principal.

Discipline of Students with Disabilities

Whenever behavior interferes with the learning of a child with disabilities or with the learning of others, the IEP team of that child shall consider and shall include in the Individualized Education Program (IEP) of the child as needed, appropriate positive behavioral interventions, strategies, and supports to address the behavior. Students with disabilities who engage in conduct that violates District policy or school rules and regulations in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with the IEP, behavior support plan and Board Policy #218 .

Confidentiality

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties, as well as rights of confidentiality and access to educational records.

Gifted Support Program

Gifted students at Stroudsburg Junior High School will be offered a variety of learning options to meet their needs and interests. An Individualized Education Program (IEP) will be developed yearly by an IEP team with input from students, parents, teachers and administrators. Gifted students may accelerate their high school course of studies in order to graduate from high school in less than eight (8) semesters.

Honors courses are offered in English, Mathematics, Science and Social Studies as academic options for gifted students who meet specific qualifications. Advanced Placement courses are also available as academic options for gifted students who meet specific qualifications. In addition, gifted students may audition or apply for participation in Scholastic Scrimmage, Science Olympiad, Mock Trial, Model U.N., Show Choir, and School Musicals.

Other opportunities available to gifted students, although not directly sponsored by the school district, are available through application or audition. These include: the Governor's School; District, Regional and State Chorus; District, Regional and State Orchestra; and District, Regional and State Band. Participation in these musical groups requires participation in the related musical groups at Stroudsburg Junior High School.

TESTING SERVICES

Students are able to take the PSAT, SAT, ACT, ASVAB and A.P. examinations at the appropriate grade levels. Please check with your school counselor for additional information.

The annual Pennsylvania System of School Assessment (Keystone) is a standards-based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Eligible students in Stroudsburg Junior High School are assessed in Algebra I, Biology and Literature. Test dates can be found at <http://www.education.pa.gov>

PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) at Stroudsburg Junior/Senior High School is a referral source for students who are experiencing any type of difficulties, which may interfere with their education.

The SAP team may be comprised of administrators, nurses, counselors, teachers, support staff, and outside consultants from agencies such as MH/MR, CYS, D&A, and Probation, who are trained in the recognition of students who face specific barriers to success in school. The SAP team focuses on students who are experiencing difficulties due to substance abuse or other mental health concerns. The SAP team is primarily a referral team, linking students and their families to community agencies and service providers who are specialists in the areas of concern. SAP team members do not diagnose, treat, or refer to treatment. They may however, recommend a Drug and Alcohol or Mental Health screening.

Procedure

Refer to Appendix 6 - "District Drug and Alcohol Procedural Chart"

Membership

The membership of the SAP team shall consist only of those staff members who have been fully trained in SAP procedures by a qualified trainer according to the Division of School Services, Network for Student Assistance Services, Pennsylvania Department of Education. Membership on the team is limited to those who have been trained, but not all who have been trained will be members in any given year. Each year the building level Principal will determine the SAP team assignments.

In any given year, membership on the team may include those staff members included in the definition above, as assigned by the Principal.

SCREENING

Parents who wish to request screening and evaluation for their child may do so by contacting the Principal or counselor in their child's school building.

EVALUATIONS

If you believe your child needs special education services, a multidisciplinary evaluation (MDE) will be conducted by a multidisciplinary team. The team shall be composed of the parent(s), person(s) familiar with the child's development, person(s) knowledgeable in such areas of suspected exceptional, person(s) trained in the appropriate evaluation techniques and, if possible, person(s) familiar with the child's cultural background. All information gathered through the screening and/or re-evaluation process is considered confidential under section 438 of the General Education Provisions Act.

Questions regarding services for exceptional needs children can be addressed to the Director of Special Education at (570) 424-9286.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

The annual Pennsylvania System of School Assessment (PSSA) is standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Every Pennsylvania student in grades 3 through 8 is assessed in reading/language arts and math. Every Pennsylvania student in grades 4 and 8 is assessed in Science.

THE NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The National Assessment of Educational Progress (NAEP), also known as "the Nation's Report Card," is the national representative and continuing assessment of what America's students know and can do in various subject areas. Since 1969, assessments have been conducted periodically in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts.

NAEP does not provide scores for individual students or schools; instead, it offers results regarding subject-matter achievement, instructional experiences, and school environment for a population of students (e.g., eighth-graders) and groups within those populations (e.g., female students, Hispanic students). NAEP results are based on a sample of student populations of interest. Not all students take the NAEP. A random sample of students are selected each time.

HEALTH SERVICES

The school nurse is available daily to provide for the physical well being of each student. The school nurse is charged with the responsibility of assessing the health needs of each child, dispensing medications as prescribed by a doctor, and generally communicating any special health-related information to staff and parents as needed.

Health Examination

Per Board Policy #209 - Health Examinations, we have a procedure to be followed for the administrative exclusion of physicals/dentals/immunization/scoliosis screening non-compliance. The process of administrative exclusion for non-compliance shall begin April 1st of each school year with students being excluded on May 1st. Each school's nurse will provide building administration with the list of non-compliant students. The administration/office staff will send the exclusion letters via both certified and regular mail by April 1st. The school's nurse will check the incoming documentation during the summer and provide updated lists to the building administration at the start of the school year.

The following services will be provided in order for our District to comply with the Pennsylvania School Health Act:

- Each student shall receive a vision screening and shall be measured for height and weight each school year.
- Parent signatures for mandated examinations in compliance with the Pennsylvania School Health Act will be found on the parent permission form attached to the emergency card, which will be sent home with students annually on the first day of school. Permission slips for a school physician to complete mandated school physicals examinations that will be mailed home early spring
- **Students must comply with state immunization laws. Students who fail to comply will not be allowed to attend school.**

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the teacher/nurse in charge, who will report it to the Health Office. Proper medical referrals will be made when necessary. First Aid kits are located in the Health Office.

Students covered under school accident insurance must report their accident, in writing, no later than five (5) days after the accident to the Assistant Principal in charge of activities. Please refer to the section on student insurance for further information.

Emergency Cards/Online Data Verification

To review student data log into the Community Portal and click on the Change Student Data link on the left of the screen. In this screen you can view and update the phone number and email address.

Once the student data is reviewed, if changes are needed please update the information as soon as possible. Emergency Contacts and address changes can be updated using the District Website (www.sburg.org), choose Families, New student registration, then choose Data Change Request Information on the top of the page. The Data Change Request screen allows you to print the document. Completed forms can be emailed to registration@sburg.org. This is a **mandatory** procedure to protect the student, parent and school. It is expected that emergency contact information be completed accurately and changes made as soon as possible. **Students will only be released to individuals listed in the Emergency Contacts.**

All parent(s)/guardian(s) must also update the Student Health Update Form. Log into the Community Portal and click on Student Data Forms on the left of the screen and then click on the student health update form to verify and/or change the student information.

First Aid

First aid, which is defined as immediate temporary care given in case of accident or sudden illness, will be rendered. No student is ever sent or taken home until a responsible adult is present to assume responsibility for the student.

Illness

Students should not be in school when they are ill. When a student presents any of the following symptoms, he/she should be kept at home: rash or skin eruptions on any part of the body, diarrhea, or any flu-like symptoms. Children with communicable diseases will be excluded from school. Any student excluded from school must present a signed doctor's statement before he/she may return to school.

Students who become ill during the school day must get a smart pass from their assigned teacher and report directly to the nurse. If necessary, the nurse will contact the parent/guardian and the student will be released from school to go home. **No student may make arrangements to leave school for illness without first seeing the nurse.**

Health Room Regulations

All students must have a written pass signed by the teacher to come to the Health Room. If the nurse is not in the Health Room, the student should report to the Administrative Office.

- A. Students are not permitted to come to the Health Room between classes except in emergencies. The student should first report to the teacher of the next class so that the teacher knows that he/she is in school.
- B. Normally a student will not be kept in the Health Room for an entire period. If a student is seriously ill, he/she will be sent home.
- C. The nurse will make the decision to excuse a child from Physical Education. After three (3) nurse's excuses a doctor's excuse will be required.
- D. There is a list of students who have special problems (such as allergies to bee stings, epilepsy, diabetes and recent surgery) which the teaching staff receives. If a student has a special problem, please make sure the school nurse is aware of the situation.

Medicine

The Stroudsburg Area School District, in compliance with the Pennsylvania Department of Health, has established the following rules:

- A. No medication will be administered during school hours without written authorization from the attending physician and written permission from the parent or guardian. (Forms can be obtained at the nurse's office, Appendix 12)
- B. Medication must be in the original labeled container with the pharmacist's instructions secured to the outside. The medication must be taken to the health room in the Junior High School.
- C. **At NO TIME is medication to be carried by students.** This includes cough medicine, cough drops, aspirin, decongestants, etc. All over the counter medication must have a written doctor's authorization to be administered in school. The only exception to this will be with a physician's note registered in the Nurse's office which allows the student to carry an epipen or an inhaler.
- D. All medications will be administered by the school nurse. All students are responsible to report to the health room at the appropriate time for medication to be given.
- E. The school nurse will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration.
- F. All medication prescribed by a physician must be brought to the school nurse's office and shall be picked up at the end of the school year or the end of the school day. Those medications not picked up at the end of the school year will be disposed of properly.
- G. It is the parent's responsibility to provide their medically diagnosed diabetic child with the food source needed to treat a low blood sugar on the bus to and from school. The parent is responsible for providing the school nurse with written verification from the child's physician regarding this medical condition. Likewise, the parent is responsible for communicating directly to the bus driver and the office of transportation concerning their child's diabetic needs. It is recommended that students with diabetes carry snacks in their book bags and be allowed to eat them on the bus.

Elevator

An elevator is available for use by students who have a legitimate need. Students should report to the nurse's office and present a written doctor's note stating the need and duration for elevator use.

Nutritional Standards for Competitive Foods

Public Law 108-265 the Child Nutrition and WIC Reauthorization Act of 2004, requires all Local Education Agencies (LEA's) participating in the National School Lunch Program (NSLP) to develop local wellness policies. One requirement of the law is that nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity. The standards apply to all students, in all grades, in all buildings.

Definition of Competitive Food: Foods offered at school, other than qualified meals that meet the FDA government standards served through the National School Lunch or School Breakfast Programs, including:

Definition of A la Carte Food: Foods sold in the cafeteria as a side dish that is sold separately from the National School Lunch or School Breakfast.

Definition of a Snack: Any prepackaged food sold in the cafeteria NOT offered as part of the National School Lunch Program or National School Breakfast.

Definition of Vending: Any food or beverage sold in a coin operated machine.

Definition of Beverage: Any fluid /drink sold or provided to students.

All registered students will receive a letter summarizing key points of the wellness policy that is federally mandated. This must be signed and returned by all parents/guardians.

V. STUDENT ACTIVITIES

CO-CURRICULAR ACTIVITIES

Each student is urged to participate in one or more co-curricular activities, to be a "doer and not a watcher". Join activities that interest you. The following is a list of activities: Band, Varsity S, Chess Club, Math Club, FBLA, Junior National Honor Society, Spirit Club, Aevdum, Sewing Club, Crafts Club, Cross Country, Model Congress, Jazz Band/Marching Band, Musical, YearBook, School Newspaper, Unity/Diversity Club, Building Buddies, Show Choir, Science Olympiad, Student Council, SADD Club, Spelling Bee, Ski Club, Student Ambassadors, Technology Student Association, Drill Team.

It must be kept in mind that academic responsibilities take precedence over co-curricular activities at all times. Hence, the school reserves the right to remove the privilege of membership from such activities. See eligibility requirements for further information.

In order to take advantage of co-curricular activities, one should plan carefully. Obligations at home and in the community should be considered as one chooses a program. Discuss this thoroughly with your parents. They should be fully aware of all your activities, the hours, schedules, practices, and performances.

Activities will be scheduled during the day or after school at times convenient to the group and its advisors/coaches. Students are not to be in the school building after school hours unless participating in activities under close supervision of coaches and/or advisors. Off campus and after school activities are subject to all rules and regulations of this handbook just as if such activities were held during the school day and on school grounds.

CO-CURRICULAR PARTICIPATION

A student arriving at school **after first period class has concluded** or a student who leaves school before the conclusion of the last period, shall not be able to participate in any co-curricular and/or athletic activities including practices, rehearsals, games or concerts on the day of such tardiness. **A student must be in school by 11:00 A.M. on Friday in order to participate in Saturday and Sunday activities.** In any case, a student who leaves school early can only participate if he/she has rightfully signed out in the main office for the purpose of a physician's appointment. In these cases, verification that the student has been seen by a physician is required prior to their participation in the co-curricular activity. Exceptions to this policy may be granted only by the Administration.

Continued membership in all co-curricular activities will be governed by the academic eligibility regulations for athletes as listed in this publication. The coach/advisor will be notified of any participants who have been identified on the eligibility list as failing students.

SCHOOL SPIRIT

School spirit may be divided into three categories:

- Courtesy towards teachers, fellow students, and the officials of school activities.
- Pride in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship, the ability to win and lose gracefully. School spirit also means loyalty and support for all functions of the school.

STUDENT AMBASSADOR PROGRAM

The Stroudsburg Junior High Student Ambassador Program consists of 8th and 9th grade students who are actively involved in many school activities. These inspiring, responsible students represent our school by making new students, visitors, and parents feel welcome upon arrival at school-related activities and events. Student Ambassadors assist new students by introducing them to teachers and students, showing them to their locker, giving them a tour of the building, and accompanying them to lunch during their first day of school. The Student Ambassador Program is a way for students to serve their school in a positive way while improving upon their social and communication skills and community relations.

SOCIAL ACTIVITIES

Arrangements for all activities must be made through and with the approval of the faculty advisor and the Director of Athletics/Activities. The activities calendar for social functions is planned early in the year and under the direction of the administration. Plan your activity at least one month in advance of the scheduled date. Use the following procedures:

- Plan the agenda to include time, place, date, hours, theme, dress, chaperones, security services, cost of refreshments, decorations, entertainment and transportation, if any.
- Obtain the proper form from the Director of Athletics/Activities; complete the form and have it signed by the required persons. This form must be returned to the Director of Athletics/Activities office two weeks prior to the scheduled event. If this is not completed, the activity will not be held.
- Inform faculty chaperones at least one week before the activity is held; a minimum of two is required at any school activity.
- If there will be refreshments and/or decorations, a clean-up committee is required.
- Turn in a financial report promptly at the conclusion of the activity to the office, carefully listing all deposits and withdrawals from the organization account.
- Turn in a written summary of the activity to your advisor for record keeping.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletics, and social events, as well as general information for the day are televised or announced over the P.A. system each morning. Pupils responsible for placing notices in this daily bulletin must have them approved by their advisor and submitted to the office the day preceding the notice.

There are several bulletin boards throughout our school. Announcements placed on these boards must be approved in advance by the administration before being placed on display.

All posters or announcements to be displayed other than on bulletin boards, must also be approved by the administration. Signs may only be attached to surfaces, which will not be marred in any form. It is understood that all signs posted will be taken down after three school days of the announced event.

FUNDRAISING

All fund raising projects within the school or community must be approved by the Director of Athletics/Activities. Students must have administrative approval before selling any items on school grounds.

CLASS AND ORGANIZATION FUNDS

All class, organization and activity funds are to be promptly deposited with the secretary in charge of the Activity Account. They will be credited to the proper accounts and receipts are provided.

A class or organization wishing to make a purchase, a donation or contract with any agency for service of merchandise must secure a preliminary purchase order and gain the approval of the advisor. The advisor, in turn, must verify that funds are available in the account and acquire approval and a purchase order duly authorized by the Principal. Bills will be paid by check and only through the Activity Office secretary upon submission of a completed withdrawal form and all appropriate bills. **BILLS WILL NOT BE HONORED UNLESS ACCOMPANIED BY A COPY OF THE PURCHASE REQUISITION PROVIDED FOR THIS PURPOSE!** The bills will be paid only after they are approved by the Principal and Director of Student Activities.

DANCES

In addition to the rules outlined under “Co-Curricular Activities” and “Social Activities”, the following procedures are in effect:

- Only Stroudsburg Junior High School students will be admitted. Photo I.D. may be requested.
- No student is permitted to leave and re-enter the building during the dance.
- All regulations pertaining to student conduct and school policies and procedures as provided by the Junior High School Handbook are in effect. If a student disrupts the function, his/her parent/guardian(s) will be contacted and face a possible suspension of activity participation privileges in the future.
- Guests are not allowed to attend (exception being the 9th grade semi-formal in which permission can be granted by the Principal).
- Students will earn the opportunity to participate in any social activity by displaying consistent positive and appropriate behaviors each marking period as outlined in our [School Wide Positive Behavior Intervention System handbook](#). Any student maintaining 6 or fewer Action Points will be able to attend any school sponsored Co-Curricular and/or Social Activity during that marking period.
- If there is a drug and/or alcohol problem (possession and/or consumption):
 - a. The student(s) will be secured.
 - b. Any person suspected of being under the influence of alcohol and/or illegal substance(s) will be questioned by administration or the senior chaperone. If assistance is needed, security is available. He/she may also be subject to disciplinary action as provided for in the Junior High School Handbook and the laws of this Commonwealth.

Our school memory book is published primarily by the ninth grade class and distributed at the end of the school year. It contains individual pictures of students, teachers and staff. Photographs of extracurricular activities and other school events are also included.

STUDENT COUNCIL

Stroudsburg Junior High School Student Council is a representative organization that is elected by the student body. The Student Council is responsible for creating school spirit, providing social activities and raising money for class trips for the 8th and 9th grades. One representative is elected from each homeroom. Representatives have the responsibility to attend weekly meetings, inform and organize the student body, and to participate in Student Council activities. The following listings are part of Student Council activities: pep rallies, dances, fund-raisers, community services, 8th & 9th grade activities, and 9th grade semi-formal dance.

Members of the Student Council and Class Officers may be removed from their position for inappropriate behavior and/or violating school discipline policies.

INTERSCHOLASTIC ATHLETICS

Stroudsburg Junior High School is a fully approved member school of the Pennsylvania Interscholastic Athletic Association and competes in the Mountain Valley Conference. We may offer competition in the following:

Eighth Grade	Freshmen Teams	JV/Varsity	JV/Varsity
Volleyball	Football	Girls/ Boys Soccer	Girls/Boys Tennis
Field Hockey	Boys Basketball	Girls/Boys Tennis	Baseball
Softball	Cheerleading	Swimming	Football
Cheerleading	Wrestling	Golf	Boys Basketball
Intramural Cross Country	Girls Volleyball	Track	Girls Basketball
Wrestling	Boys Volleyball	Rifle	Wrestling
Boys Basketball		Field Hockey	Cheerleading
Girls Basketball		Softball	

ATHLETIC/ACTIVITY ELIGIBILITY

All athletics and activity participants are required to abide by all rules established by the P.I.A.A., school District and coach/advisor of the sport/activity in season. A copy of these is on file in the Athletic Office and may be examined by parents and students at any time.

While we believe athletics/activities to be a very integral part of our school, a student's first responsibility is to his/her academic work. Therefore, we have established the following requirements for eligibility:

- Students will earn the opportunity to **attend any non-team/club school sponsored activity** by displaying consistent positive and appropriate behaviors each marking period by maintaining 6 or fewer Action Points as outlined in our [School Wide Positive Behavior Intervention System handbook](#).
- **Students who are involved in sports/clubs will follow the team/club rules and regulations for discipline.**
- A ninth grade athlete must be passing no less than five (5) full credits throughout the period of participation in any activity. A student who is not passing five credits will be suspended from the activity until the requirement is met. This eligibility requirement will be monitored closely on a weekly basis.
- Eighth grade students are academically eligible to participate in the program if they are passing at least four major subjects. This eligibility requirement will be monitored closely on a weekly basis.

- In cases where a student does not meet the requirements, said student shall be ineligible to participate in the interscholastic athletic/activities for 15 school days following the student's failure notification by the Athletic Office. This notification will take place upon the availability of grades to the Athletic Office. At that time evaluation will be made of the student's scholastic standing.
- An athlete who has been absent/tardy from school during a semester for a cumulative total of twenty or more school days, shall not be eligible to participate in any athletic contest until s/he has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is an excused absence due to death in the immediate family or of a near relative, court subpoena, quarantine or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District XI Committee. Attendance at summer school does not count toward the sixty days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.
- Physical examinations will be provided by this school District in accordance with P.I.A.A. requirements.
- **An athlete arriving at school after the first period class has concluded or a student who leaves school before the conclusion of the last period class shall not be eligible to participate in athletic contests on that weekday.** In order to participate in Saturday and Sunday athletic contests, the athlete must be in school by 11:00 AM on Friday, and stay until the conclusion of the last period. Please keep in mind that any student who is sent home ill may not participate in either practice or co-curricular activities. Exceptions to this policy may only be granted by the Principal. It is the coach's responsibility to inform his/her athletes of this policy and to enforce the same.
- Students assigned to either ACE or OSS are ineligible to participate in the activity on that day. Students remain ineligible until the next regularly scheduled school day
- Any candidate trying out for a sport in a particular season may not drop from his/her candidacy in said sport and try out for a second sport in the same season without the approval of the head coaches of the two sports involved. In addition, any athlete wishing to participate in two sports in the same season must have the approval of both coaches involved.
- Any student found in violation of these rules shall immediately be declared ineligible for all practices, contests and performances until all requirements are satisfied.

JUNIOR HIGH EXTRACURRICULAR ELIGIBILITY

A Student-Athlete arriving at school after the first period class has concluded or a student who leaves school before the conclusion of the last period class shall not be eligible to participate in athletic contests on that weekday. In order to participate in Saturday and Sunday athletic contests, the athlete must be in school by 11:00 A.M. on Friday, and stay until the conclusion of the last period. Students who are sent home ill may not participate in either practice or co-curricular activities. Exceptions to this policy may only be granted by the Principal.

Students in 9th grade and above must be passing no less than five (5) full credits throughout the period of participation in any activity. Students in 8th grade failing two (2) or more classes will be ruled ineligible. The period of ineligibility runs from Sunday to Saturday of the successive week. If a student's final marking period grades do not meet eligibility criteria, they will be ruled ineligible for the first fifteen school days of the successive marking period.

Students assigned to either ACE or OSS are ineligible to participate in the activity on that day. Students remain ineligible until the next regularly scheduled school day.

Any student found in violation of these rules shall immediately be declared ineligible for all practices, contests, and performances until all requirements are satisfied.

INTRAMURAL POLICY

Intramural athletics are offered in a variety of sports and students are notified in school as to the dates and times of the activities. **Students are reminded that participation in intramurals is not permitted if the student is currently involved in another in-season sport.** Also, students should understand that participation in intramurals is strictly voluntary and the student should not feel pressured to participate. Students will not be penalized for non-participation. Intramurals are generally held afterschool. If intramurals are held on Sunday, they may not begin before 4:00 PM due to family and religious consideration.

INSURANCE

Junior High School students are offered low cost accident insurance as a school service. This insurance is available to all members of the student body at a nominal cost and may be purchased at the beginning of the school year in the homeroom. It is recommended that all students taking physical education participate in some form of accident insurance, either through the school or the home. The school provides coverage for all pupils participating in interscholastic athletics, band and cheerleading. However, this covers only accidents relating to the above activities.

WORK PERMITS

Minors under 18 years of age are required by Pennsylvania law to have a work permit in order to be employed either part or full-time. There are requirements concerning the type of work you may do, the hours, and conditions. Work permits may be removed with cause by the Principal. These permits may be restored by the Principal, upon demonstration of improved attendance and/or academic work. Applications and all necessary information may be obtained in the Junior High School Guidance Office.

VI. ATTENDANCE

Students will not be excused from school except in cases of emergency or with a written excuse from their parent/guardian. Students must bring a written note from their parent/guardian to school within three (3) days of their return explaining the reason for their absence. Excuses submitted after this will not be accepted and be subject to disciplinary action. Excessive absence often results in poor school work (See MAKE-UP WORK.) It is important for all students to note that they will receive a zero for any work missed for an unexcused or unlawful absence. All work missed during excused absences must be made up as soon as possible after returning to school. Each student's attendance record at school is very important. College admission officers and future employers will carefully evaluate such records.

NOTICE OF ABSENCE

Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) cumulative days of lawful absences verified by parental notification shall be permitted during a school year.

After accumulating ten (10) days of absence for any reason, a student must present an excuse from a licensed practitioner of the healing arts for any additional absence to be considered lawful. Parental notification will not be sufficient for any absence to be counted as lawful following ten (10) cumulative days of absence. Parental notifications shall not be accepted after a student accumulates ten (10) days of absence for any reason.

STROUDSBURG ATTENDANCE POLICY CONSISTENT WITH PA TRUANCY LAW

The Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy. As “No Child Left Behind” and the Pennsylvania Accountability System place increased emphasis on student achievement and attendance, it has become even more important to improve Pennsylvania’s efforts to reduce truancy. In the summer of 2007, Monroe County developed a Truancy Task Force in response to the Statewide Task Force on School Attendance and Truancy Reduction to bring consistency in the application of Pennsylvania’s truancy law. The initiative brings nothing new, but reinforces what is already established. Educators from the four (4) school districts and the Monroe County Technical Institute (MCTI), in coordination with Judges and District Magistrates from the court system and representatives from Children and Youth, are working together to stem the tide of truancy in our county’s schools.

If you meet the following requirements, you and your child will be well within the requirements of Pennsylvania School Code (24 P.S. 13-1327).

1. An excuse note must be sent to school within three (3) school days of the student’s absence. A note must be provided to the office upon arrival to school on that day or emailed to the Attendance Secretary at JHSattendance@sburg.org.
2. If a note is not received within three (3) school days, the absence will be considered unexcused and classified as unlawful.
3. An excuse note will NOT be accepted after three (3) school days have elapsed.
4. When a student has accumulated three (3) unlawful absences, he/she is considered “truant”.
 - a. A letter will be sent home informing the parent/guardian of the dates of unlawful absences.
 - b. A mandatory school/family conference will be held within five (5) school days of receipt of the letter to develop an Attendance Improvement Plan (AIP) to resolve truant behavior.
 - c. An unexcused tardy is the same as an unexcused absence from class. A student who accumulates 395 minutes of unlawful tardiness will be charged with an unlawful day of absence.
5. When a student has accumulated six (6) unlawful absences, he/she is considered “habitually truant”.
 - a. A Home visit will be conducted by Stroudsburg School Police or contact with the LSW
6. When a Student has accumulated 10 unlawful absences.
 - a. A citation will be issued to appear in District Court which can result in a fine.
7. When a Student has accumulated 15 unlawful absences.
 - a. A referral will be sent to Children and Youth.
 - b. A school/family conference for students in grade 5-9 will be scheduled with a Judge or designee.
8. Additional citations may be issued for subsequent unlawful absence.

School law provides the following reasons for absences and tardies as valid and excusable reasons.:

- Illness
- Family emergency (explanation of emergency must be included)
- Quarantine
- Recovery from an accident
- Death of a family member (funeral-proof may be requested)
- Emergency medical or dental appointments
- Authorized religious holiday as provided by School Code
- Authorized school activities
- Out of school suspensions
- Impassable roads due to weather conditions
- Doctor’s notes will be accepted for any absences/tardies as long as they are handed into the main office within three (3) days of the child returning to school from an absence.

- The law allows parents to write excuses for no more than ten (10) absences in a school year – a doctor’s note is required for each absence beyond the ten (10) days allowed.
- **Students are allowed only five (5) days of absence for educational trips per year.**

ABSENCES APPROVED IN ADVANCE BY THE BUILDING PRINCIPAL OR HIS/HER DESIGNEE. **These absences count within the 10 allotted days of absences.** Absences such as:

1. Educational trips: All educational trips will be approved or disapproved by the principal in accordance with School District Policy (see Appendix III). *Effective with the 2019- 20 school year, any educational trips beyond five school days may be considered unexcused or unlawful and may not be approved. Requested educational trip days beyond five days will be considered for approval by the superintendent. Individual student attendance and academic records shall be taken into consideration when approving educational trips. (forms are available in office)*
2. Required court appearances.
3. Student Participation in the Election Process: The Stroudsburg School District recognizes the educational value of extending learning experiences beyond the classroom and the school building and realizes that educational experiences can take place during regular school hours or be extended beyond the hours of the school and affirms the value of learning by participating in the democratic process of electing Local, State and National leaders. Therefore, the district approves the participation of students in the election process with the stipulations noted and kept by the history department and the main office.

In accordance with state attendance laws, all other absences are considered unexcused. Unexcused absences are also unlawful if the student is below the age of 17 years. Section 1354 of the School Code of the Commonwealth of Pennsylvania requires that a complaint be issued before the local magistrate and against the parent(s) or legal guardian of a pupil who has accumulated more than 3 days of unlawful absence and has had a School Attendance Improvement Conference. Further information is provided in the Students Rights and Responsibilities and Truancy sections of this document. Refer to board policy 204 to read the board policy for attendance.

Other Information

- **A parent/guardian must submit a written excuse for an absence. It must include the students’ full name, ID #, date note is written, days of absence, reason for absence and parent/guardian signature.**
- A doctor’s note is required when a student is absent for five (5) or more consecutive days.
- Doctor’s notes will be accepted for any absences/tardies as long as they are handed into the main office within three (3) days of the child returning to school from an absence.
- The law allows parents to write excuses for no more than ten (10) absences in a school year – a doctor’s note is required for each absence beyond the ten (10) days allowed.
- **Students are allowed only five (5) days of absence for educational trips per year. An Educational Trip Request Form must be completed and submitted ten (10) days prior to the trip. Failure to request and receive approval for the trip will result in unlawful absences.**

TARDINESS TO SCHOOL/CLASS

A student arriving late for school must report directly to the office to obtain a late pass to class. A note must be provided to the office upon arrival to school on that day. Please refer to “absences” in this section for valid excusable reasons for tardiness. An excused tardiness will not be subject to disciplinary action. Students are allowed 10 excused tardies for the year.

1st – 5th unexcused tardy = Warning

6th and beyond unexcused tardy = Discipline referral will be submitted

Once again, it is important to note that an unexcused tardy is the same as an unexcused absence from class. Students will receive a zero for all work missed for any unexcused absence.

Students who are late to class for the first time may be issued a warning by the instructor. A second late will result in a teacher or administratively assigned detention. Subsequent lates will result in further disciplinary action.

A student who accumulates 395 minutes of unlawful tardiness will be charged with an unlawful day of absence.

TRUANCY

A student who is absent from school or classes for reasons or cause beyond the limitations of the state attendance laws is considered truant. Work missed will not be considered for credit. Truancy will be cause for disciplinary action. Students who accumulate three (3) unlawful absences are required to take part in an Attendance Improvement Plan (AIP). The School Attendance Plan will be developed through a school-family conference. Failure to attend school each day it is in session can result in:

- Revocation of any work permits
- Prosecution before a District Justice. (may result in the student being fined up to \$300.00 for the first offense, up to \$500.00 for second offense, and \$750.00 for third and subsequent offenses if he/she fails to attend school)
- Suspend the student's privilege to possess or apply for a PA driver's license

Continued failure to attend school may result in a referral to other County agencies for additional actions and/or placements.

A student is truant if he/she:

- leaves school without following proper procedure as described in this handbook;
- is absent from school for other than legal reasons;
- leaves prior to homeroom after arriving on school ground

If you have any questions, please call the school. You can also visit www.stroudsburg.k12.pa.us (click on Students, Student Handbooks, Student Handbook links) and www.pde.state.pa.us (click on Basic Education Circulars (BECs), 24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan). We are eager to help you and your child stay in compliance with Pennsylvania school law

PERMIT TO LEAVE SCHOOL

No student will be released from school to go with any adult other than the parent/guardian who has custody of the child, unless prior approval has been given to the Principal by the parent/guardian who has custody. Parent/Guardian must have picture I.D. at time of pickup.

Students will only be released to individuals listed on their emergency card or other person(s) requested by the parent. *(This request must be made in writing)* Designee must have picture I.D. at time of pickup.

Students are not permitted to leave school grounds at any time during the school day without permission from the office. **To eliminate classroom disruptions, parents are discouraged from requesting early dismissals throughout the day. If early dismissal is necessary, and a note was not submitted to the office, parents/guardians will have to wait until the end of the class period for students to be released.**

A permit to leave will be issued to the pupil upon presentation of a written request to the office before morning homeroom on the day in question. Written requests will be verified. If a note is not brought in the morning, please call the Attendance Secretary with at least a 40 minute notice.

Early dismissal will be granted by the office for the same reasons as legal absences. Medical appointments are encouraged to be scheduled outside school hours. However, when any emergency

demands, such appointments should be made as early or as late in the school day as possible. Depending on the duration of the appointment, students will be expected to report back to the building.

A permit to leave will be issued to the pupil upon presentation of a written request to the office before morning homeroom on the day in question. The request must include the following:

- Student's name, ID # and homeroom
- Date and time of departure from school
- Reason (*if it is an appointment, the name and phone number of the person with whom the appointment has been made, must be included*)
- Parent or guardian's signature and contact phone number

The pupil must retain this permit for return to school and have it re-stamped for admission to classes. A **parent and/or guardian** must come to the main office to sign students out of the building. Students must be signed out by 2:00 P.M. After 2:00 P.M. students will be held in the administration lobby until all buses have been dismissed (2:30 P.M.).

EDUCATIONAL TRIPS

Parents wishing to take their children on educational trips must secure the approval of the building Principal at least two (2) weeks days prior to the planned trip by using the Stroudsburg Area School District Educational Trip Form, which can be secured from the Attendance Secretary. A maximum of five (5) days may be excused by the Principal. Requested educational trip days beyond five days will be considered for approval by the superintendent. Any additional days will be considered unexcused, and perhaps unlawful. **Individual student attendance and academic records shall be taken into consideration when approving educational trips.** All students are expected to return from educational trips with their assignments completed to the best of their ability. **These absences count towards a student's ten (10) allotted days of absence prior to requiring** an excuse from a licensed practitioner of the healing arts. [Ed Trip Form 2024.pdf](#)

VII. STUDENTS' RESPONSIBILITIES

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies. The following regulations are in effect for assemblies:

- Upon announcement or designated tone, teachers will bring their respective classes to the auditorium/gymnasium.
- Classroom teachers are asked to seat their students and to remain in the immediate area for supervision.
- When the chairperson of the assembly asks for attention, it must be given immediately.
- Courtesy to performers and the audience is paramount. Applause should be generous, courteous, and in the spirit of the occasion.
- Students must remain seated until dismissed.
- Students behaving improperly will be removed from the assembly and shall be subject to disciplinary measures.

BUS REGULATIONS

Permission to Walk Home

District transportation is available for all students who attend Stroudsburg Junior High School. Therefore, walking to and from school is discouraged. This is due to the increased traffic and safety hazards associated with walking on Chipperfield Drive and other roadways near the vicinity of the school. Parents who choose to have their children walk to or from school must contact building administration to obtain a Walking Permission Form, which will be kept on file in the Main Office of the Junior High School.

ACT 56 of 2016

"Parents/Guardians/Students: please be aware that buses are equipped with audio and video capabilities to ensure safety and act as a deterrent to misbehavior. Students are expected to act responsibly, respect the school bus driver and follow bus rules for a safe ride to and from school. For additional information, refer to your school handbook and the Transportation section on the school District website."

Bus transportation is a privilege, not a right. A student who misbehaves on the bus is not only a discipline problem but also jeopardizes the safety of all those riding the bus. Therefore, misconduct on the bus will not be tolerated and will result in disciplinary action. Depending on the nature of the infraction, school consequences could include detention, suspension, expulsion, restitution, and/or legal action including a citation filed with the District magistrate for disorderly conduct. In addition, bus-riding privileges can be suspended for part or all of the school year. **If a student is suspended from the bus, it shall be the parent's obligation to furnish alternative transportation to and from school during the entire period of the suspension.** It is imperative that students adhere to the following regulations:

It is the parent's responsibility to provide their medically diagnosed diabetic child with the food source needed to treat a low blood sugar on the bus to and from school. The parent is responsible for providing the school nurse with written verification from the child's physician regarding this medical condition. Likewise, the parent is responsible for communicating directly to the bus driver and the Office of Transportation concerning their child's diabetic needs. It is recommended that students with diabetes carry snacks in their book bags and be allowed to eat them on the bus.

- The student should arrive at his/her designated bus stop on time. S/he should use care when approaching the bus stop, remain off the roadway while awaiting the arrival of the bus and wait for the bus to come to a complete stop before trying to board.
- The student is only to ride the bus which was assigned. S/he is to board and depart only at the assigned stop. A student wishing to board or depart their assigned bus at an alternative stop must have written permission from a parent or guardian prior to the date of the proposed change and approved by the Transportation Department.
- Each driver will determine appropriate seating assignments based on the pickup sequence, the age of the student and behavioral concerns. It is the driver's prerogative to change seating assignments as needed during the school year. Students are not permitted to leave their assigned seats while the bus is in motion.
- The driver is in complete charge of the bus. The student should comply with the driver's requests and instructions at all times.
- Noise on the bus must be kept to a minimum. This is particularly important when the bus is approaching or crossing railroad tracks at which time students should be absolutely quiet.
- Roughhousing and/or horseplay will not be tolerated. The student should never extend his/her head, hands, arms or any other part of the body out of the bus windows or doors.
- Eating, drinking and gum chewing are prohibited while on the bus.
- No live animals, reptiles or insects are permitted on the bus.
- The student can only transport personal possessions, which are necessary for his/her educational programs, such as books, gym clothing, small musical instruments that can be held on the lap, etc. Whenever possible, these items should be in an appropriate bag or

case. The student is responsible for the control of all such items. At no time should personal possessions be left in the aisle or be unattended.

- Never experiment or tamper with the bus or any of its equipment. If a student damages any part of the bus, intentionally or unintentionally, s/he will be held accountable.
- When it is necessary to cross the road after getting off the bus, the student should cross ten (10) feet in front of the bus and be sure to look both ways to make sure no traffic is approaching.
- All other school rules and regulations as outlined in the student handbook are in effect to and from school in the proximity of the bus stop.

Altering Dismissal Plans

Students must go directly home after school on his/her assigned bus. The only exception to this procedure is in the case of extreme emergency. There is limited flexibility in changing bus assignments because all buses will be carrying a maximum load. Elementary students will be given priority for bus changes.

If parents have an emergency that requires a bus change for students, they must contact the Stroudsburg School District Transportation Department at 570-421-1992 to request a change. If the request is not considered an emergency or if granting the request would cause overloading, the request will be denied by the transportation office.

If a change is approved and is to be in effect for more than three days, Pennsylvania School Law requires that you sign a release form. These are available at the school office or in the District Transportation Office, located adjacent to the Senior High school football stadium.

If an emergency situation arises requiring that parents pick up students, they should call the school office as soon as possible to notify the secretary of the change in plans. If students are to be dismissed early and not ride the bus, a note stating the reason must be submitted to the office. If someone other than parents/guardians is to pick up the student, this information must be contained in the note. As a precaution, all persons picking up children are required to appear in person in the school office and may be asked for proper identification before signing the student out. To eliminate classroom disruptions, parents are discouraged from requesting early dismissals throughout the day. If early dismissal is necessary, parents will have to wait until the end of a class for students to be released.

THE CAFETERIA

The following is a brief description and instructions for use of our computerized cafeteria system:

The cashiering system makes the payment process more convenient for everyone concerned. All students will use his/her student ID number as his or her PIN. Paid, Free, and Reduced paying students all must enter the pin number to complete a transaction. When you enter your PIN into the system, your information, including your picture appears on the screen for the cashier to view. The picture will prevent another student from using your account. The most efficient method of using the system is for parents to deposit money into their child's account. You may prepay weekly, monthly or even yearly. The system allows for any amount of money to be deposited, but we strongly recommend a minimum of weekly payments. The money goes into your child's own debit account and is automatically deducted when they make a purchase. Credit remains in the account for days when meals or snacks are not purchased. By utilizing this system, you no longer need to worry about bringing money everyday. The credit remains in the student's account in the computer and is always accessible. If your child has a balance in their account at the end of the school year, it will be credited towards the next school year. If you are moving out of the district, you need to contact the administration office on Linden Street for a refund check. Listed below are several options available to pay for your child's meals.

1. Any amount of money may simply be put "on account". This would allow your child to use the money for lunch, breakfast, snacks or any combination. There is a lock box in the front lobby

area for cafeteria payments. Please only put checks in the box, no cash. Put your child's full name and student I.D. number in the memo section.

2. When handing cash in to the cashier during lunch or breakfast, all change will be put on your child's account.
3. www.myschoolbucks.com is a convenient way to pay online via credit card. You can also see your child's meal purchases when you set up the account. The account to view purchases is free; however there is a small charge when paying online.

FOOD SERVICES POLICY

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[1][2][3][4][5][6][7][8][9][10]

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[11][12]

Food sold by the school may be purchased by students and District employees but only for consumption on school premises. The price charged to students shall be established annually by the District in compliance with state and federal laws.[4][13]

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and ala carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[13][14]

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Superintendent, Business Manager, and Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds. [4] Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent, Business Manager and Auditor. [3][4]

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[2][3][4][6][7][8][9][10]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[15][16][17][18]

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy. The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[11]

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[19]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.

3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age appropriate quantities, at reasonable prices.

The District shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, District advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation. [4] Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[20][21][22]

Free/Reduced Price Meals and Free Milk

The District shall provide free and reduced price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[23][24]

Accommodating Students With Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[25][26][27][28]

School Food Safety Inspections

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][29]. The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][29][30]

Professional Standards for Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both District operated food service programs and contracted food service programs.[6][7][18][31]

School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the District established the following guidelines for payment of student school meals:

1. The District shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.

2. The District shall notify students and/or parents/guardians when the student's account reaches a low balance.
3. The District shall notify students and/or parents/guardians when the student's account reaches a negative balance. The District shall provide students and parents/guardians with information on payment options and free and reduced price meals and/or free milk.
4. The District may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary needs.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The District shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance.

The District shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the District website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

FOOD SERVICE COLLECTION GUIDELINES & CHARGE POLICIES

The Board of School Directors pursuant to Policy 808 has directed the Administration to develop guidelines as many students continue to charge for a meal without repaying their previous financial obligations. (Meal is defined as breakfast/lunch which is purchased/charged). If your child has a negative balance, you must do one of the following:

1. Send a payment in with your student. Checks should be made payable to: **Stroudsburg Lunch Fund** or **"name of school"-cafeteria**. Please include your child's I.D.. in the memo section (any costs and fees incurred by SASD due to insufficient funds shall be paid by the parent or legal guardian). **Cash is accepted but not recommended.**
2. Create a personalized lunch account at www.MySchoolbucks.com and apply sufficient funds to your student's food service lunch account electronically (there is a small fee charged for each time you add funds, but viewing the account is free). You must create a parent's account prior to adding your child. At the home page click on the "create account" hyperlink then follow the directions given. You will need your child's student ID number, which can be obtained from his/her school office. Please be advised that the accounts are electronically updated nightly; therefore payments made in the morning may not be on your student's account until the following day. Parents may set up a low balance email notification for free by going into their My School Bucks profile and edit the student settings for such notice.

Families may apply for free or reduced breakfast/lunch programs at any time throughout the year should your financial situation change. Applications are available in each school office. Approved applications are not retroactive and free or reduced status begins only upon approval date.

If your child does not have money to pay for his/her lunch or breakfast, and has not paid his/her outstanding balance and/or discussed another option with the Food Service Department, the food service personnel will follow the Administrative Guidelines listed below:

K-7 School Students - The student will be allowed to charge up to **3 breakfast/lunch** which will be applied to his/her account. If the student still does not have money to pay for his/her **breakfast/ lunch** and has an outstanding balance, he/she will receive our choice and the a la carte price of the **food** will be charged to the student's account. **Students must have sufficient funds in their account to cover the entire cost of a la carte purchases.**

8-9 School Students - The student will be allowed to charge up to **one breakfast/lunch** which will be applied to his/her account. If the student still does not have money to pay for his/her **breakfast/lunch** and has an outstanding balance, he/she will receive **food** of our choice and the a la carte price of the **food** will be charged to the student's account. **Students must have sufficient funds in their account to cover the entire cost of a la carte purchases.**

10-12 School Students - The student will not be allowed to charge to his/her account. If the student still does not have money to pay for his/her **breakfast/lunch** and has an outstanding balance, he/she will receive **food** of our choice and the a la carte price of the **food** will be charged to the student's account. **Students must have sufficient funds in their account to cover the entire cost of a la carte purchases.**

The above actions will stay in effect until the student's account is brought current. The **food** choice will accommodate those students who have a peanut allergy. If your child has any medical concerns that may require him/her to have specific food, the issue must be discussed with the building Principal who will determine the appropriate action. Unpaid debt may result in withholding of report cards and/or not participating in graduation ceremonies. A fee of \$25.00 will be charged for any checks returned for nonsufficient funds.

Any outstanding student balances of \$25.00 or more will be forwarded to a collection agency or Magistrate's Office. All costs associated with this action will be paid for by the parent or legal guardian.

CAFETERIA RULES

- Students are not permitted to make cash payments during any lunch period. The cafeteria staff collects payments in deposit boxes located in the cafeteria, guidance office, and main office. All payments must be submitted by 8:30 am in order for accounts to be credited for that day. Payments must include student name and ID number. Families can make payments electronically on myschoolbucks.com Payments will require 24 hours to be applied to student's accounts. Students are not permitted to charge lunches for future payments
- Students are not permitted to arrive late to lunch or to leave the cafeteria before the lunch period is over without a pass.
- Students should show respect for others upon entering, during lunch and upon leaving the lunchroom.
- When directed to do so students may enter the serving area in an orderly fashion and in a manner as determined by the Administration and Lunch Staff.
- All litter must be deposited in trash barrels. All reusable trays must be returned to the dishwashing station as soon as the meal is completed. All disposable trays and utensils must be deposited in trash barrels at the same time.
- No food is to be taken from the cafeteria area without permission from a lunchroom monitor.
- Students are to remain seated until called to the serving area and until dismissal and leave in a quiet and orderly manner.
- Deliveries from any outside food concessionaires are prohibited.
- No glass containers are allowed in the cafeteria.
- **All school rules are in effect during lunch. Students behaving improperly will be subject to disciplinary measures.**
- **Students who misbehave during lunch or breakfast will lose their privilege to eat in the cafeteria.**

FLUID MILK SUBSTITUTION IN THE SCHOOL NUTRITION PROGRAMS FOR LIFE THREATENING MILK ALLERGY AND LACTOSE INTOLERANCE POLICY:

This policy has been implemented to maintain the government's goal of providing a balanced meal while in school and combating children's deficiency of Vitamin D and Calcium; *as per Department of Agriculture Food and Nutrition Service 7 CFR Parts 210 and 220.*

In accordance with the USDA regulation juice or water may NOT be substituted for milk for non disabled students because they do not meet the USDA's nutrition standards for a substitutable product, even if a request is accompanied by a physician's statement requesting these alternatives.

Lactose Intolerance: *Lactose causes a well-known intolerance in many people due to the body's lack of an enzyme known as lactase. Lactose intolerance symptoms can be prevented, at least temporarily, by replacing the lactase enzyme the body lacks.*

A medical authority or the student's parent or legal guardian must submit a written request for a fluid milk substitute identifying the medical or other special dietary need that restricts milk containing lactose. This statement will be shared with the School Food Authority and placed in the student's health file in the nurse's office. The approval for fluid milk substitution will remain in effect until the medical authority or the student's parent or legal guardian revokes such a request in writing, or until such time as the school changes its substitution policy.

For students who present either a medical authority or student's parent or legal guardian request indicating the child has lactose intolerance, the milk component of the school meal will be replaced with lactose free milk which is nutritionally equivalent to fluid milk.

If a parent puts in writing they do not want/accept the School Food Authority's nutritious alternative to milk then they will be responsible to purchase or provide their own drink. In addition, to meet the USDA nutrition requirements and qualify for a complete school meal, students must still purchase 3 of the 5 meal components.

Life Threatening Milk Allergy: *Dairy allergy, or milk allergy, refers to any allergic reaction caused by a component of cow's milk. The three components of cow's milk that cause dietary reactions are casein protein, whey protein, and lactose sugar. Casein and whey are considered more likely to cause true life threatening allergies.*

A student must submit a signed licensed physician's written statement for a fluid milk substitute identifying: 1) the medical condition, 2) the need for substitution including the major life activity affected by the disability that precludes cow's milk and, 3) includes alternate milk replacement /fluid source. This statement will be shared with the School Food Authority and placed in the student's health file in the nurse's office. The approval for fluid milk substitution will remain in effect until the medical authority or the student's parent or legal guardian revokes such a request in writing, or until such time as the school changes its substitution policy.

BREAKFAST PROCEDURES

Students shall not be in the building prior to **7:00 A.M.** when school is in session unless under the direct supervision of a staff member or upon permission from a school administrator.

Students eating breakfast may enter the building @ 6:50 A.M., go directly to the cafeteria and stay there until 7:00 A.M.

Breakfast Schedule:

- Parent drop off opens @ 6:50 A.M. as well, students must go into the auditorium or right (for cafeteria).
- 7:00 A.M. - Students are dismissed from breakfast and the auditorium.
- 7:05 A.M. - Breakfast is no longer served. Students may not enter the cafeteria.
- 7:15 A.M. - Homeroom begins. Students must be in their homerooms. All student errands should have been completed. Students should remain in their homeroom. **No passes out of homeroom should be allowed unless requested by the office**

CARE OF SCHOOL PROPERTY and RESTITUTION

Students should not mark school furniture, walls, ceilings, floors, lockers or equipment with pen, pencil, paint or any other instrument. Students should not tamper with fire alarms, fire extinguishers or any electrical systems. Students should not tamper with computer hardware, software or programs. Anyone who willfully destroys school property through vandalism, arson, larceny or who creates a hazard to the safety of other students will be referred to the proper law enforcement agency, and is subject to suspension and/or expulsion from school and restitution. **For more information regarding restitution and care of school devices, see Repair and Maintenance of District Devices.**

LOCKERS/BOOK BAGS

All lockers are the property of the Stroudsburg Area School District. Students shall have no expectation of privacy regarding their lockers. All lockers may be searched at any time without prior notice. Locker privileges may be revoked for disciplinary reasons. In order to ensure the safety of all students in classrooms, hallways and stairwells, students are required to place their book bags in their lockers upon arrival to school. Students will be allowed to go to their lockers before school, during lunch, between classes, and at the end of the day prior to boarding school buses.

Certain inappropriate materials such as, but not limited to, pictures/posters will be removed with or without the student's permission. Lockers are considered school property and will be managed as such to preserve the integrity of the school board policies, which may include random searches.

The Canine Unit of the Narcotics Division of the Stroud Area Regional Police department will be utilized to do searches on school property.

DRAWSTRING/CINCH BAGS

Students are permitted to use drawstrings/cinch bags to carry items between classes. The drawstring/cinch bag must not be larger than 17 x 20 inches.

OUTERWEAR PROCEDURES

All outerwear, such as hoodies, jackets, raincoats, gloves, hats, or other garments worn over other clothing to keep warm from the outside elements need to be placed in lockers prior to homeroom.

CORRIDOR COURTESY

Students are expected to walk, not run, in the halls. Upon entering the building, earbuds/headphones, hats and hoods should be off. Students must go directly to their lockers, then their homeroom in the morning, and leave the building promptly at dismissal. Keep halls open to traffic by WALKING TO THE RIGHT. Do not block traffic by standing in-groups.

Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash only in provided containers. Keep the school clean by picking up paper and other discarded items.

SMARTPASS/HALL PASS

In order to maintain a proper accounting of students, all Stroudsburg Junior High School staff and students are required to use SmartPass. Smartpass a digital version of the traditional hall passes, authorizing a student to be outside of their assigned area with permission. **Students need passes for the time they are in the hallway, just like a physical hall pass.**

Unlike a physical hall pass, a student does not need to carry their mobile device or laptop with them in the hallways. Teachers and Administrators can see a live view of which students are in the hallways and can search from the list, so every student is accounted for digitally.

With permission students can utilize **TWO** (2) student requested passes per day for the following reasons:

- Use of the lavatory
- Locker
- Drink from the fountain
- Nurse (requested by students)

**Students outside of the assigned area will receive disciplinary action.*

**Passes may only be ended by a teacher or with teacher permission.*

BEFORE AND AFTER SCHOOL

Students shall not be permitted in the building prior to the bus release bell. After arriving on school grounds, students may not leave without permission from the office. All students must leave the building no later than 15 minutes after dismissal from the last class of the day unless supervised by a staff member.

Groups using the building after school hours must remain in the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the following day. Pupils are not permitted to loiter in or about the building or school grounds before/after their daily programs or co-curricular activities have started or finished. Any unauthorized person will be asked to leave, and/or may be charged with trespassing.

DISMISSAL FROM CLASS

A teacher may remove a student from class if they are disruptive. In extreme cases, the student will be escorted to the office by school police. The student must confer with an administrator in order to be reinstated. Parents may be informed and a disciplinary notice will be filed.

DRUGS AND ALCOHOL

The Board recognizes that the possession, use or distribution of illicit drugs, and the unlawful possession or use of alcohol on school premises or during any of its activities is wrong and harmful with legal, physical and social implications for the whole school community. Through the use of an age-appropriate, developmentally based drug and alcohol education and prevention program, community support and resources, a strong and consistent administrative, faculty and support personnel effort, a strong student assistance program and rehabilitative and disciplinary procedures, the Stroudsburg Area School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by all students and employees. Please refer to District Policy numbers 100 and 200, sections 128 -- Drug and Alcohol Procedural Chart in the Appendix.

Student compliance with the rules, regulations and standards of conduct and disciplinary sanctions established by the school District is mandatory. A student who, on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or

over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Stroudsburg School District Discipline Code up to and including expulsion and referral for prosecution.

FIGHTING/ASSAULT

Any student involved in fighting with administrators, teachers, other school personnel, or other students will be subject to suspension or expulsion as the individual case may warrant. Moreover, such student or students may also be subject to legal action or a citation filed with the magistrate for disorderly conduct or arrest in accordance with the penal code of the Commonwealth of Pennsylvania and/or the ordinances of Stroud Township.

STROUDSBURG JUNIOR HIGH SCHOOL ACADEMIC INTEGRITY STATEMENT

Academic Integrity is a fundamental value that governs the candid pursuit of learning. It is an agreement among the members of a school community to adhere to high ethical standards and promote a fair and authentic learning environment.

Stroudsburg Junior High School is committed to meeting this standard. We are a learning community that practices Academic Integrity by developing and protecting a learning environment where all students have the right to achieve based on their own merit. We recognize that any violation of Academic Integrity is not an isolated event, therefore infringing upon the right of other students to be fairly judged on merit. Student and faculty actions contribute to the maintenance of Academic Integrity when: students agree to do original, thorough, and excellent work; and educators develop rigorous and authentic assignments and take actions that foster high Academic Integrity such as providing guidance and deterring violations.

Violations of Academic Integrity include any act which misleadingly implies someone else's work is your own, commonly known as plagiarism. Such violations are a breach of the trust necessary for the continued commitment to Stroudsburg Junior High School's healthy, just, and vibrant learning space.

Plagiarism is the act of misleading someone to believe that work you are submitting is your own when it is not. Examples:

- Copying a classmate's answers and submitting them for credit
- Submitting another person's paper or work as if it were your own
- Quoting another author's work without providing credit
- Paraphrasing another author's work without providing credit
- Citing information or statistics without providing credit
- Making up or creating a reference or citation
- Using incorrect or inaccurately recorded references
- Using someone else's document or file of any kind with only minor alterations
- Taking any other action that misleadingly prompts another person to believe your work is original when it is not

The above work is closely based off of Penn State University's Academic Integrity Statement and list of plagiarism offenses found here:

<http://tlt.psu.edu/plagiarism/student-tutorial/defining-plagiarism-and-academic-integrity/>

CHEATING

Cheating includes unauthorized collaboration and/or accessing or using unauthorized or prohibited materials, information, tools, technologies, or study aids, as well as giving or receiving information during an examination, test, or certain assignments as prescribed by teachers. **No** credit for the work will be awarded. In addition, the students will be subject to disciplinary action. Please note cheating on a final examination will result in automatic course failure.

PLAGIARISM

In an effort to maintain classroom academic integrity, Stroudsburg Junior High School has subscribed to the services of an Internet “originality” system. This system is capable of indicating if homework, essay, or research assignments have been plagiarized (copied or inappropriately paraphrased) from the Internet or other sources. More specific information about this will be provided by the teacher in each course. In addition, a violation of plagiarism does not exemplify membership in the National Honor Society and is grounds for removal. Finally, Stroudsburg Junior High School reserves the right to notify colleges of the student’s infraction.

Essentially, the use of any Artificial Intelligence (AI) for improper or nefarious reasons such as impersonating any school entity (ex. administration, staff, educators, students) and/ or plagiarism of any type is subject to discipline.

Consequences for cheating/plagiarism are as follows:

1st Offense: No credit for work awarded or student is subject to disciplinary action.

2nd and/or Subsequent Offense: No credit, disciplinary action and failure for marking period with a grade no higher than 64. For example: With a zero averaged into the quarter grade, if the student’s average is 65 or higher it will automatically be reduced to 64; with a zero averaged into the quarter grade, if the student’s average is 64 or below, **that average** is the one that will stand. Subsequent offenses may result in course failure.

***Please note offenses are cumulative for the school year. Second and subsequent offenses need not occur in the same subject for the consequences to apply.**

ARTIFICIAL INTELLIGENCE (AI)

Stroudsburg Area School District (SASD) does not recognize work created by Artificial Intelligence (AI) tools as a student's own work and such work should be cited in the bibliography. In the case of AI tools and other software, the company/creator of the software is considered the author, when directly quoting an AI-generated response, you do not need to include a page or paragraph number, students must refer to the required type of citation requested by the instructor (MLA, Chicago, APA, etc.) for additional citation style. If there is a question as to the authenticity of an assignment an AI checker will be used to verify the authenticity of said paper, additional resources like the original online document the assignment was typed into, might be required to be shared through Google if not required for the assignment. The student may have the assignment returned and be required to complete the entire assignment again, if not redone the student will receive a zero.

Some examples of AI Checkers that the instructor may choose to use are below. However, there are many more that are created every day as AI metamorphosizes and the SASD reserves the right to use them:

- Brisk
- Revision History
- <https://x.writefull.com/gpt-detector>
- <https://copyleaks.com/features/ai-content-detector>
- <https://detector.dng.ai/>
- Essentially, the use of any AI for improper or nefarious reasons such as impersonating any school entity (ex. administration, staff, educators, students) and/ or plagiarism of any type is subject to discipline.

It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following scale for guidance: [1]

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required.
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content.	Student must disclose how AI was used.
3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.

Grading Student Work

A district-approved AI application (ie. Brisk) may be utilized to assist with the review of student writing products. The AI technology will not grade the writing assignments but will aid the teacher in identifying necessary revisions. Teachers must ensure that personally identifiable student records are kept secure when utilizing such grading technology.

Staff will receive AI application training during their department meetings. This training will cover the use of district-approved AI applications, best practices for citing AI resources, and reporting procedures. Subsequently, staff will be expected to instruct students on the proper citation of AI sources. A Generative AI resource must be cited when the system's generated content is quoted, paraphrased or otherwise used in the student's work. It is inappropriate for students to use AI to generate entire assignments; instead, AI-generated content may be used similar to a quotation, depending on the assignment requirements. Failure to cite AI-generated work correctly may misleadingly suggest that the work is solely the student's own.[16]

The Board permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Copyright

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.[4][24]

AI-Generated Content Verification

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Consequences for Inappropriate Use

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities. [12][16][21][25][40]

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.[25][\[41\]](#)

Illegal use of Generative AI; intentional modification without permission 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.

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.[12][16][25][40]

Essentially, the use of any AI for improper or nefarious reasons such as impersonating any school entity (ex. administration, staff, educators, students) and/ or plagiarism of any type is subject to discipline. Please refer to board policy 815.1 for more information.

EXTORTION

Threatening other students or extorting money or property is prohibited. Severe disciplinary action will be imposed upon violators. Students who are victims of such acts are asked to report the incident to teachers or the office so that immediate action can be taken.

GAMBLING

Playing cards, flipping or matching coins, rolling dice, football or sports pools for money or any other form of gambling will not be permitted. Teachers are advised to confiscate any material and refer involved students to the office. Violations may be cause for disciplinary action and/or parental conference.

STEALING

Any student who commits or attempts to commit a theft or breaks in or enters school during or after school hours will be suspended or expelled from school and referred to police authorities. Theft includes stealing property from faculty, school employees, students and the school itself. Breaking and entering includes the school building, lockers, and locker rooms or prohibited areas. Stolen or lost property should be reported to the office at once.

TOBACCO PRODUCTS

No one is permitted to use or be in possession of tobacco products in the school building, on campus, during school sponsored activities or on the school buses. Violators will be subject to disciplinary action. Violations may be cause for suspension, expulsion, or other disciplinary measures. In addition, under the Clear Air Act (1988) individuals observed smoking within school district buildings will be subjected to legal penalties imposed by the District Magistrate.

Tobacco paraphernalia such as cigarette lighters, matches, pipes, e-cigarettes, vape pens etc. are prohibited. Such items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parents or guardians. Please refer to [District Policy 222](#), Tobacco and Vaping Products.

Vaping equipment - an electronic device equipped with an atomizer designed to transform a user-supplied liquid substance into a vapor for purposes of inhalation, as well as peripheral or auxiliary

equipment, parts, canisters or attachments for such devices. Such devices include but are not limited to e-cigarettes, vape pens, e-hookahs, and other devices that operate on the same principles as above.

Possession of vaping equipment while under the jurisdiction of the school District will be penalized the same and to the same degree as possession of drug paraphernalia. An offense pursuant to this policy need not involve the use of the offending vaping equipment, and the nature of the liquid substance possessed, if any, is not material to the violation.

Where the administration has a reasonable belief that a liquid substance possessed for use in a vaping device is a controlled substance, the administration may choose to have the substance tested. If such a test demonstrates the presence of a controlled substance, the administration may also proceed against the possessor pursuant to 227.1.

Vaping/Tobacco Restorative Practices:

Offense	Options
1st offense	<ul style="list-style-type: none"> ● SAP referral ● 5 days ACE <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● SAP referral ● 2-3 days ACE with completion of Connect 5 ● Completion of Connect 5 Google form reflection <ul style="list-style-type: none"> ● Can complete at home <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● SAP referral ● 1 day of ACE with students completion of Connect 5 <ul style="list-style-type: none"> ● Can complete at home with parents ● Completion of Connect 5 Google form reflection ● Parent completion of Marijuana & Vaping Among Youth - Trends and & Prevention Course ● Parent Google form reflection
2nd Offense	<ul style="list-style-type: none"> ● 5 days OSS <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ● 2 days OSS with enrolling in D&A intensive vaping program
3 or more offenses	10 days of OSS

ARTICLES PROHIBITED IN SCHOOL

Problems arise from time to time because some students bring articles which could be hazardous to the safety of others or a disruption to the educational process. If such items are brought to school, they will be confiscated and returned to parents or guardians after a conference. Violations may result in disciplinary action.

WATER BOTTLES

All students are permitted to have a **clear, hard plastic reusable water bottle** while in school. In an effort to limit confusion, the following rules apply to students:

- The container must contain plain water.
- Students will be responsible for filling the bottle between classes. A student may not leave class to fill a bottle.
 - Water bottles are not to be played with on school grounds. This includes throwing the water bottle or pouring the contents of the bottle on a student, staff, floor, or equipment
- The following are **not permitted**:
 - Juice, soda, energy drink, or addable mixes to water.
 - Flexible plastics bottles, cans, glass bottles, or metal

Any failure to follow the policy will result in a minimum of the student losing the privilege of having a water bottle for a set period of time and additional consequences if needed.

WEAPONS

All weapons are strictly forbidden on school property. This may include, but is not limited to firearms or look-alikes, mace/pepper spray, ammunition, explosives (including legal fireworks), tear gas, martial arts weapons, clubs, electric shock devices, knives, box cutters, chains and razor blades. If a student is found to be, or thought to be, in possession of anything that could be considered a weapon, the police will immediately be summoned. If the student is found to be in possession of a weapon they will be suspended, and recommended to the Superintendent of Schools for expulsion. In addition, appropriate legal action will be taken. Refer to Board policy 218.1 for more information.

YOUTH SUICIDE AWARENESS, PREVENTION AND RESPONSE

Purpose

The Board is committed to maintaining a safe school environment; protecting the health, safety and welfare of its students and the school community; promoting healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and the entire school community are significant.

This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to a suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.

The district shall notify employees, students, and parents/guardians of this policy and shall post the policy on the district's website.

Definition

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 illnesses and/or mental disorders.

Crisis Response Team - shall include those persons identified by the Superintendent of Schools or designee. Those persons may include administrators, school counselors, school nurses, social workers, school resource officers, and/or members of the Student Assistance Program (SAP). Community mental health agency resources may be called for assistance to be part of the team.

Safety Plan - this term shall mean a plan, put in place by the district for all students deemed by a qualified mental health provider or other medical professional, which is reasonably calculated to prevent self-harm by such student during school, on school grounds, and/or at school events.

Postvention - is the crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

Prevention - refers to the 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.

Qualified Mental Health Provider or Other Medical Professional - this term shall mean a physician, licensed psychologist, psychiatrist, or other professional who is qualified to make a determination as to whether a student is at-risk for suicide. A “qualified mental health provider or other medical professional” shall not be interpreted to include a school employee.

Suicide Risk Assessment - refers to an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or mental health professional). This assessment is designed to elicit information regarding the student’s intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols for Administration of Student Education

Students shall receive age-appropriate education 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 or others including how to engage school resources.

Student education may include but is not limited to the following:

1. Information on comprehensive health and wellness, including emotional, behavioral, and social skills development.
2. Broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors, and warning signs for suicide.
3. Help-seeking approaches amongst students, including when concerns arise via social media or other online forums, promote a climate that encourages peer referral, emphasizes school connectedness and engages school resources. Importance of safe and healthy choices and coping strategies.

Protocols for Administration of Employee Education

All district employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information about risk

factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.

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 crisis response/intervention team members, designated administrators, 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 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

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 **suicide risk factors or 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

Substance abuse or dependence

Self-injury

Hopelessness/Low self-esteem

Poor problem-solving or coping skills

Adverse/Stressful Life Circumstances

Disciplinary or legal problems

School or work issues

Exposure to peer suicide

Depression

Previous suicide attempts

Personal Characteristics

Loneliness/Social alienation/Isolation/Lack of belonging

Impulsivity/risk-taking/Recklessness

Interpersonal difficulties or losses

Bullying (victim or perpetrator)

Physical, sexual or psychological abuse

Family Characteristics

Family history of suicide or suicidal behavior
Divorce/Death of parent or guardian

Family mental health problems
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 of desire to commit suicide (suicidal ideation) or another type of self-harm Fixation on suicide and/or the suicide of others and/or past attempts at suicide Purposeful self-injury
- Expressions such as hopelessness, rage, no reason to live, or sense of purpose
- Extreme recklessness or extremely risky behavior
- Increase 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 immediately refer the student to a member of the Crisis Response Team for suicide risk screening and/or assessment and intervention in accordance with district procedures.

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 a member of the Crisis Response Team.

Documentation

The district 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

The methods of intervention utilized by the district include but are not limited to, responding to suicide threats, suicide attempts in school, 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, psychologists, and social workers.

Parents/Guardians of a student identified as potentially being at risk of suicide shall be notified by the evaluating member of the Crisis Response Team, who shall identify types of mental health service providers to whom the student can be referred for further assessment and procedures. Such mental health service providers may include but are not limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

Team shall develop and implement a preventative safety plan developed with as much collaboration as possible with the parents/guardians and student as appropriate. The individual needs of the student will be considered when developing the safety plan.

If a school employee suspects that the student's potential risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services, as required by the Child Protective Service Law.

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 increased risk of suicide, the district shall 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 have attempted suicide, the appropriate team (IEP team of IDEA-eligible students and Section 504 Team for Section 504-eligible students) 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 immediately be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy, which may include reconvening the IEP or Section 504 Team to discuss any necessary modifications of the student's IEP or Section 504 plan.

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 ATTEMPT OR SUICIDE DEATH

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 nurses, school psychologists, social workers, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the School Crisis Response 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.
7. Provide supportive access to the school counselor and/or mental health professional to students who were impacted by the suicide attempt.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on 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 to school after a 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. Upon re-entry from a mental health crisis, the necessity of additional support and services should be considered. If deemed necessary, appropriate evaluations to determine eligibility for either special education or a 504 plan will be initiated by the appropriate team.

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.

SUICIDE AWARENESS AND PREVENTION RESOURCES

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.janamariefoundation.org/>

Aavidum:

<http://aavidum.com/cms/>

Services for Teens at Risk (STAR-Center):

<https://www.starcenter.pitt.edu/about>

Pennsylvania Department of Education:

www.education.state.pa.us

BULLYING/CYBERBULLYING/HAZING

Bullying is the intentional use of repeated, hurtful acts, words, or other behaviors, such as name-calling, threatening, and/or shunning by one or more individuals against another. Bullying comes in many forms, such as physical, verbal, or emotional.

If you feel you are a victim of bullying, please make one of your teachers or the office aware of the situation so it can be dealt with. Bullying will not be tolerated and each case will be assessed and dealt with according to the disciplinary code and the severity of the incident. (See Appendix XI for Official District Policy).

HARASSMENT

Sexual harassment, physical or verbal harassment, racial or ethnic intimidation of other students or staff members are gross violations of school rules and will be treated accordingly. If you believe you have been harassed, report it immediately to your teachers, guidance counselors or Principals. In addition to disciplinary action, violators may be expelled from school and may incur legal penalties.

TITLE IX

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

As part of our mission to foster responsible, morally centered people who are prepared educationally and socially to achieve, it is our responsibility to continually develop an organizational culture that is respectful and inclusive of all students and staff.

The Stroudsburg Area School District 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 complaint 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.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the suspected party 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 educational 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 adjustments.
3. Modifications of class schedules.
4. Monitored student movement on campus.
5. Mutual restrictions on contact between the parties.
6. Increased security.
7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.
10. Emergency removal

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.

The following roles are assigned:

The Compliance Officer/Title IX Coordinator, Laura Connolly, can be contacted at:

Address: 123 Linden Street, Stroudsburg, PA 18360

Email: connolly@sburg.org

Phone Number: 570-421-1990

The Deputy Compliance Officer and Deputy Title IX Coordinator, Richard Baker, can be contacted at:
Address: 1100 West Main Street, Stroudsburg, PA 18360
Email: rbaker@sburg.org
Phone Number: 570-421-19901

The Deputy Compliance Officer and Deputy Title IX Coordinator, Dr. Madeline Acosta, can be contacted at:
Address: 207 Mountaineer Drive, Stroudsburg, PA 18360
Email: macosta@sburg.org
Phone Number: 570-213-0203

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

To make a report call 1-844-SAF2SAY or download the Safe2Say app.

GANGS

It is the policy of the District that membership or affiliation in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this school is strictly prohibited.

Person(s) who initiate, advocate, or promote activities (such as drug use, violence or disruptive behavior) openly or otherwise, which threaten the safety or well being of persons or property and which disrupt the school environment, are harmful to the educational process, and will be dealt with as an offense of the most serious category-Level IV. Consequences from Level IV actions include suspension, expulsion and/or arrest.

The Stroudsburg Area School District strictly prohibits the use of hand signals, written or oral comments, (including graffiti), stances, stares, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute which indicates or implies, presents a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and Commonwealth of Pennsylvania.

The Stroudsburg Area School District strictly prohibits any incident involving initiations, intimidation and/or related activity which the district considers to be actions that cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students or staff.

Any person wearing, carrying, displaying gang/group paraphernalia; exhibiting behavior or gestures which symbolize gang/group membership; or causing and/or participating in activities which intimidate or affect the attendance of another student, will be subject to disciplinary action that could result in suspension, permanent expulsion and/or arrest.

TERRORISTIC THREATS/ACTS

Definition:

Terroristic Threat – shall mean a threat to commit violence communicated with the intent to terrorize another, cause evacuation of a building, place of assembly or facility of public transportation or to otherwise cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act – shall mean an offense against property involving danger to another person committed for the purpose of achieving the above result(s).

Violations for such threats or acts will be handled in accordance with state law and the school discipline code as outlined in this handbook.

VANDALISM

Vandalism causing damage or defacement to any type of educational facility or grounds surrounding such facilities, or personal property located within such facilities, is an offense now punishable as a felony of the third degree, if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000.00. Otherwise, the offense is a second-degree misdemeanor. These offenses will be referred to the proper authorities.

With the installation of the Nightlock system, students who lock themselves in or staff out are subject to discipline level three of the handbook and will be responsible for any costs incurred as a result of damages caused.

BOMB THREATS & FALSE FIRE ALARMS

Students who turn in false fire alarms/bomb threats anytime that school is in session or when school is open for a school activity will be automatically suspended for 10 Days of Out-Of-School-Suspension with recommendation for expulsion or placement in an alternative education facility and referral to appropriate law enforcement agencies.

INAPPROPRIATE LANGUAGE

Students are expected to treat each other as well as staff members with respect and dignity. Vulgar and obscene language, directly or indirectly, will not be tolerated and will result in disciplinary action.

UNAUTHORIZED TAKING OF PHOTO/VIDEO/AUDIO

Under these guidelines, at no time may a student use their phone, or any other device, to take a picture and or record a video or audio of another student, teacher or faculty member. This includes in the restrooms and locker rooms as well. Doing so is unlawful and will result in a referral to the School Resource Officer and Administration with disciplinary action to follow.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones should not be visible upon entering the building, this includes headphones/earbuds. Students with their cell phones or headphones/earbuds during the school day is considered a violation of our Electronic Usage Policy. **Students are not permitted to use their cell phones, internet connected watches, earbuds, or headphones in the school building, such devices shall be turned off and stored in their locker.** Any students who use these items will be asked to turn the item(s) into the main office for the day. **With teacher/staff permission students can use earbuds/headphones for educational purposes while under teacher/staff instruction.** Teachers/Staff will confiscate the student's cell phone or electronic item, turning it over to the main office for the student to retrieve at the end of the school day. Students with repeat offenses or refusal to hand over the cell phone or electronic item will be subject to disciplinary action. For information on disciplinary action regarding electronic device infractions, refer to the DISCIPLINARY ACTION section.

Should a parent need to contact their student they can call 570-424-4848 for the secretary and the parents' message will be passed to the student when appropriate. Should there be an emergency, the student can be called to the office.

CHANGE OF INFORMATION

Student information must be updated online through the parent community portal.

CIVIL EMERGENCIES

Keep school telephone lines open for emergency calls. Ask friends and parents not to call the school.
DO NOT PHONE THE SCHOOL.

Keep private cars out of the area. **KEEP STREETS CLEAR FOR EMERGENCY VEHICLES - POLICE, AMBULANCE, FIRE, etc.** Tune radio to WPVO/WSBG for information on local disasters.

FACULTY LOUNGE

Students are not allowed in the teachers' lounge or rest rooms for any reason at any time. Violators will be assigned appropriate disciplinary consequences.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. An evacuation plan is posted in each room. Students are to study the plan and become familiar with it.

It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions. The students must remain quiet throughout the drill. No one is to return to the building until the signal is given by the Principal to do so.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may necessitate an early dismissal as determined by the office of the superintendent. All after-school activities are canceled in the event school is closed or an early dismissal occurs.

School closings and delayed starting times or early dismissals shall be announced and repeated hourly on radio stations WSBG/WVPO, WARM, WFMV, WPCN, , HOT 99.9, WLEV and TV stations WNEP, WYOU, WFMZ, WBRE, and Blue Ridge Channel 13. *See Appendix 16 for District and delay schedule.*

STUDY HALL RULES

Study halls are times provided for quiet study, completion of assignments or reading literary materials. To ensure that an academic climate is maintained, the following rules apply:

- Students are required to report to study halls with all materials needed for a full period. No locker passes will be issued during study halls.
- Passes for appointments to visit the counselor, the nurse, other teachers or classes, or any other area of the school, must be obtained in advance and submitted to the study hall teacher at the beginning of the period.
- Students not using their time properly may be disciplined by the teacher and referred to the administration after repeated violation of the rules.
- Only one person at a time is permitted to go to the lavatory.
- Students wishing to use the library in lieu of study hall must obtain an academic study pass from the librarian during homeroom. If a pass has been issued, the student must report to the library during the scheduled time.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable substitute teachers available whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried to the community. Let us be certain that these are good impressions by being polite, helpful and as considerate as you would be to your regular teacher.

LOST AND FOUND

Students who find lost textbooks and other school books are asked to take them to the library, where they may be claimed by the owner. All other articles should be taken to the office where recovery can be made upon proper identification.

THEFT PREVENTION

The best method to stop theft is prevention. The school can not be responsible for items that are lost or stolen. Below are some hints on how to prevent thefts:

- Lockers should be locked at all times. Never give your combination to anyone else. Most of our thefts are a result of students being in other students' lockers.
- Never leave any valuables in your locker or locker in the PE locker rooms.
- Do not bring large sums of money to school. Leave your valuables home.
- Never leave personal belongings unattended.

FEES

Certain laboratory fees for classes such as Technical Education and Family & Consumer Science may be charged. Students pay additional fees when taking certain courses requiring the use of expendable materials.

TELEPHONES

The office telephone is for school business only. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

VISITORS

No student visitation is permitted. Adult visitors must report to the office to receive a visitor's pass.

DELIVERIES

The delivery of flowers, balloons and other items deemed inappropriate by the administration is prohibited. These items will be held at the main office and will not be delivered to classrooms.

INTEGRATED PEST MANAGEMENT

The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. For further information see Board Policy 716 on the district website sburg.org.

REQUEST FOR RECONSIDERATION OF MATERIALS

When a parent or community member expresses a concern over the use of a book or other instructional materials, the Librarian and the Building Principal follow a process to resolve the issue. Any concern is considered when a parent or community member completes a Reconsideration of Materials form. The foremost consideration in the selection of any item is whether it contributes to the fulfillment of the curriculum, and whether it provides for student differences in age, ability, reading level, interests, learning style, and emotional and social development. Please contact your building Librarian or Principal if you have a request for reconsideration.

EVERY STUDENT SUCCEEDS ACT (ESSA)

AND

THE ELEMENTARY AND SECONDARY EDUCATION ASSISTANCE (ESEA)

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Stroudsburg Area School District receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education.

We are very proud of our teachers and feel they are prepared to give your child a high-quality education. Our Title I schools must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests.

At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's building principal.

SCHOOL-WIDE POSITIVE BEHAVIOR QUARTERLY REWARDS

Action Point System

- Lunch detention = 2 points each day
- Restrictive Movement = 5 points
- After school Detentions = 4 points
- Saturday Detentions = 6 points (as of now, no Saturday detentions).
- Unexcused absence = 3 points each day
 - An excuse note must be sent within three (3) days of the student's absence
- ACE and OSS = 7 points and Loss of Quarterly Award

1st quarter, 2nd quarter, 3rd quarter, and 4th quarter exclusion policy.

Students that maintain **6 or fewer** Action Points earn the privilege to participate in School-wide positive behavior quarterly rewards. **Action points reset at the beginning of each marking period.**

STANDARDIZED DRESS POLICY

The following dress and grooming guidelines shall apply to all students attending classes within Stroudsburg Area School District buildings, Kindergarten through 12th grade.

Bottoms:

Dress, Casual docker style or Corduroy pant
Dress or Casual docker style short
Dress or Casual Capri style pant
Dress or Casual Skirt/Skort

Color:

Khaki (tan/stone), Black, and Navy
Khaki (tan/stone), Black, and Navy
Khaki (tan/stone), Black, and Navy
Khaki (tan/stone), Black and Navy

Bottom Guidelines:

- Must be appropriately sized for the student, that is, they are to be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra long, baggy, or sagging pants or shorts are not permitted.
- Tight, form-fitting pants are not permitted. .
- Pleated or plain front bottoms are acceptable.
- No more than 2 front and rear pockets are permitted.
- Bottoms must be worn at the natural waist and fit comfortably.
- Pant length must meet the top of the shoe, but must not touch the floor; must be hemmed or have a standard cuff. Pants may not be tucked into shoe/boot and may not be cuffed to meet the top of boot.
- Short/Skirt/Skort length must reach the top of the knee front and back.
- Skirt/Skort must be free of pockets below the hip. Full length leggings/tights may be worn under a skirt.
- Belt: must be worn at the natural waistline and be of solid color material (black, white, tan, or brown). Belt buckles must be a plain, standard belt buckle. Belts must be appropriately length for waist and have no designs, emblems, insignias, monograms, logos, holes, studs, etc.
- Bottoms must be of contrasting color to top.
- No holes or slits are permitted.
- No sewn-on loops are permitted.
- No carpenter or cargo pants/shorts are permitted.
- No sweats (joggers), jean/denim bottoms are permitted. Undergarments must not be visible; no spandex, nylon, or stretch material.

Tops:

Traditional 2 or 3 button Polo
Standard Oxford Dress shirt/blouse
(shirts must be tucked in)

Color:

Solid color White, Maroon/Burgundy, Grey or black
Solid color White, Maroon/Burgundy, Grey or Black

Top Guidelines:

- **NO HOODED GARMENTS**
- Must be appropriately sized for the student, that is, they are to be no more than one regular size larger than the student actually measures. No long/baggy shirts permitted. No logo's prints, stripes, patterns, etc. are permitted.
- All shirts must have a collar
- Short, long, or three-quarter length sleeves are permitted; sleeves must cover shoulders
- Female Blouse-no low cut, plunging or V-neck neckline. Shirts may have ruffles, but must be buttoned to the base of the neck.
- Buttons: Shirt must be buttoned to the base of the neck so as to not be deemed excessively revealing.

OPTIONAL APPAREL**Item:**

T-shirts (layering garment)
Turtleneck/Mock Turtleneck
(layering garment)
Pullover
Full-Torso Cardigan/Turtleneck/Sweater
Full Torso Vest/ Sweater Vest
Fleece
Crew neck Sweatshirt
(solid or district/school)

Color:

Solid color White, Maroon/Burgundy, Grey or Black
Solid color White, Maroon/Burgundy, Grey or Black
Solid color White, Maroon/Burgundy, Grey or Black
Solid color White, Maroon/Burgundy, Grey or Black
Solid color White, Maroon/Burgundy, Grey or Black
Solid color White, Maroon/Burgundy, Grey or Black
(District/school logo-optional)

Optional Apparel Guidelines:

- Plain undershirts, t-shirts, turtlenecks, mock turtlenecks may be worn underneath the standard dress top.
- Turtlenecks and mock turtlenecks may be worn as a layering garment for pullovers, sweater vests, cardigan sweaters, fleeces, or Stroudsburg School District crew neck sweatshirts. If turtle/mock turtle necks are not used in this manner, a standard collared shirt top must be worn.
- Solid color pullovers, full-torso vests/sweater vests, full-torso cardigan sweaters, fleece, or Stroudsburg School District crew neck sweatshirts (of approved colors and size) may be worn.
- Garments with the Stroudsburg Area School District/Athletic and Extracurricular logo/embroidery/monogramming (polo shirts, sweaters/sweater vest, warm ups) may be worn.
- Dresses that meet the standard for collar, sleeve, skirt length, and color may be worn.
- Coaches/Advisors must meet with administration to verify garments worn on game day are appropriate to be worn to school and fit within the spirit of the policy.

Footwear:

- **Color:** *Predominantly* solid color black, brown, tan or white
- **Type:**
 - Shoes, sneakers, boots, sandals with back strap, clogs, or crocs are permitted. Laces must be of the same color (*or white*) as shoe/sneaker and tied.
 - Shoes/sneakers may have a minor accent color(s) to enhance the predominant color of the shoe (Ex. piping or stripe(s) on shoe). *Patterns of any kind are not permitted (Ex. Checkered Vans, Coach Pattern, etc.)*
 - Combat boots, steel-toed work boots (unless specified by course requirement); *Doc Martens, slippers, slides or flip flops are prohibited.*
 - Shoes/boots may not have heels in excess of 3 inches.

General Guidelines for Students

- **Jewelry:** The District recognizes the right of students to wear jewelry and other adornments. However, certain types and the manner in which they are worn may not be appropriate under certain circumstances and may pose a danger to the student, staff, or interrupt the educational process. There shall be no chains worn, other than those designed as jewelry (no necklaces in excess of 18"). No heavy/thick gauge chains, dog collars, and wallet chains are permitted. Earrings of moderate size (half dollar or 2"), in addition to small stud facial body piercings are permitted. Due to safety concerns, hoop body rings and barbells are not permitted. Band-aids shall not be used to cover body piercing. In the case of the day to day school environment, the administration and/or teaching staff shall require that students remove any jewelry and other adornments which might reasonably be considered as posing a danger, threat to, or interruption of the educational process.
- Clothing, hats, hair ornaments or implements, or any other materials which are considered to indicate gang affiliation are prohibited.
- Head gear shall not be worn in the building, including but not limited to caps, hats, scarves, bandannas, hair nets, head bands, or do-rags. Solid color hair bands/ head bands of approved colors are permitted.
- Sunglasses, non-prescribed glasses, and unnaturally colored contacts are not permitted.
- Accessories deemed to be distracting, disruptive, or offensive in nature are prohibited.
- Fanny packs are not permitted.
- Clothing and accessories which advertise or promote the use of tobacco, alcohol, or drugs; or which are offensive, obscene, or immoral; or which are sexually suggestive, or promote statements which are derogatory to any racial, ethnic, or religious group; or which contain double meanings, advocate violent acts, or are gang-related are prohibited.
- Students are to remove their outerwear and head covering/bands/apparel (not dictated by religious beliefs) once they enter the building and place the same in their lockers for the remainder of the day; students are not allowed to carry or wear these items during the school day. Hair grooming implements are not to be worn as an accessory.
- Standard apparel may not be embellished or altered in any fashion.

Transfer Students

Upon enrollment in the Stroudsburg Area School District, new students will be granted a grace period of one week before being required to conform to the dress policy, but dress must comply with the spirit and intent of the Standardized Dress Policy.

Opt-Out Statement

Religious/Medical/Special Needs Exemption: If the parent of a student has what they consider to be a bona-fide religious belief, medical, or special needs situation which precludes strict adherence to the Standardized Dress Policy, the student's parent(s) may fill out the appropriate waiver form and submit all other documentation reasonably requested by the Administration to establish their objection. Parents requesting an exemption from the guidelines will be required to meet with the Superintendent or his/her designee to discuss the guidelines and the nature of the objection necessitating a waiver. Following the meeting, the Superintendent shall render a written decision, approving or denying the requested waiver. Any exemption from the guidelines granted by the Superintendent shall be limited to the minimum variance from the guidelines necessary in light of the specific, bona-fide religious, medical, or special needs situation, which precludes strict compliance. The exception as allowed will be clearly stated.

Economic Hardship/Crisis Situations

Families may qualify under certain income guidelines for a standardized dress subsidy. The District shall develop and maintain a system to provide limited financial assistance to families demonstrating a financial hardship resulting from compliance with the policy, while guarding the privacy of each student. Appropriate forms and information will be available from the Principal of each building implementing the policy, and the family must file a new application each year.

Consequence for Non-Compliance

Failure to abide by the dress code standards set forth will be disciplined according to the following guidelines:

- **1st - 3rd Offense:** The student will be removed from class and sent to the office. The student will be issued a warning and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent cannot be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent/guardian with notification of violation.
- **4th Offense:** The student will be removed from class and sent to the office. The student will be issued three (3) days of lunch detention and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent cannot be reached, the student will be sent to ACE for the remainder of the day.
- **5th Offense:** The student will be removed from class and sent to the office. The student will be issued an after school detention and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent cannot be reached, the student will be sent to ACE for the remainder of the day.
- **6th and subsequent Offenses:** The student will be removed from class and sent to the office. The student will be issued a day of ACE and progressive discipline will be followed moving forward. The student will also be given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent cannot be reached, the student will be sent to ACE for the remainder of the day.
- At any point the student shows a lack of cooperation or defiant behavior, consequences for such actions will follow the student handbook regulations.

IDENTIFICATION CARDS (ID)

For purposes of safety and identification, a Stroudsburg Junior High School-issued photo ID must be worn by all students at all times. ***This school-issued ID is not to be altered in any way.*** The student ID must be worn around the neck prominently displayed on the outside of one's clothing, using the lanyard provided by the district. Students are not permitted to use any other lanyard. Students are required to display their ID during school hours (7:00 AM – 2:22 PM). While using the school transportation system or attending a school function outside of school hours, students must have the ID on their person. Students will receive an identical ID to be utilized for extra curricular activities. A replacement fee of \$5.00 will be charged for lost, stolen or defaced ID cards. Students who are not able to pay this fee will receive a new ID and be placed on the end-of-year obligations list. Students who withdraw from Stroudsburg Junior High School must surrender their ID as part of the withdrawal process.

Consequence for Non-Compliance :

Failure to abide by the standards set forth will be disciplined according to the following guidelines:

- **1st - 3rd Offense:** Warning. A backup ID will be issued and the student will return to class.
- **4th Offense:** 3 lunch detentions
- **5th Offense:** 2 hour After School detention
- **6th and subsequent offenses:** ACE
- At any point the student shows a lack of cooperation or defiant behavior, consequences for such actions will follow student handbook regulations.

OBLIGATIONS

Students must satisfy all obligations by the end of the school year in order to receive a final grade report. This includes money owed for textbooks, library books/fines, cafeteria monies, sports equipment, school equipment, and all discipline assignments.

SCHOOL RESOURCE OFFICER (SRO) PROGRAM

The Stroudsburg Area School District and Stroud Area Regional Police Department have implemented a partnership to provide the safest possible learning environment for the students, staff and community. This partnership has resulted in the implementation of a School Resource Officer Program within the Stroudsburg Area School District.

The School Resource Officer Program is a collaborative effort between the Stroudsburg Area School District and the Stroud Area Regional Police Department to offer law enforcement related education programs in Stroudsburg Junior High School in an effort to reduce crime, drug abuse, violence and provide the safest school environment possible. The Stroud Area Regional Police Department will assign one full time police officer to the Stroudsburg Junior High School.

The partnership between the school District and the Stroud Area Regional Police Department allows the SRO to work closely with the school administration to provide a safe learning environment, law enforcement related education and the expertise of a trained law enforcement officer on campus. The officer is involved in a variety of functions:

- As a visible, active law enforcement figure on campus dealing with any law related issues.
- As a classroom resource for instruction in the following areas: law enforcement related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas.
- As a resource to the faculty and administrative team working hand in hand to solve problems in the school community.
- As a resource for the students enabling them to be associated with positive law enforcement figures in the student's environment.
- As a resource to teachers, parents, and students for law related concerns and questions.
- As an informal counseling resource in areas which may affect the educational environment and may be law related.

The SRO is not a replacement for existing school security practices.

AUDIO AND VISUAL SURVEILLANCE

The Stroudsburg Area School District has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and District rules, regulations and policies. For further information see [Board Policy #226.1](#).

SEARCHES

To maintain order and discipline in District schools and to protect the safety and welfare of students and school personnel, school officials may search a student and student lockers under the circumstances outlined in this policy and may seize any illegal and prohibited materials discovered in the search.

Guidelines

Appropriate detective scanning systems or devices may be used to discourage the presence of weapons, illicit drugs, or other harmful devices in our schools and at school events. Use of such devices requires approval by the Superintendent or his/her designee. Detective scanning searches shall be conducted in a non-discriminatory manner, and searches of groups of students may not be used to single out a particular individual, class, or category of individuals without due cause.[4][5][6]

All persons entering a school building or event may be required to submit to a detective scanning device and/or security screen.[7] Notification of the metal detector search and security screening procedure will be provided to each student on an annual basis. For more information on metal detectors please refer to board [policy 709.2](#). Sufficient notice of this search policy has been met by way of inclusion in this handbook.

Personal Searches

The student and/or his/her personal effects (e.g. purse, bookbag, electronic devices, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of materials that are in violation of law, Board policy, school rules, or pose a threat to the health, safety or welfare of the school population.

If a search of a student is conducted, (ex. pants pockets, coat pockets, cuffs, electronic devices, etc.) it will be conducted in private by a school official of the same gender and with an adult witness of the same gender present.

If extreme emergency conditions require a more intrusive search of a student, such a search may only be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the building Principal or his/her designee, unless the health, safety or welfare of students or school personnel or any other person will be endangered by the delay which might be caused by following these procedures.

Refusal To Be Searched

In accordance with policies to keep our students and staff safe in our schools and during any District sponsored event, any student who refuses to be searched will face further discipline. The refusal to be searched will be seen as insubordination and can result in disciplinary action up to recommendation for expulsion.

Locker Searches

The Board acknowledges the need for the safe in-school storage of books, clothing, school materials and other personal property, and may provide lockers for such storage. All lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. Students are expected to assume full responsibility for the security of their lockers and are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law, Board policy, District rules, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being improperly used for the storage of illegal or contraband materials, or any materials that pose a threat to the health, safety, and welfare of the school population.

The Board authorizes the administration to conduct random general searches of lockers and buses when the District has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Students, parents/guardians, and staff shall be notified concerning the contents of this policy and District procedures at least annually, or more often if deemed necessary by the administration. Students shall be required to sign a waiver in order to have the privilege to use school lockers.

The superintendent or designee shall develop procedures to implement this policy, which shall require:

1. The building Administration shall be requested or directed to search the locker of a student.

2. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.
3. The Principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.
4. The Principal or designee shall open the locker for inspection upon the request of a law enforcement officer only after presentation of a duly authorized search warrant, or upon the intelligent and voluntary consent of the student.
5. The Principal or designee shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be stored in the locker in violation of law, Board policy or school rules.
6. The Principal or designee shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

Metal/Weapon Detection Equipment

Metal/Weapon detection equipment may be utilized for searches of weapons, vapes, or other materials not permitted on school grounds in violation of Board policy.

Seizure of Illegal/Prohibited Materials

If a properly conducted search discovers illegal or prohibited materials, such materials shall be turned over to the proper legal authorities for ultimate disposition. Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Use of Canines

The District supports the elimination of the possession or use of illegal and prohibited substances/devices. Therefore, the Board is hereby conveying a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal and prohibited substances.

The administration is authorized to utilize reliable and legally certified canines for searching for illegal and prohibited contraband on school property and in automobiles parked on school property. Canines shall not be used to search students unless school officials have established by some reasonable certainty that there is cause to believe the student possesses contraband on his/her person. The canine must be accompanied by a qualified and authorized trainer, who shall be responsible for the procedure used by the dog. In the event the dog indicates that contraband is present on the student, school property, or an automobile, this shall be reasonable cause for further search by school officials, subject to the following:

1. The school official shall authorize the search and shall be accompanied by his/her designee while conducting the search.
2. All school property such as lockers, classrooms, hallways, parking areas, etc. may be searched.
3. A student shall not be subjected to a search by dogs unless absolutely necessary and for reasons set forth in this policy.
4. Law enforcement officials shall be given full authorization to investigate and prosecute any student who has been in possession of any illegal and prohibited materials discovered upon the search procedures as set forth in this policy.
5. Parents/Guardians and students shall be notified of this policy by inclusion in the student/parent handbook. This notification given to parents/guardians and students shall indicate that the District has met its obligation to inform them of the searches to be conducted by school officials.

CRIMINAL CHARGES

Any unlawful or illegal act taking place on school grounds or on a bus not only makes the student subject to penalties which the courts may prescribe, but also will result in: suspension from school for a period of 3 days or more, expulsion, or other disciplinary measures, depending on the severity of the case. In addition, a parent conference may be required with the administration before the student is able to return to school.

REASONABLE FORCE

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the Principal or Assistant Principal. Examples of the use of reasonable force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

DISCIPLINARY ACTION

The Stroudsburg Area School District acknowledges that conduct is closely related to learning; and an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

The Stroudsburg Area School District shall require each student to adhere to the rules and regulations promulgated by the District and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school or as part of any school activities. Such rules shall require that the student:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Obey constituted authority and respond to those who hold that authority
- Comply with the policies of the district as a drug-free workplace.

The law regarding the schools rights and responsibilities for events that occur outside the school building are as follows: The case that set the standard for a student's First Amendment rights or expression was *Tinker v. Des Moines Independent School District* in 1969. The Supreme Court rules that students and teachers do not "shed their constitutional rights to freedom of speech or expression at the schoolhouse gate." The court did not, however, grant students an unlimited right to self-expression. It said First Amendment guarantees must be balanced against a school's need to keep order; as long as an act of expression doesn't disrupt class work or school activities or invade the rights of others, it's acceptable. An additional case, *J.S. v. Bethlehem Area School District* in 2001 found that schools did have the right to expel a student for inappropriate use of the internet outside of school that caused disruption within the school environment. With the use of technology and cell phones, there is great responsibility that needs to come along with it. Understanding that what is posted on social media has an absolute impact on your future and by law can affect what happens within the school building., The administration of a school has a responsibility to thoroughly investigate and to provide an education and atmosphere free from disruption and harassment; and free from racial, ethnic or gender intimidation. Stroudsburg Junior High School has gone to great lengths to foster acceptance of others' differences and has a great reputation for doing so. Actions which jeopardize that reputation are and will continue to be dealt with within the confines of the law.

Discipline will be a consideration for participation in all school sponsored activities.

Level 1: Minor Behaviors - Classroom Managed

<u>Behavior</u>	<u>Definition</u>
Late to class or assignment	Student arrives to class after the bell has rung without an acceptable pass
Inappropriate use of electronics device	Students engage in non-serious use of cell phones, music/video players, earbuds/headphones, camera and/or computer.
Disruption of class/study hall/assembly	Students engage in low-intensity but inappropriate disruptions that hamper the ability of instructors to teach or students to learn.
In hall without a pass	Students are observed walking in the hallway and do not have a pass in their hand.
Failure to provide written absence note <i>(all infractions with this code handled by administration)</i>	Students is absent from school and does not hand in an excuse after 3 days
Leaving assigned area without permission	Leaving an assigned area without a pass
Unprepared for Class	Students are not prepared with the proper materials to engage in class successfully.
Failure to report to a call down	Student is sent to office and does not report
Disrespectful Behavior	Students deliver low-intensity, socially rude or dismissive messages to adults or students.
Inappropriate Behavior	Students engage in problem behavior on school property that is not already listed and does not rise to a level 3 or 4 infraction.
Violation of Dress Code Policy	Students must follow the dress code as approved by the Board of Education.
Violation/Disruption of Cafeteria Procedures <i>(all infractions with this code handled by administration)</i>	Students do not follow rules, policies or procedures of the cafeteria.
ID Violation	Students must wear photo ID at all times. The School issued ID must be worn around the prominently displayed on the outside of one's clothing, using the lanyard provided by the school district.

Level - 1 Consequences:

- Warning
- Parent Contact
- Parent/Student Conference
- Lunch detention(s)

Students who are an accomplice to a Level I infraction may receive an equal or lesser consequence pending an investigation. An accomplice shall be defined as students who purposefully attend, passively engage, and/or instigate an infraction.

Level 2: Minor Behaviors - Classroom Managed

<u>Behavior</u>	<u>Definition</u>
Intimate Behavior/ Inappropriate Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact of a sexual nature to another student/adult.
Failure to attend Detention	Student misses an after-school detention without permission.
Violation of Detention Process	During detention students engage in low-intensity but inappropriate disruptions and do not follow detention procedures
Falsification school records/passes	The student alters a pass that was previously given by staff.
Cheating/Plagiarism	Students who do not engage in academic integrity.
Insubordination	Purposeful escalation of an undesirable behavior.
Repetitive Level 1 Behaviors	This code would only be used in the event that a student repeatedly violated a Level 1 infraction. Must show a pattern.
Horseplay/Jeopardizing the Safety of Another Student (without injury)	Rough, boisterous play
Abusive/Profane Language	Students use profanity, name calls or use words in an inappropriate way.
Skippping Class/Study Hall/Assembly	Students leave the classroom without staff permission. Students do not show up or return to class, study hall or assembly.

Level - 2 Consequences:

- Lunch Detention(s)
- After School Detention
- Saturday Detention
- Administratively Assigned ACE
- Parent Contact
- Guidance referral

Cheating/Plagiarism:

- **1st offense** - Students will receive a zero for assignment or students can make-up the assignment and administration will assign 1-3 days of ACE
- **2nd offense** - Student will receive a zero for assignment and 1-3 days of ACE

Level 3: Major Behavior - Office Managed

<u>Behavior</u>	<u>Definition</u>
Violation of Restricted Movement	Students do not adhere to guidelines established by their administrator for Restricted Movement.
Harassment/ Intimidation	Any unwanted physical/verbal behavior that offends or intimidates, to cause fear
Minor Altercation	A single offender who commits a minor physical act against another individual and the other individual responds but does not elevate to a more severe type of incident such as a fight or assault
Bullying	Intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in the school setting and/or persistent, or pervasive
Possession, Use or Sale of Tobacco	Students are in possession or using tobacco.
Failure to Attend a Saturday Detention	Student misses a Saturday detention without permission.
Violation Bus Area/ Transportation Policy <i>all infractions with this code handled by administration</i> (Listed in infraction 1)	Students are distracting the bus driver or other students due to inappropriate behavior.
Violation ACE (In-School-Suspension) Procedures	Students are not following the established policies in ACE.
Leaving School Activity/ Building without Permission	Student is in an area outside of school boundaries.
Horseplay/Jeopardy Safety Another Student with Injury	Rough, boisterous play which results in an injury.
Possession of Gang Related Materials	Students use gestures, dress and/or speech to display affiliation with a gang.
Verbal Altercation	Students who engage in verbal communication in which abusive, profane or obscene comments are made toward one or more than one
Accomplice	A student who assists another student to violate a school rule.
Possession, Use, or Sale of Vaping Materials	Student are in possession or using an electronic device equipped with an atomizer designed to transform a user-supplied liquid substance into a vapor for purposes of inhalation, as well as peripheral or auxiliary equipment, parts, canisters or attachments for such devices

Repetitive Level 2 Behaviors	This code would only be used in the event that a student repeatedly violated a Level 2 infraction. Must show a pattern.
Stealing less than \$20 (listed as level 2 offense in sapphire)	Students are involved by being in possession of, having passed on or being responsible for removing someone else's property for less than \$20
Stealing \$20 - \$100	Students are involved by being in possession of, having passed on or being responsible for removing someone else's property valued at \$20 to \$100

Level - 3 Consequences:

- Saturday Detention
- Restrictive Movement
- SAP Team referral
- LSW referral
- Bus Suspension or restrictions
- 1-5 days of ACE and parent/guardian contact
- 1-10 Out of School Suspension and parent/guardian contact

In addition to school consequences, certain offenses may result in charges being filed with local law enforcement officials.

Level 4: Major Behaviors - Office Managed

<u>Behavior</u>	<u>Definition</u>
Fighting	Students are involved in mutual participation in an incident involving physical violence.
Threatening School Official/Student	Students display a verbal or physical intention to cause harm to an adult or student.
Theft and Related Offenses	Students are involved by being in possession of, having passed on or being responsible for removing someone else's property.
Institutional Vandalism	Students participate in an activity that results in destruction or disfigurement of property.
Repeated Level 3 Infractions	This code would only be used in the event that a student repeatedly violated a Level 3 infraction. Must show a pattern

State Reportable Codes:

Simple Assault of Staff	Statutory Sexual Assault	Institutional Sexual Assault	Poss. of Weapon
Aggravated Assault on Staff	Regular Sexual Assault	Indecent Assault	Simple Assault on Student
Rape	Aggravated Indecent Assault	Indecent Exposure	Aggravated Assault on Student
Involuntary Sexual Deviate Intercourse	Cyber Harassment of a Child	Open Lewdness	Obscene and Other Sexual Materials and Performances
Sexual Harassment	Racial/Ethnic Intimidation	All Other Forms of Harassment/Intimidation	Stalking
Suicide Attempt	Suicide Committed	Burglary	Arson and Related Offenses
Criminal Trespass	Rioting	Bomb Threats	Terroristic Threats (Exclude Bomb Threats)
Failure of Disorderly Persons to Disperse Upon Order	Disorderly Conduct	Poss./Use of a Controlled Substance	Sale/Dist. of a Controlled Substance
Sale/Poss/Use/Under Influence of Alc.	Poss., Use or Sale of Tobacco	Poss. Use or Sale of Vaping Material	

Level - 4 Consequences and State reportable incidents:

- SAP Team referral
- Drug and Alcohol Referral
- Suspension of Bus Privileges
- 5 days of ACE

- 1-10 days of Out of School Suspension
- Recommendation for expulsion hearing

In addition, taking any action on school property or traveling in a school bus that may cause bodily harm or have a substantial likelihood to create disruption or chaos to an individual or in the school community will be deemed a level four offense. This includes the creation of objects such as drug paraphernalia, lookalike weapons, or weapons that are outside of the project requirements as part of the district curriculum. This also includes illegal, verbal, and/or written advocacy of illegal acts or actions. Any allegation of the aforementioned will follow the same investigatory process as any other offense.

In addition to school consequences, certain offenses may result in charges being filed with local law enforcement officials. (Additional information is contained in Appendix 18)

EXPULSION

Expulsion hearings shall follow all the steps and procedures of due process as prescribed by law and/or state regulations pertaining to students' rights and responsibilities.

A student does not have to accumulate a set number of suspensions in a school year before the case will be presented. If the offense is particularly grave or serious the case can be immediately referred to the Board, or a committee of the Board for appropriate action. Parent(s) or guardian(s) and the student shall be informed in writing of the Board's decision. It must be remembered that expulsion is intended to be long term exclusion from school and it may even be permanent.

Students who have been expelled are not permitted on school grounds and may not attend school-sponsored activities. Students in violation of this policy will be cited for trespassing.

RESTRICTED MOVEMENT (Level 1, 2, and 3)

In a few cases, it is required for the students safety, or the safety of others, to assign a student a Restricted Movement Hall Pass. These students may not be issued a pass for any purpose except in an extreme emergency, and then only with permission from an administrator. Failure of students to adhere to restricted movement will be cause for extension of program, suspension and or parent conferences. Being late to class is a violation of restricted movement. The following procedures must be adhered to by a student assigned a Restricted Movement Hall Pass:

- **Students must arrive at class four minutes after being dismissed from the previous class.**
- The student immediately presents their pass to their teacher upon arriving at class.
- The student will turn in the restricted movement pass to the main office daily following period 9.
- **LEVEL 2 - Students are not to move from class to class until AFTER the second bell has rung.**
Students must arrive at their next class no later than four minutes after the second bell rings.
- **LEVEL 3 - Students will be escorted by a Paraprofessional to classrooms and bathrooms**

DETENTION

Students may be assigned a Lunch Detention, After School Detention, and Saturday Detention by the administration or any member of the faculty. This is for students with undesirable patterns of attendance, tardiness, or conduct. Students are to bring and use academic assignments or acceptable reading materials.

Advance notice shall be given in all detention assignments. It is the student's responsibility to make transportation arrangements home where necessary. Failure to attend a detention assignment without administrative approval will result in additional disciplinary action. **If detention is missed for a legitimate reason (illness, snow day) it is the student's responsibility to attend detention on the next scheduled detention date. Failure to report to administrative detention will result in assignment of ACE and/or re-scheduling of detention. Repeated offenses may result in multiple days of ACE.**

At least 24 hours notice will be given in writing to the student on a detention form for either After School or Saturday Detention. In some cases, it may be necessary to establish phone contact with the parents/guardians regarding the detention. The detention form must be signed by the parents/guardians. The parents/guardians must provide the names of two emergency contacts and their telephone numbers.

1. **It is the responsibility of the student to inform parents or guardians of the date(s) of their scheduled detention(s).**
2. In order for any excuse from a detention to be considered, it must be accompanied by a direct parental request in the form of a note or phone call. Any student excused from a detention will be expected to report for detention on the next day detention is scheduled.
3. Serving detention takes precedence over any other after school activities. Students will not be excused from detention to participate in extracurricular activities.
4. In order to ensure that all students arrive home safely, a **parent and/or guardian must enter the building to sign students out or provide a signed permission form for any other individual to pick the child up.**
5. During detention students are to copy the Student Citizenship section from the Student Handbook or work on assignments provided by the student's regular teacher or the teacher in charge of detention.
6. Remember, a parent signature confirms that transportation arrangements have been made. If students are not picked up within a reasonable time, the administration reserves the right to contact one of the local social agencies or police stations for placement or send the student home at the parent's expense. It is the student's responsibility to make transportation arrangements home where necessary.

Lunch Detention

Administrators and teachers may assign students to this program for failure to adhere to school rules. Students will eat their lunch in an assigned area. Students may bring lunch from home or purchase lunch from the cafeteria. Disruptive behavior in lunch detention will result in additional disciplinary action. Administration reserves the right to utilize the program for non-cafeteria related discipline issues. Excessive lunch detentions will result in progressive disciplinary action.

Saturday Detention

Students may be assigned to this program for failure to adhere to rules and regulations. These assignments will be made in all cases no later than the Thursday prior to the detention day in question. Parents/guardians will be notified of their child's assignment to Saturday detention. Failure to attend or disruptive behavior in Saturday detention is a serious violation of school rules and will be cause for a suspension from school. Students assigned Saturday detention must report to the designated room no later than 9:00 A.M. and will be excused no earlier than 11:00 A.M. .

After School Detention

Students may be assigned after school detention by teachers and administration. This is for students with undesirable patterns of attendance, tardiness, or conduct. Students assigned detention must report to the designated room at 2:30 P.M. and are excused no earlier than 4:30 P.M. Students are to bring and use academic assignments or acceptable reading materials.

Advance notice shall be given in all detention assignments. It is the student's responsibility to make transportation arrangements home where necessary. Failure to attend a detention assignment without administrative approval will result in additional disciplinary action. If detention is missed for a legitimate reason (illness, snow day) it is the student's responsibility to attend detention on the next scheduled detention date. Failure to report to detention will result in the assignment of ACE and/or rescheduling of detention. Repeated offenses may result in multiple days of ACE.

WITHHOLDING PRIVILEGES

Participation in extracurricular activities is a privilege rather than a right. Since individuals who engage in these activities have the responsibility of representing our school, we have an obligation to see that these students exhibit the behavior and responsibility befitting this privilege. The loss of this privilege may result from student misbehavior involving infractions of school rules.

SUSPENSION

Continuous and willful refusal to accomplish tasks, insubordination, disorderly, vicious, illegal, immoral and disruptive conduct, and persistent or substantial violation of school regulations are causes for alternative classroom environment (ACE) and out-of-school suspensions (OSS). This includes, among other acts, failure to meet obligations, violation of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles on school grounds, use of weapons or illegal fireworks, smoking or violation of any local, state or federal law.

Length and designation of ACE or OSS will be determined by the principal or designee, and will reflect the offense committed. At no time shall the duration of the suspension go beyond the time limits established by the State Board of Education. The student shall at all times be afforded his/her rights to due process as federal and state law may interpret and apply them.

Parents or guardians will be notified in writing of the nature of the offense and the action taken by school authorities. Parents or guardians shall have complete custody and jurisdiction over their child for the duration of the out-of-school suspension. A suspended student may not loiter or appear on school property or at any school sponsored activity. Eligibility to attend or participate in school activities or extra-curricular activities will be reinstated the day after the suspension has been successfully completed. The student has the responsibility to make up exams and work missed while suspended and is permitted to complete these assignments within the guidelines established by the Board of School Directors. A principal or designee will inform the parent/guardian and the student if they are required to have a readmit conference before returning to school.

Alternative Placement

Students transferring or returning to the district after a court-ordered or alternative placement may be transitioned back into the regular school environment through an alternative placement for a minimum of one semester. A parent conference will be held to review student records and determine the most appropriate placement for the student.

Alternative Placement may also be utilized for students who consistently refuse to abide by school rules. Students who fail to meet guidelines set forth by the alternative placement shall be recommended for expulsion.

Alternative Education students' participation in Stroudsburg activities will be based on the junior high school's administrative review and assessment of current academic and disciplinary record at the alternative school. Students who are expelled from the Stroudsburg School District and placed at an alternative school are not permitted to participate in or attend district activities.

OTHER DISCIPLINARY MEASURES

The Stroudsburg Area School District may in appropriate cases, take such other disciplinary action as shall be warranted under the particular circumstances. Such action may include alternative placement, exclusion from co-curricular activities, graduation ceremonies, school sponsored events and activities, administrative probation, community service, suspension of driving privileges, suspension of working papers or other appropriate consequences.

THESE DISCIPLINARY ACTIONS AND CONSEQUENCES ARE A FUNCTION OF BUILDING LEVEL ADMINISTRATION. ANY APPEALS ARE TO BE MADE TO THE BUILDING PRINCIPAL, WHOSE DECISION IS FINAL.

The penalties aforementioned are guidelines for discipline: The administrators retain the discretion to apply another penalty if the situation warrants such action.

VIII. MENTAL HEALTH PROCEDURES

SITUATIONAL CATEGORY

A student displaying any behavior that prevents him/her from functioning in class.

Example: suicidal or homicidal behaviors/speak, outward loss of control, withdrawing, out of touch with reality.

Students will be assessed and recommendations for services and follow-up will be issued on a case-by-case basis.

IMMEDIATE ACTION

Any District employee who has identified a student with one or more risk factors/category behaviors or who has an indication that a student may be contemplating suicide, shall immediately refer the student to school administration, the counselor and nurse for further review and intervention.

- The student must NOT be left alone. Arrange for or provide constant supervision of the student.
- The student should be escorted to the main office, guidance office, or nurse.

If a school employee suspects that the student's potential risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services, as required by Child Protective Services Law.

NOTIFICATION OF SECURITY

If necessary, security will be notified to be in attendance for student's safety and others.

DOCUMENTATION

The school designee must document observations, recommendations and actions conducted throughout the intervention process including verbal and written communications with students, parents/guardians and mental health service providers. (see Suicide Record of Actions Taken document Appendix 12)

- A copy of the Record of Actions Taken document must be signed by the parent/guardian upon student pick up from school. A copy must be given to the parent/guardian, administration and the nurse, kept on file in the student's confidential record, and given to the SAP team.
- A copy of all reports and documentation regarding the at-risk student shall be shared with school employees, as appropriate, including the Superintendent, school counselors, school nurses, teachers and other school personnel, as deemed necessary/appropriate.

DISCIPLINE

Any discipline infractions that may occur will be handled in accordance with the student handbook.

INVESTIGATION

Searches will be conducted in accordance with Board policy.

NOTIFICATION OF PARENTS

Parents/Guardians will be notified and requested to pick up student from school. Parents/Guardians of a student identified as potentially being at risk of suicide/mental health emergency shall be notified by school designee, who shall identify types of mental health service providers to whom the student can be referred for further assessment and procedures. Such mental health service providers may include but are not limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers. The school designee may make a referral to a community-based provider for evaluation. The school designee will make a referral to the school's Student Assistance Program (SAP).

- A copy of the Record of Actions Taken document (Appendix 12) will be signed upon student pick up from school, given to the parents/guardians and mailed home certified mail
- The Authorization for Disclosure of Information document will be presented to the parent/guardian for signature

If the parent/guardian refuses to cooperate, and there is any doubt regarding the child's safety, the school administrator will pursue a 302 involuntary mental health assessment by calling the school's Superintendent, School Resource Officer (SRO) and County Crisis (570)-992-0879, 1-800-SUICIDE, or 1-800-273-TALK and ask for a delegate. If a 302 involuntary mental health assessment is warranted, the first-hand witness/school administrator will need to be the petitioner, with support from appropriate District staff.

RE-ADMISSION PROCESS

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A mandatory re-entry meeting will be held with a school designee, parent/guardian, and/or student in which the following items will be discussed:

1. Parental concerns and information parents/guardians wish to convey to teachers/staff.
2. Timelines for academic work to be completed. To be arranged with teachers according to the handbook.
3. Update of health records and documentation of any medications and/or side effects.
4. Additional supports will be discussed, as applicable.
5. The follow-up responsibilities of parents/guardians, student and staff will be clarified at this readmission meeting.

The school designee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns. The school's SAP team will bridge the gap between home and school and check in with the student's teachers regarding the transition back to the school community.

TRAUMA-INFORMED APPROACH

The purpose of this policy is to mitigate the effects of an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual's cognitive functioning and physical, social, emotional, mental or spiritual well-being. See [Board Policy 146.1](#)

THREAT ASSESSMENT

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

Threat assessment is a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education, school security personnel, members of the Safe2Say Something crisis team, behavioral health professionals, and school administration. See [Board Policy 236.1](#)

Stroudsburg Junior High School Threat Assessment Team:

Mr. Lawrence Larthey	-	Principal
Mr. Daniel Williams	-	Assistant Principal
Mrs. Karine Yamout	-	Assistant Principal
Mr. Jason Fit	-	School Psychologist
Mrs. Alexandra Moucha	-	School Counselor
Mrs. Samantha McCullough	-	School Counselor
Mr. Eric Stinson	-	School Counselor
Mrs. Mollie Cosgrove	-	School Nurse
Mrs. Mellisa Kohler	-	Special Education
Mrs. Madison Horahan	-	Special Education

APPENDIX 1

Stroudsburg Area School District [Health & Safety Plan 2024-25.pdf](#)

APPENDIX 2

ACT 110

Act 110 was signed into law to protect young victims of sexual assault against the possibility of having to attend school with their attackers.

Act 110 addresses the removal, transfer or reassignment of students who are adjudicated delinquent or convicted of sexual assault where the victim remains in the public school entity. To read the full public school code, click [here](#). (If using the online version of the handbook)

Key components of Act 110 are:

If a student enrolled in a public school entity is convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same public school entity, the public school entity shall, pursuant to applicable laws and regulations, take one of the following actions: (i) Expel the convicted or adjudicated student; (ii) Transfer the convicted or adjudicated student to an alternative education program; (iii) Reassign the convicted or adjudicated student to another school or educational program within the public school entity.

- A public school entity shall ensure that the convicted or adjudicated student is not educated in the same school building, transported on the same school vehicle or allowed to participate in the same school-sponsored activities at the same time as the victim.
- A student convicted of sexual assault upon another student enrolled in the same public school entity shall notify the public school entity of the conviction no later than 72 hours after the conviction.
- Prior to admission to a public school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the student was previously or is presently expelled under the provisions of this section [1318.1].
- A public school entity shall, in the case of students with disabilities, take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 1400 et seq.).

APPENDIX 3

BUS REGULATIONS

A student who misbehaves on the bus is not only a discipline problem but also jeopardizes the safety of all those riding the bus. Therefore, misconduct on the bus will not be tolerated and will result in disciplinary action. Depending on the nature of the infraction, this could include detention, suspension, restitution, legal action or expulsion. In addition, bus riding privileges can be suspended for part or all of the school year. **If a student is suspended from the bus, it shall be the parent's obligation to furnish alternative transportation to and from school during the entire period of the suspension.** It is imperative that students adhere to the following regulations:

- The student should arrive at his/her designated bus stop ten minutes before the bus is scheduled to arrive. Parents must assume responsibility for the safety of their children at the bus stop until the bus arrives. S/he should use care when approaching the bus stop, remain off the roadway while awaiting the arrival of the bus and wait for the bus to come to a complete stop before trying to board.
- The student is only to ride the bus which was assigned. S/he is to board and depart only at the assigned stop. **A student wishing to board or depart their bus at an alternative stop must have written permission from a parent or guardian prior to the date of proposed change and approved by Transportation.**
- Each driver will determine appropriate seating assignments based on the pickup sequence, the age of the student and behavioral concerns. It is the driver's prerogative to change seating assignments as needed during the school year. Students are not permitted to leave their assigned seats while the bus is in motion.
- The driver is in complete charge of the bus. The student should comply with the driver's requests and instructions at all times.
- Noise on the bus must be kept to a minimum. This is particularly important when the bus is approaching or crossing railroad tracks, at which time students should be absolutely quiet.
- Roughhousing and/or horseplay will not be tolerated. The student should never extend his/her head, hands, arms or any part of the body out of the bus windows or doors.
- Eating, drinking and gum chewing are prohibited while on the bus.
- No live animals, reptiles or insects are permitted on the bus.
- The student can only transport personal possessions which are necessary for his/her educational programs (i.e., books, gym clothing, musical instruments, etc.) Whenever possible, these items should be in an appropriate bag or case. The student is responsible for the control of all such items. At no time should personal possessions be left in the aisle or be unattended.
- Never experiment or tamper with the bus or any of its equipment. If a student damages any part of the bus, intentionally or unintentionally, s/he will be held accountable.
- When it is necessary to cross the road after getting off the bus, the student should cross ten (10) feet in front of the bus and be sure to look both ways to make sure no traffic is approaching.
- All other school rules and regulations as outlined in the student handbook are in effect during the transportation of students.

APPENDIX 4

DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES

1. Purpose

The Board recognizes that the possession, use or distribution of illicit drugs and the unlawful possession or use of alcohol on school premises or during any of its activities is wrong and harmful with legal, physical and social implications for the whole school community. Through the use of an age-appropriate, developmentally based drugs and alcohol education and prevention program, community support and resources, a strong and consistent administrative and faculty support personnel effort, a strong student assistance program and rehabilitative and disciplinary procedures, the Stroudsburg Area School District will work to enhance, prevent, and intervene in use and abuse of all drug, alcohol and mood altering substances by all students and employees. (See Board policy #128.)

2. Definitions of Terms

- a. *Drugs/Mood Altering Substance/Alcohol* – shall include any drug listed in Act 64 (1972) as a controlled substance, chemical abused substance or medication for which is intended to alter mood. Examples of the above include, but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District Policy for the administration of medication to students in school.
- b. *Student Support System* – is a multi-disciplinary team composed of school personnel, (teachers, staff, administrators, nurses, counselors), and other members of the community. This team will be trained to understand and work in the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. The program will conform to the guidelines from the Department of Education. Information about the student assistance program will be made available yearly to students, parents and employees.
- c. *Distribution* – deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.
- d. *Possession* – possess or holds, without any attempt to distribute any alcohol, drug or mood altering substance determined to be illegal or as defined by this policy.
- e. *Cooperative Behavior* – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Support System.
- f. *Uncooperative Behavior* – resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior and shall also include the refusal to comply with the recommendations of the members of the Student Support System.
- g. *Drug Paraphernalia* – includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to roach clips, rolling papers, pipe and bowls.

3. Rules and Regulations:

Student compliance with the rules, regulations, and standards of conduct and disciplinary sanctions established by the school District is mandatory. A student who, on school grounds, during a school session, or anywhere at a school sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, used, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance reported to be a restricted substance or over the counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in Stroudsburg School District's Discipline Code up to and including expulsion and referral for prosecution.

4. School Guidelines:

As an integral part of the Stroudsburg School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substances, and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol-related events. The Stroudsburg School District will provide a safe and healthy environment for students, with the due consideration for their legal rights and responsibilities. The District will inform students of their requirement to comply with all rules, standards of conduct and disciplinary sanctions established by the school District and will provide information regarding students. The Stroudsburg School District reserves the right to impose disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion and referral for prosecution for violating the standards of conduct regarding the use of drugs and alcohol.

APPENDIX 5**DRUG & ALCOHOL REFERRAL DISPOSITION CHART**

<i>Situational Category</i>	<i>Immediate Action</i>	<i>Investigation</i>	<i>Notification Of Parents</i>	<i>Notification Of Police</i>	<i>Disposition Of Substance</i>	<i>Disposition of Referral And Possible Consequences of Violations</i>
A staff member has a concern about student	Staff member refers student to Administration via referral form	Administration investigates and determines appropriateness of referral	Yes	Not applicable	Not applicable	File for future reference OR Send out staff checklists on student
A student contacts a staff member in regard to the drug/alcohol use of another student	Staff member refers the student to Administration, only identifying "at risk" student, and not the problem.	Administration investigates	Yes	Not applicable	Not applicable	File for future reference OR Send out staff checklists on student
Student volunteers information about personal D & A use and seek help.	Student is encouraged to seek assistance from Administration or assigned guidance counselor and fill out referral form.	Administration meets with student.	Yes	Not applicable	Not applicable	File for future reference OR Send out staff checklists on student
The student has a drug, mood-altering substance, or alcohol-related medical emergency.	Standard health and first aid procedures followed. Nurse will be summoned immediately. The student will be transported to a medical facility at parental expense.	The Principal or designee will investigate the incident. This may include a search of the student, student's locker, vehicle, and other possessions.	Yes	At the discretion of the Principal or designee, pending the outcome of the investigation.	Analysis will be made	Referral to Administration. If there is evidence of further violation, see appropriate situational category.
Student possesses drug-related paraphernalia, no evidence of use.	Principal or designee is summoned and Administration is notified. Paraphernalia is confiscated. Staff member writes an anecdotal record of the incident.	Student locker, vehicle, and other possessions will be searched, confiscation of substance if found.	Yes	At the discretion of the Principal or designee.	Analysis if warranted.	Required meeting with Administration, parents, student.. Informal hearing. 3-10 days OSS. If evidence of further violation, see appropriate situational category.

Student possesses; uses; conspires to buy, sell, deliver, or is under the influence of drugs or alcohol. First offense.	Principal or designee is summoned. Staff member writes an anecdotal report.	The student, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.	Yes, requested to come to the school or to the location of the activity immediately.	Yes	Analysis will be made for possible use in further proceedings.	Referral to SAP, informal hearing. 10 day OSS. Required participation in D & A assessment. Possible recommendation for formal hearing for expulsion.
Student possesses; uses; conspires to buy, sell, deliver; or is under the influence of drugs or alcohol. Second and all subsequent offenses.	Principal or designee is summoned. Staff member writes an anecdotal report of the incident.	The student, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.	Yes, requested to come to the school immediately.	Yes	Analysis will be made for possible use in further proceedings .	Informal hearing. 10 day OSS. Formal board hearing for expulsion.
Student possesses; uses; conspires to buy, sell, deliver, or is under the influence of drugs or alcohol at a school-related activity on or off school property.	Chaperone will contact the group advisor or Principal or designee. Student isolated from group. Anecdotal report written.	The students, the student's locker, vehicle, and other possessions will be searched. Confiscation of substance and paraphernalia.	Yes, requested to come to the school immediately.	Yes	Analysis will be made for possible use in further proceedings .	The student may be sent home immediately at parental expense, or detained until a parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the Principal's investigation.
A student is distributing a drug, alcohol, or controlled substance.	Principal or designee is summoned.	The student, the student's locker, vehicle, and other possessions will be searched.	Yes. Requested to come to the Principal's office immediately.	Yes, In order that they may take further action.	Analysis for use in further proceedings will be requested.	Informal hearing. 10 day OSS. Formal board hearing for expulsion. The administration will request that conditions for

						<p>the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility. Update of the situation to Administration.</p>
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APPENDIX 6

STROUDSBURG AREA SCHOOL DISTRICT STROUDSBURG, PENNSYLVANIA **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

I. Statement on Weapons

The Board of Education recognizes the importance of providing safe and secure schools to students, teachers and staff members. The Board of Education will endeavor to provide a safe and secure environment within school buildings, on school property, on school buses and at any school activity, event or function, for the benefit of all District students, professional and non-certified District employees, and all legitimate visitors to the District.

Therefore, students shall not possess, handle, transport, distribute, maintain or use any weapon or look-alike weapon on school property or at any school activity, event, or function, regardless of whether said activity, event, or function is held on or off the school property. School property includes, but is not limited to, buildings and land owned by the District and any District school bus, van or vehicle.

A “weapon” is defined as an instrument of any type which can be used to cause harm to an individual. While not all inclusive, weapons include: handguns, rifles, shotguns, spring-guns, air-guns, slingshots, bludgeons or clubs, metal knuckles, or artificial knuckles, knives, pocket knives, swords, machetes, pellet guns, nightsticks, ax handles, scissors, any explosive device including ammunition, dangerous chemicals, razors, or any instrument which, in the judgment of the Administration, could be used as a weapon or mistaken for one. Thus, imitation or replica objects like any of the foregoing may be considered a “weapon” hereunder. Any instrument, tool, or implement, while being used in an educational or a vocational process as defined by a Principal, teacher, or other Board-authorized adult supervisor, will not be defined as a weapon as long as that instrument, tool, or implement is being used for its educationally or a vocationally-defined purpose.

A student is defined as being in possession of an illegal and/or banned item under this policy when such item (s) is/are found on the person of the student, in his/her locker, book bag, purse, and/or gym bag, and/or under his/her control.

II. Consequences For Violations

- A. Students possessing, handling, transporting, maintaining, distributing, or using a weapon at any time and in any situation prohibited by this policy shall be subject to expulsion from school. In such cases, the student shall be granted a pre-expulsion hearing before the Superintendent of Schools, who may then recommend to the Board of Education that the student be expelled from school for a period of one (1) calendar year. Students violating this policy will be suspended from school within ten (10) days of said violation and will remain on suspension until the pre-expulsion hearing and recommendation is made to the School Board.
- B. Any student who is found to be in violation of this policy will immediately be reported to the local police, scheduled for an informal hearing, and cited for a ten-day out of school suspension. Additionally, the student must go before the Superintendent of Schools for a pre-expulsion hearing and be recommended to the Board of Education for formal expulsion from school. Hearings will be held in accordance with Pennsylvania School Code.
- C. A middle school student (5-7) who is found to have violated this policy shall be subject to disciplinary action up to and including expulsion from the district. The age of the pupil and the nature of the violation shall be considered in determining appropriate disciplinary action.

III. Procedures

- A. Any professional staff member or other school employee who observes a student violating this policy shall immediately inform the building Principal or designee who will conduct the complete investigation. Upon investigation and confiscation of any weapon, the Principal may immediately notify and/or summon:

1. Local Police
 2. Stroudsburg Area School District Security
 3. Superintendent
 4. Parents/Guardians of any and all students involved in the incident.
- B. Upon determining reasonable suspicion of possession of a weapon, the Principal or designee may request the student to volunteer to be searched, or to have his/her locker, clothing, book bags, vehicle or other property searched, by a school official (in the presence of a witness). Should the student resist being searched, either verbally or physically, the Principal or designee will continue with the search out of concern for the wellbeing and safety for the school population under the doctrine of "in loco parentis".
 - C. Parents/guardians are to be notified of a suspected violation of this policy as soon as reasonably possible.
 - D. The Principal or designee will cooperate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel, as necessary.
 - E. The Superintendent will inform the Board of Education of a suspected violation of this policy as soon as measures have been taken to eliminate any immediate danger associated with the incident.
 - F. The Principal or designee will coordinate the informal hearing procedures which pertain to the investigation, securing written statements, such as witness statements and anecdotal records, substantiating the charges of possession and transmitting and/or transporting a weapon.
 - G. The Principal or designee will assist in the information and notification requirements for the pre-expulsion hearing before the Superintendent and recommendation before the Board of Education for expulsion in accordance with the Pennsylvania School Code.
 - H. Any student who physically assaults a staff member during an investigation will be immediately excluded from school and scheduled for a pre-expulsion hearing.
 - I. The Administration may establish, in cooperation with parents/guardians, a counseling program not associated in any way with the School District, which at the discretion of the Administration may, based upon the age of the student, the severity of the offense, the past record of the student, and any other relevant factors, be offered to students violating this policy. If the student participates in and completes the program, the student may, at the discretion of the Administration, be reinstated into the School District.

IV. Dissemination of Policy

Principals or their designees are required to do the following:

- A. Inform all students of this policy and the consequences for violation of this policy.
- B. Inform all students of their personal responsibility to guard the health, safety and welfare of the school community; and
- C. Inform all students of their personal responsibility to protect school property. Information within this policy is to be given to students within the first three (3) days of the beginning date of each school year. New students shall be informed of this policy upon application for admission. Reminders of this policy are to be provided to students periodically throughout the school year.

V. Vandalism

Vandalism causing damage or defacement to any type of educational facility or grounds surrounding such facilities, or personal property located within such facilities, is an offense now punishable as a felony of the third degree, if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000.00. Otherwise, the offense is a second degree misdemeanor.

These offenses will be referred to the proper authorities.

VI. Electronic Devices, Beepers and Pagers

In accordance with the 1989 amendment to the Pennsylvania School Code, beepers, telephone pagers, cellular phones, and all other electronic communication devices are prohibited on school grounds, at school sponsored activities and on school buses. Individual exceptions, with the Administration's permission, might be allowed for a student who is a member of a volunteer fire company, ambulance, or rescue squad.

Cell phones, Radios, Walkmans, iPod's, Tape Players, Cassette Players, Cameras, Portable TV's and similar equipment: Students may not play or carry this equipment anywhere in the building during school hours. **STUDENTS ARE TO LEAVE THESE ITEMS AT HOME. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSS OR THEFT. DUE TO THESE ITEMS BEING EASILY LOST, DO NOT EXPECT TO BE REIMBURSED.**

VII. False Fire Alarms & Bomb Threats

Students who turn in false fire alarms/bomb threats anytime that school is in session, or when school is open for a school activity, will be automatically suspended for a period of five (5) days and referred to proper authorities. A second offense will mean automatic suspension up to ten (10) days and possible referral to the Superintendent for expulsion proceedings.

APPENDIX 7

NOTIFICATION OF RIGHTS UNDER FERPA FOR THE STROUDSBURG AREA SCHOOL DISTRICT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days (30 days for students with disabilities) of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Stroudsburg Area School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

APPENDIX 8



BOARD POLICY #249 BULLYING/CYBERBULLYING

Book: Policy Manual
Section: 200 Pupils
Title: Bullying/Cyberbullying
Code: 249
Status: Active
Adopted: October 18, 2017
Last Revised: August 8, 2021
Prior Revised: Dates 10/7/2020

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, by this policy, 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:[\[1\]](#)

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the district.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by District students.[\[1\]](#)

The Board encourages students who have been bullied to promptly report such incidents to the building Principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

When a student's behavior indicated 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.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and other Discrimination

Every report (please see attached reporting forms) of alleged 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 bullying 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 bullying.[\[4\]](#)[\[5\]](#)

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

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

The Discipline Code, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[6\]](#)[\[7\]](#)

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, if available.[\[1\]](#)

Education

The District may develop and implement bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Discipline Code, which may include:[\[1\]](#)[\[6\]](#)[\[11\]](#)

1. Counseling within the school.

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

Legal

1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. Pol. 218
7. 22 PA Code 12.3
8. 20 U.S.C. 7118
9. 24 P.S. 1302-A
10. Pol. 236
11. Pol. 233
12. Pol. 113.1

249-Attached 1 Report Form

APPENDIX 9



BOARD POLICY #247 HAZING

Book: Policy Manual
Section: 200 Pupils
Title: Hazing
Code: 247
Status: Active
Adopted: October 18, 2017
Last Revised: August 8, 2021
Prior Revised: Dates 10/7/2020

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:[\[1\]](#)

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 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:[\[2\]](#)

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.[\[3\]\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

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.[\[6\]\[7\]](#)

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[\[8\]](#)

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.[\[8\]](#)

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.[\[4\]\[5\]\[7\]\[9\]\[10\]](#)

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 have been subjected to hazing to promptly report such incidents to the building Principal.

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.[\[11\]\[12\]](#)

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.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

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, in accordance with applicable law and Board policy.[\[13\]\[14\]](#)

Guidelines

In addition to posting this policy on the district's website, the District shall annually inform students, parents/guardians, coaches, sponsors, volunteers, and District employees that hazing is prohibited, by means of:[\[4\]](#)

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation at an assembly.
4. Verbal instructions by the coach or sponsor at the start of the season or program.
5. Posting of notice/signs.

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 annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.[\[7\]](#)

Complaint Procedure

When a student believes that s/he has they have been subject to hazing, the student shall promptly report the incident, orally or in writing, 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 proceeding. 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.[\[15\]](#)

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.[\[16\]\[17\]\[18\]](#)

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.[\[16\]\[17\]\[19\]\[20\]\[21\]\[22\]](#)

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.[\[17\]](#)[\[22\]](#)[\[23\]](#)

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.[\[16\]](#)[\[22\]](#)

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 the individual complies with the requirements under law, subject to the limitations set forth in law.[\[15\]](#)

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.[\[4\]](#)[\[7\]](#)[\[15\]](#)[\[24\]](#)[\[25\]](#)

Non Student 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, the coach, sponsor, or volunteer 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.[\[26\]](#)

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.[\[4\]](#)

Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123

11. Pol. 103
12. Pol. 103.1
13. 24 P.S. 1302-E
14. Pol. 236.1
15. 18 Pa. C.S.A. 2810
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 35 P.S. 780-102
19. 24 P.S. 1302.1-A
20. 22 PA Code 10.21
21. 22 PA Code 10.22

22. Pol. 805.1
23. 22 PA Code 10.25
24. Pol. 218
25. Pol. 233
26. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

APPENDIX 10



BOARD POLICY #226 SEARCH AND SEIZURE

BookPolicy: Manual
Section: 200 Pupils
Title: Searches
Code: 226
Status: Active
Adopted: November 1, 2017

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.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school officials (i.e., Principal, assistant Principal or designee) may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

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.[\[1\]\[2\]\[3\]\[4\]](#)

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 individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[\[5\]\[6\]\[7\]](#)

Delegation of Responsibility

The Board authorizes 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 currently applicable legal standards.[\[3\]](#)

Students, parents/guardians and staff shall be notified concerning the contents of this policy at least annually, or more often if deemed necessary, by administration. Students shall be required to sign a waiver in order to have the privilege to use school lockers.

Guidelines

Personal Searches

The student and his/her personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband materials 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.[\[3\]](#)

Whenever the search of a locker is prompted by the reasonable suspicion that the contents of the locker creates an emergency or hazard, the Principal may open the locker as soon as it is necessary in order to properly discharge his/her duty to protect the persons and property in the school.

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.

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 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 material, 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, in consultation with the District solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

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.

consent

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles located on school property. The interior of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search discovers illegal or contraband materials, such objects shall be turned over to proper legal authorities for ultimate disposition.

Use of Canines

The District supports the elimination of the possession or use of illegal substances/devices. Therefore, the Board is hereby conveying a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

The administration is authorized to utilize reliable and legally certified canines for searching for illegal contraband on school property and in automobiles parked on such property. Canines shall not be used to search students unless school officials have established by some reasonable certainty that there exists cause to believe the student possesses contraband on his or her person. The canine must be accompanied by a qualified and authorized trainer handler who shall be responsible for the procedure used by the dog. In the event the dog indicates that contraband is present on the student, school property, or an automobile, this shall be reasonable cause for further search by school officials, subject to the following:

1. The school official shall authorize the search accompanied by his/her designee while conducting the search.
2. All school property such as lockers, classrooms, hallways, parking areas, etc. may be searched.
3. A student shall not be subjected to a search by dogs unless absolutely necessary and for reasons set forth above.
4. Law enforcement officials shall be given full authorization to investigate and prosecute any student who has been in possession of any such illegal, unauthorized or contraband materials discovered upon the search procedures as hereinabove set forth.
5. Parents/Guardians and students shall be notified of this policy by inclusion in the student/parent handbook. This notification given to parents and students shall indicate that the school District has met its obligation to inform them of the searches to be conducted by school officials. No

further notice shall be given nor will the school District inform any person of authorized searches in the future.

Search by Law Enforcement Officials

The Principal shall open the locker for inspection upon the request of a law enforcement officer only after presentation of a duly authorized search warrant, or upon the voluntary consent of the student.

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.[8]

Locker Inspections and Searches

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

Such lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. 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.

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.

The Board reserves the right to authorize its employees to inspect a locker at any time for the purpose of determining whether the locker is being improperly used for the storage of illegal, unauthorized or contraband materials or any materials that pose a hazard to the safety and welfare of the school.

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 designee 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

If a search of a student is conducted (pants pockets, coat pockets, cuffs, etc.), it shall be conducted in private by a school official of the same gender and with an adult witness of the same gender present.

If extreme emergency conditions require a more intrusive search of a student, such a search may only be conducted in private by a school official of the same gender, with an adult witness of the same gender present. Such search may only be conducted upon the prior approval of the building Principal or designee, unless the health or safety of students, school personnel or any other person will be endangered by the delay which might be caused by following these procedures.

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. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the District solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items 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 a 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 for the safekeeping and proper disposal of any illegal or unauthorized substance, object or material found to be stored in the locker.

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

1. PA Const. Art. I Sec. 8
2. 24 P.S. 510
3. 22 PA Code 12.14
4. U.S. Const. Amend. IV
5. Pol. 218.1
6. Pol. 223

7. Pol. 227
8. Pol. 805.1
- Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)
- In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)
- Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

APPENDIX 11



BOARD POLICY #819 Suicide Awareness, Prevention and Response

Book Policy: Manual
Section: 800 Operations
Title: Suicide Awareness, Prevention and Response
Code: 819
Status: Second Reading and Adoption
Adopted: August 15, 2018
Last Revised: June 12, 2023

Purpose

The Board is committed to maintaining a safe school environment; protecting the health, safety and welfare of its students and the school community; promoting healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and the entire school community are significant. This policy supports the provision of a comprehensive District program designed to promote behavioral health and prevent suicide. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs the District to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to a suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)
The District shall notify employees, students, and parents/guardians of this policy and shall post the policy on the district's website. [\[1\]](#)

Definition

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 illnesses and/or mental disorders.

Crisis Response Team - shall include those persons identified by the Superintendent of Schools or designee. Those persons may include administrators, school counselors, school nurses, social workers, school resource officers, and/or members of the Student Assistance Program (SAP). Community mental health agency resources may be called for assistance to be part of the team.

Safety Plan - this term shall mean a plan, put in place by the District for all students deemed by a qualified mental health provider or other medical professional, which is reasonably calculated to prevent self-harm by such student during school, on school grounds, and/or at school events.

Postvention - is the crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social

stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

Prevention - refers to the 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.

Qualified Mental Health Provider or Other Medical Professional - this term shall mean a physician, licensed psychologist, psychiatrist, or other professional who is qualified to make a determination as to whether a student is at-risk for suicide. A “qualified mental health provider or other medical professional” shall not be interpreted to include a school employee. **Suicide Risk Assessment** - refers to an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or mental health professional). This assessment is designed to elicit information regarding the student’s intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

Guidelines

The District shall utilize a multifaceted approach to suicide prevention which integrates school and community-based support.

SUICIDE AWARENESS AND PREVENTION EDUCATION [\[1\]](#)

Protocols for Administration of Student Education

Students shall receive age-appropriate education 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 or others including how to engage school resources. Student education may include but is not limited to the following:

1. Information on comprehensive health and wellness, including emotional, behavioral, and social skills development.
2. Broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors, and warning signs for suicide.
3. Help-seeking approaches amongst students, including when concerns arise via social media or other online forums, promote a climate that encourages peer referral, emphasizes school connectedness and engages school resources. Importance of safe and healthy choices and coping strategies.

Protocols for Administration of Employee Education

All District employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention. As part of the district’s professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[\[1\]](#)[\[6\]](#)

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 crisis response/intervention team members, designated administrators, 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 [\[1\]](#)

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 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.[\[7\]](#)
[\[8\]](#)[\[9\]](#)[\[10\]](#)

Suicide Prevention Coordinators

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 **suicide risk factors** or **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*
- *Depression*
- *Substance abuse or dependence*
- *Previous suicide attempts*
- *Self-injury*
- *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 peer suicide*
- *Family Characteristics*
- *Family history of suicide or suicidal behavior*
- *Family mental health problems*
- *Divorce/Death of parent or 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 of desire to commit suicide (suicidal ideation) or another type of self-harm*
- *Fixation on suicide and/or the suicide of others and/or past attempts at suicide*
- *Purposeful self-injury*

- *Expressions such as hopelessness, rage, no reason to live, or sense of purpose*
- *Extreme recklessness or extremely risky behavior*
- *Increase 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 immediately refer the student to a member of the Crisis Response Team for suicide risk screening and/or assessment and intervention in accordance with District procedures. 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 a member of the Crisis Response Team.

Documentation

The District 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 [1]

The methods of intervention utilized by the District include but are not limited to, responding to suicide threats, suicide attempts in school, 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, psychologists, and social workers. Parents/Guardians of a student identified as potentially being at risk of suicide shall be notified by the evaluating member of the Crisis Response Team, who shall identify types of mental health service providers to whom the student can be referred for further assessment and procedures. Such mental health service providers may include but are not limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

Team shall develop and implement a preventative safety plan developed with as much collaboration as possible with the parents/guardians and student as appropriate. The individual needs of the student will be considered when developing the safety plan. If a school employee suspects that the student's potential risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services, as required by the Child Protective Service Law. [5]

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 increased risk of suicide, the District shall 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 have attempted suicide, the appropriate team (IEP team of IDEA-eligible students and Section 504 Team for Section 504-eligible students) shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.[3][11][12][13][14]

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 immediately be

notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy, which may include reconvening the IEP or Section 504 Team to discuss any necessary modifications of the student's IEP or Section 504 plan.[3][11][12][13][14]

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 ATTEMPT OR SUICIDE DEATH [\[1\]](#)

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 nurses, school psychologists, social workers, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the District such as community behavioral health agency resources.

Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the District include, but are not limited to:

1. Identifying and training the School Crisis Response 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.
7. Provide supportive access to the school counselor and/or mental health professional to students who were impacted by the suicide attempt.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on 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.[3][11][12][13][15][16] Prior to a student returning to school after a 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. Upon re-entry from a mental health crisis, the necessity of additional support and services should be considered. If deemed necessary, appropriate evaluations to determine eligibility for either special education or a 504 plan will be initiated by the appropriate team. [3][11][12][13][14]

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 [1]

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.

SUICIDE AWARENESS AND PREVENTION RESOURCES [1]

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/suicideprevention 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.janamariefoundation.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

Legal

[1. 24 P.S. 1526](#)

2. Pol. 103

3. Pol. 103.1

4. Pol. 249

5. Pol. 806

6. Pol. 333

[7. 22 PA Code 12.12](#)

8. Pol. 207

9. Pol. 216

10. Pol. 236

11. Pol. 113

12. Pol. 113.2

13. Pol. 113.3

14. Pol. 114

15. Pol. 117

16. Pol. 204

Pol. 146

Pol. 805

Pol. 911

1. [SASD Safety Plan Re-entry Plan Procedures](#)
2. [SASD Student Safety Agreement](#)
3. [SASD Suicide Risk Assessment](#)
4. **SASD Suicide Assessment Records Actions Taken**

APPENDIX 12

MENTAL HEALTH RECORD OF ACTIONS TAKEN

Student Name: _____ ID#: _____

Grade: _____ ☐ Male ☐ Female

School: _____

School Designee completing this document:

(Name and Position) _____

Who initiated the referral?

☐ Friend/Student _____ ☐ Parent _____ ☐ Teacher _____

☐ Other School Personnel _____ ☐ Administrator _____

☐ Self Referral _____ ☐ Other _____

Reason for Recommendation (check those that apply)

☐ Suicide Attempt-Having taken action with intent to die (Explain/Describe):

☐ Suicide Threat-Saying or doing something that indicates self destructive desires
(Explain/Describe):

☐ Suicide Ideation-Having thoughts of killing self (Explain/Describe):

Actions Taken (check those that apply)

☐ Student was picked up from school by (Name and relationship to student):

☐ Student seen by school designee (Name/s and position/s):

☐ Student recommended by school designee to community-based provider/ agency/
emergency room (Name):

☐ Student transported to a hospital/other (Name):

☐ Student referred to School's SAP Team

Additional Notes:

PARENT/GUARDIAN CONFIRMATION OF CONTACT

This is to verify that I have spoken with the school designee concerning my child's suicidal ideation. I acknowledge the school designee recommendation and action steps I must take listed above. I understand a follow-up check by a school designee and the school SAP Team will be made with my child and me.

Signature of Parent/Guardian, Student, School Designee(s):

Parent Printed Name	Parent Signature	Date
---------------------	------------------	------

Relationship to Student: _____

Student Printed Name	Student Signature	Date
----------------------	-------------------	------

School Designee Name	Title	Date
----------------------	-------	------

School Designee Name	Title	Date
----------------------	-------	------

APPENDIX 13

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)):

CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying, even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation; Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact the Stroudsburg Area School District Homeless Liaison, Dr. Kerri Ruck, at 570-213-3669 x50066.

APPENDIX 14

PARENTAL OPT-OUT/CONSENT FOR STUDENT USE OF GOOGLE APPS ACCOUNT

SASD students will be using online resources in support of classroom learning activities. Examples that students in grades K-12 will use are called Google Apps for Education.

Google Apps for Education is a set of online tools for communication, collaboration, time-management, and document storage. Provided by Google to the District at no cost, these tools include but are not limited to: Gmail, Calendar, Docs, Drive, Classroom, and Meet. Google continues to add new tools to its applications, and the District will evaluate each for the educational potential.

Google accounts:

All SASD students grades K-12 need Google accounts to use District supplied Chromebooks and access the G Suite for Education core services, Classroom, Drive, Docs, Forms, Sheets, Slides, Calendar ...

Gmail accounts:

- **Grade K:** Gmail accounts will not be activated.
- **Grades 1-9:** Gmail accounts will be activated unless the parent or guardian opts out.
- **Students in grades 1-9 can only send/receive an email within Stroudsburg SD domains or class/activity notifications from District approved or course-specific requirements.**
- **Grades 10-12:** Gmail accounts will be activated unless the parent or guardian opts out.
- **Students in grades 10-12 can send/receive email from anyone.**

G Suite for Education Privacy and Security information can be found here.

<https://edu.google.com/k-12-solutions/privacy-security>

https://gsuite.google.com/terms/education_privacy.html

I/We, the parents or guardians of (print) _____ ID # _____

_____ hereby give our consent to the Stroudsburg Area School District to activate our child's Google account as stated above for the duration of our child's school experience. Once signed, I may choose to opt-out at any time by contacting the building administration of my child's school.

Google account opt-out/consent

To include all GOOGLE (including Google Education Apps used in classes - this drastically impacts the students in-class

learning if no is selected since they will NOT be able to use a Chromebook)

Services as described above

YES _____ NO _____

Student Name (Print) _____

Parent Name (Print) _____

Date _____

Signature of Parent/Guardian _____

Updated 6/2020 S.F._

APPENDIX 15

WELLNESS POLICY

Purpose

The Stroudsburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the District shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

To learn more about the district's student wellness policy, please refer to [Board Policy 246](#).

APPENDIX 16

DISTRICT CALENDAR & BELL SCHEDULE (INCLUDING DELAYS)

STROUDSBURG AREA SCHOOL DISTRICT

2024-2025 CALENDAR

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff 7				Student 5		

August

20 - First Day for Teachers
 21 - Professional Development (Teachers)
 22 - Act 80 Day (Teachers)
 26 - First Day of School
 30 - Labor Day Holiday (Schools Closed)

February

14 - Act 80 Day No school - Students
 17 - Presidents' Day (schools closed)

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Staff 19/122				Student 19/120		

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff 20/27				Student 20/25		

September

2 - Labor Day (Schools Closed)
 20 - Act 80 Day No School for Students
 30 - Student 2 hr delay/Act 80 faculty data meeting

March

14 - Closed

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Staff 20/142				Student 20/140		

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Staff 23/50				Student 23/48		

October

14 - Indigenous Peoples' Day
 No School for Students - Act 80 Day (Teachers)

April

18 - 21 Spring Recess (schools closed)

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Staff 20/162				Student 20/160		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Staff 18/68				Student 18/66		

November

5 - Act 80 Day No School for Students
 25 - Parent Conferences K-12 (12-7:30 PM)
 (Act 80) No School for Students
 26 - Parent Conferences K-12 (8 AM - 3:30 PM)
 (Act 80) No School for Students
 27 NOV - 2 DEC - Thanksgiving Recess

May

26 - Memorial Day (schools closed)

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff 21/183				Student 21/181		

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Staff 14/82				Student 14/80		

December

2 Dec - Thanksgiving Recess
 23-31 - Winter Recess

June

4 - Last Day of School
 for Faculty and Students (TENT.)

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff 3/186				Student 3/184		

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Staff 21/103				Student 21/101		

January

1 - New Year's Day (schools closed)
 20 - Martin Luther King Day (schools closed)
 27 - 2 hr delay students /Act 80 faculty data meeting

First Day - Students	Act 80 - 2 Hour Delay	First/Last Day Faculty/Students
In-Service - No Students	Act 80 Day - No Students	Holiday/No School
Early Dismissal - Students	Board approved: Revised:	

Section 1502 - Official District Holidays:	
12/23/2024, 1/1/2025, 2/17/2025, 4/18/2025, and 4/21/2025	

DAILY BELL SCHEDULE

Period	Start-End
Homeroom	7:15 - 7:26 AM
1	7:30 - 8:12 AM
2	8:16 - 8:58 AM
3	9:02 - 9:44 AM
4	9:48 - 10:30 AM
5L	10:34 - 11:16 AM
6L	11:20 AM - 12:02 PM
7L	12:06 - 12:48 PM
8	12:52 - 1:34 PM
9	1:38 - 2:20 PM

DELAY SCHEDULES

1- Hour Delay Schedule		2 - Hour Delay Schedule	
Period	Start-End	Period	Start-End
Homeroom	8:10 - 8:20 AM	Homeroom	9:10 - 9:16 AM
1	8:24 - 9:00 AM	1	9:20 - 9:50 AM
2	9:04 - 9:40 AM	2	9:54 - 10:24 AM
3	9:44 - 10:20 AM	3	10:28 - 10:58 AM
4	10:24 - 11:00 AM	4	10:02 - 11:32 AM
5L	11:04 - 11:40 AM	5L	11:36 AM - 12:06 PM
6L	11:44 AM - 12:20 PM	6L	12:10 - 12:40 PM
7L	12:24 - 1:00 PM	7L	12:44 - 1:14 PM
8	1:04 - 1:40 PM	8	1:18 - 1:48 PM
9	1:44 - 2:20 PM	9	1:52 - 2:20 PM

ALMA MATER

When the first faint flush of dawn is seen

Calmly Still, Calmly Still

Bathed in gleaming gold and crimson sheen

Is our high school on the hill.

Home of all our youthful joys thou art

Happy days, happy days;

And the throb of each devoted heart

Is re-echoed in this song of praise

Though the years quickly fly,

All our loyal friends give place to new,

To our Alma Mater we'll be true-

STROUDSBURG HIGH, STROUDSBURG HIGH,

When the evening sunbeams gently fall

From the sky, from the sky

Tenderly they gild the Western Wall

Of our dear old Stroudsburg High

And by fortune though our lots be cast

Far away, far away,

It will come to us throughout the past

As a guide upon our onward way,

In vain we will sigh

For the happy hours that are no more,

And fond memories will linger o'er

STROUDSBURG HIGH SCHOOL

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COMMUNITY HELPLINES

From time to time, we all need assistance from other people. In addition to your parents, teachers, counselors, minister/rabbi, relatives, PA211 is a valuable resource in our community.

PA211 assists community members with accessing comprehensive information and referral resources. If you are in need of assistance please dial 2-1-1 , text your zip code to 898-211 or visit www.pa211.org for assistance from a resource specialist.

Information and referrals are available for the following services but not limited to:

After-school programs
Clothing & Household
Community Resources
Crisis Hotlines 24/7
Digital Navigation
Disability Services
Disaster Services
Emergency Shelter
Employment & Expenses
Family Resources
Food
Health
Housing
Legal Services
Mental Health
Older Adults
Reentry Resources
Substance Use Disorder Services
Transportation
Utilities
Veterans

ADDITIONAL RESOURCES HOTLINES:

Monroe County State Health Center	570-424-3020
Monroe County Children & Youth	570-420-3590
PA Child Line (Child Abuse reporting)	1-800-932-0313
Safe Monroe-Domestic/Sexual Violence (formerly Women's Resources)	570-421-4200