

# Hillview Elementary School



## Parent-Student Handbook General Information

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# Delays, Cancellations & Flexible Instructional Days

## Emergency School Closings

When schools must be closed or be opened later than usual because of weather conditions or emergencies, an announcement to this effect will be made on these stations beginning at 7:00 AM:

Television:

Channel 2 KDKA (Pittsburgh)

Channel 4 WTAE (Pittsburgh)

Channel 11 WPXI (Pittsburgh)

ParentSquare will also phone, email, or text the homes with cancellation information. Please have your current phone number updated through the Tyler Student Management System & ParentSquare.

Please do not call the school district. The district telephone lines are needed to maintain communications with contractors, weather sources and for intra-district coordination of activities.

When schools must be closed earlier than normally scheduled, an announcement will be made on the same stations.

For two hour delays, school will begin two hours later than the normally scheduled start time.

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. A school cancellation will most likely be turned into a Flexible Instructional Day (FID). Instruction will be provided by the classroom teachers via the student's Google Classroom.

Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

## Student Photographs

School photographs will be taken in the fall and in the spring. Notices will be sent home informing parents of dates and prices.

Occasionally, student images will be used for the local newspaper, social media, morning announcements etc. If you give permission for your child's picture to be taken, please click on the link below, login to the parent portal and check the photo release option.

Photos will only be shared to outside organizations with parent permission. You can provide permission on Infinite Campus.

## Dress Code

The Grove City Area School District dress code was written to encourage good judgment with regards to proper dress and appearance for school. Our focus at Hillview Intermediate Center is to maintain an educational environment with student success as the primary focus of our daily efforts. We are proud of the positive educational environment we have created, and ask for your help to maintain it.

- Hats, hoods and sweat bands are not to be worn indoors.
- Flip-Flop type shoes are not permitted.
- Shoes with built-in wheels on the bottom are not permitted and all shoes with laces must be tied.
- Shirts, blouses, tops and low riding pants are not to show the midriff (stomach area).
- Sleeveless undershirts and tank tops are not allowed. Undergarments are not to be showing at any time.
- Length of dresses, skirts and shorts are not to be shorter than mid-thigh (arms at side, end of fingertips for measurement).
- Shoes and shirts must be worn at all times.
- Clothing that promotes alcohol, drugs, tobacco, weapons, racism or sexism, profanity, offensive logos, or sexual connotations are not to be worn.

Please review the dress code with your son or daughter. We appreciate your consideration in making sure that students attend a safe and productive learning environment. Thank you for your cooperation with the dress code polic

## **Lockers**

**Students in 1st - 5th grade will be assigned a locker. Students may decorate the inside of their lockers with magnets, but NO STICKERS!**

**If students put a key or combination lock on their locker, they must also provide the office with a key/combination or the lock will be cut off.**

## **Lost & Found**

**If your child has lost an item, please contact your child's teacher and/or the office to see if it is in the lost and found. Please be aware that the lost and found is periodically purged throughout the school year.**

## **Promotion and Retention**

**Code 215**

**Status**

**Active**

**Adopted**

**January 20, 2014**

**Last Revised**

**November 10, 2014**

### **Purpose**

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

### **Authority**

**The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade. [\[1\]](#)[\[4\]](#)[\[10\]](#)[\[11\]](#)**

**A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.[1][4][5]**

### **Delegation of Responsibility**

**The Superintendent or designee may develop administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.[6][7]**

**The recommendation of the classroom teacher shall be required for promotion or retention of a student.[4]**

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

### **Guidelines**

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

**Parent/Guardian permission shall not be required for retention of a student.**

**Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[8][5]**

**The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[5]**

**Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards, pass the required subjects, any state assessments required by the state and electives necessary to earn the number of credits mandated by the Board for graduation.[9]**

# Reporting Student Progress

**Code 212**

**Status**

**Active**

**Adopted**

**January 20, 2014**

**Last Revised**

**November 10, 2014**

## **Purpose**

**The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of federal and state laws and regulations governing student records.[1]**

## **Authority**

**The Board directs establishment of a system of reporting student progress that requires all appropriate staff members, as part of their professional responsibility, to comply with a reporting system that includes academic progress reports, report cards, and parent/guardian conferences with teachers.**

## **Delegation of Responsibility**

**The Superintendent or designee may develop administrative regulations for reporting student progress to parents/guardians.**

## **Guidelines**

**Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.**

**Teachers shall provide an opportunity for individual conferences for the parents/guardians of all elementary students during the fall and spring of each school year.**

**Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.**

**Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.**

**Report cards shall be issued at intervals of not less than nine (9) weeks, in grades kindergarten through 12.**

**Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.**

## **Student Records**

**Code 216**

**Status  
Active**

**Adopted  
January 20, 2014**

### **Authority**

**The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. [\[1\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[12\]](#)[\[33\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[35\]](#)[\[34\]](#)**

**The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.**

**Copies of the student records plan shall be submitted to the Department of Education, upon request.**

### **Definitions**



**Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.**[\[9\]](#)

**Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.**[\[7\]](#)[\[9\]](#)

**Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.**

**Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.**[\[9\]](#)

**Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.**[\[7\]](#)[\[9\]](#)

**The term does not include:**

- 1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.**
- 2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's**

attendance as a student.

3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

**Eligible student** - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.[\[9\]\[10\]](#)

**Parent** - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[\[9\]\[11\]](#)

**Personally identifiable information** - includes, but is not limited to:[\[9\]](#)

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

**Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.[9]**

### **Delegation of Responsibility**

**The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.**

**All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.**

**Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.[12][13][14]**

### **Guidelines**

**The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:**

- 1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.**
- 2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[15]**
- 3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.[16][17][18]**
- 4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[19]**

5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[\[20\]](#)[\[21\]](#)
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information.[\[9\]](#)[\[22\]](#)
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[\[23\]](#)
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.[\[15\]](#)[\[24\]](#)
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[\[25\]](#)
11. Ensuring appropriate review, retention, disposal and protection of student records.[\[26\]](#)
12. Transferring education records and appropriate disciplinary records to other school districts.[\[1\]](#)

#### **Student Recruitment**

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.[\[27\]](#)

#### **Missing Child Registration**

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.[\[28\]](#)

**In the event the district receives a request for information from the school records of a missing child, the district shall:** [\[29\]](#)

- 1. Attempt to obtain information on the identity of the requester.**
- 2. Contact the appropriate law enforcement agency to coordinate a response.**

**No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.**

## Attendance

### **Required Attendance**

The Commonwealth of Pennsylvania requires enrolled students to attend school regularly until they are 17 years of age. Irregular attendance is not only a violation of state law, but also has a negative effect on academic achievement. Please encourage your student to attend school regularly to receive the maximum benefits from the school program.

### **State Truancy Laws**

Act 138 and Act 39 extensively changed the penalties for truancy from school. Under these laws, parents are fined up to \$300 and required to pay court costs or complete a parenting Education program or perform community service. The District Judge can also fine students or assign them to an adjudicated alternative program. Driving privileges can be revoked and application for a learner's permit can be prohibited.

### **Excused Absence**

According to PA law, illness, quarantine, death in the immediate family, exceptionally urgent reasons, impassable roads and inclement weather are considered excused absences. The Last two reasons of absence are determined by the school buses' ability to operate. Standard letters are mailed to keep parents informed. After 6 cumulative days of absence, a reminder letter is sent. After 9 cumulative days, a letter of notification is sent. These letters serve as communication to let parents know how many days have been accrued. A maximum of ten days (10) of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

## **Unlawful Or Unexcused Absences**

Employment, truancy, parental neglect, oversleeping, missing the bus, shopping, babysitting, visiting relatives, hunting, fishing, working at home and remaining at home to do school work are some examples of unexcused absences. All unexcused absences are also unlawful or illegal absences for students under age 17. After three days of such absences, the student's parents will receive a legal notice from the school. The school district is required to file charges with the District Judge after serving the legal notice.

## **Educational Travel**

Students may be granted excused absence for pre-approved educational travel. Forms for pre-approval are available through the building principal's office.

## **School Attendance Improvement Conference**

The purpose of this conference is to examine the students' absences and the corresponding reasons in an effort to improve attendance. From the conference a truancy elimination plan (TEP) will be developed. The conference and TEP provide an opportunity for the school and family to work together to find a solution.

## **Late To School/Tardy**

Tardiness is defined as being late school for unexcused reasons. Tardiness is considered an illegal absence in accordance with the following:

Before 9:30 AM 0.2 day illegal absence

After 9:30 AM but before 11:30 AM 0.5 day illegal absence

After 11:30 AM but before 1:00 PM 0.7 day illegal absence

After 1:00 PM Full day illegal absence

Students who are tardy are to report to the office and give the secretary their name and homeroom teacher's name.

## **Written Excuses**

Following all absences from school, students are required to present a written excuse from home signed by their parent or guardian with the reason and date of the absence. This excuse should be given to the classroom teacher within 3 days of the absence. Absences for which there are no excuses will be classified as unexcused when reports are made.

## **Request for Legal Absence**

Parents who wish to have their children excused from school to participate in an educational tour or trip which is not school sponsored should get a form from the principal's office or download the form below. Unless the form is completed and approved prior to the trip, the child's absence will be classified as illegal.

[Request for Legal Absence](#)

## **Early Dismissals**

Notes requesting the early dismissal of a child should be given to the homeroom teacher in the morning. Parents wishing to take their child from school before school closing should first report to the principal's office to sign the child out. If someone other than the custodial adult wants to pick up a child, and if a parental note was not forwarded to the office, the secretary will contact the home for permission. Without proper notification, students will be sent home on their regular school bus. Parents picking up children after school closing must be seen and recognized by a school employee.

# Student Behavior

## **School-Wide Positive Behavior Support Program**

In 2007, The Grove City Area School District implemented a School-Wide Positive Support Program K-5. Like any program, it is essential to grow and change as the needs of the school and its students shift. This year (2018-19), we are always enhancing our school-wide program to heighten understanding and impact more students through data gathering and data driven decision making.

We will still celebrate our Eagle Expectations: To be Safe, Respectful, and Responsible. In addition, we have re-established the behavior matrix to include current behavior expectations. We have developed new situational and locational instructional components (cool tools) to review with students the behavioral expectations in a wide variety of settings outside the classroom (hallway, cafeteria, restroom etc.).

As a means of celebrating our students behavioral achievements, we have developed a Principal's 200 Club. This provides an opportunity to celebrate students who are "caught in the act" of following our Eagle Expectations. It is critical for a positive

behavior program to have features to recognize when students are performing the behavioral expectations at a high level.

We are also introducing ways to track behavioral data. The K-5 MTSS program utilizes data to help with academic decision making and our 'school-wide' data will serve to enhance our decision making in the best interest of our students. The goal of our tracking system will be to provide a "what,where, when, and why" of behavior problems. Having and utilizing this information will help data teams, individual teachers, administration, and parents to better plan for student success.

We want to support our students any way we can and using data to drive behavioral decision making is crucial. We look forward to building behavioral interventions that serve a wide variety of student needs. Helping our students in all areas of need allows them to grow socially, academically and within the school community.

### **Behavior Matrix**

### **Eagle Expectations for Distance Learning**

### **Eagle Eyes**

### **Principal's 200 Club**

## **Olweus Bullying Prevention Program**

### **Hazing**

Code 247 Status Active

Adopted

January 20, 2014

Last Revised

October 10, 2016

### **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

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:<sup>[1]</sup>

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.<sup>[1]</sup>

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

## 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.<sup>[2][3][4][5]</sup>

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.

### 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.

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.

### Guidelines

In addition to posting this policy on the district's website, the district shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.<sup>[3]</sup>

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.<sup>[2][3]</sup>

### Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the corrective action taken.

### Consequences for Violations

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally,

the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.[2][3][6][7]

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, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[8]

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.[3]

Any person who causes or participates in hazing may also be subject to criminal prosecution.[9]

## **STUDENT DISCIPLINE AND CONDUCT EXPECTATIONS**

### **DISCIPLINE**

Teachers are the first line of response for student misconduct. They enforce school rules and regulations. The principal should become involved when students' misconduct is extreme or cannot be resolved by the teacher. The principal should be made aware of any and all situations that may have later repercussions with parents. Each teacher should remember that once the principal is asked to discipline a child, the determination of the appropriateness of the response to the student's action lies with the judgement of the principal.

Minor Problem Behavior Level I Misconduct	Definition
<ul style="list-style-type: none"><li>• Cheating</li></ul>	<ul style="list-style-type: none"><li>• Student misrepresents others work as their own.</li></ul>

<ul style="list-style-type: none"> <li>● Defiance/non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in brief or low-intensity failure to respond to adult requests.</li> </ul>
<ul style="list-style-type: none"> <li>● Disrespect</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in low-intensity, but rude behavior towards peers and teachers.</li> </ul>
<ul style="list-style-type: none"> <li>● Disruption</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in low-intensity, but inappropriate disruption.</li> </ul>
<ul style="list-style-type: none"> <li>● Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>● Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.</li> </ul>
<ul style="list-style-type: none"> <li>● Inappropriate language by accident</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in low-intensity instance of inappropriate language.</li> </ul>
<ul style="list-style-type: none"> <li>● Lying</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in low-intensity, but untruthful behavior.</li> </ul>
<ul style="list-style-type: none"> <li>● Physical contact/aggression</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in non-serious, but inappropriate physical contact.</li> </ul>
<ul style="list-style-type: none"> <li>● Property misuse</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in low-intensity misuse of property.</li> </ul>
<ul style="list-style-type: none"> <li>● Technology violation</li> </ul>	<ul style="list-style-type: none"> <li>● Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.</li> </ul>
<ul style="list-style-type: none"> <li>● Unprepared for Class</li> </ul>	<ul style="list-style-type: none"> <li>● Student comes to class without necessary supplies.</li> </ul>
<ul style="list-style-type: none"> <li>● Safety violation</li> </ul>	<ul style="list-style-type: none"> <li>● Students ride bicycles or walk to school.</li> </ul>

<ul style="list-style-type: none"> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Student engages in any other minor problems behaviors that do not fall within the above categories.</li> </ul>
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Minor School behavioral responses include but are not limited to: verbal reprimand, written assignment, separation from other students, time out, loss of privileges/recess, parent contact etc.

Major Problem Behavior Level II Misconduct	Definition
<ul style="list-style-type: none"> <li>• Abusive language</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal messages that include swearing, name calling or use of words in an appropriate way.</li> </ul>
<ul style="list-style-type: none"> <li>• Defiance/non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Refusal to follow directions, talking back and/or socially rude interactions.</li> </ul>
<ul style="list-style-type: none"> <li>• Disrespect</li> </ul>	<ul style="list-style-type: none"> <li>• Student displays an intentional lack of respect towards peers and staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Disruption</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.</li> </ul>
<ul style="list-style-type: none"> <li>• Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>• Student wears clothing that does not fit within the dress code guidelines.</li> </ul>

<ul style="list-style-type: none"> <li>• Fighting/physical aggression</li> </ul>	<ul style="list-style-type: none"> <li>• Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).</li> </ul>
<ul style="list-style-type: none"> <li>• Forgery/theft</li> </ul>	<ul style="list-style-type: none"> <li>• Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.</li> </ul>
<ul style="list-style-type: none"> <li>• Harassment/bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.</li> </ul>
<ul style="list-style-type: none"> <li>• Inappropriate display of affection</li> </ul>	<ul style="list-style-type: none"> <li>• Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.</li> </ul>
<ul style="list-style-type: none"> <li>• Inappropriate location</li> </ul>	<ul style="list-style-type: none"> <li>• Student is not located where they are supposed to be at a certain time.</li> </ul>
<ul style="list-style-type: none"> <li>• Lying/cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Student delivers message that is untrue and/or deliberately violates rules.</li> </ul>
<ul style="list-style-type: none"> <li>• Property damage</li> </ul>	<ul style="list-style-type: none"> <li>• Student deliberately impairs the usefulness of property.</li> </ul>
<ul style="list-style-type: none"> <li>• Technology violation</li> </ul>	<ul style="list-style-type: none"> <li>• Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.</li> </ul>

<ul style="list-style-type: none"> <li>• Threat/False alarm</li> </ul>	<ul style="list-style-type: none"> <li>• Student delivers a message of possible harm being on-campus, near campus, and/or pending harm. Student pulls fire alarm without cause or mentions a bomb threat.</li> </ul>
<ul style="list-style-type: none"> <li>• Truancy Issues</li> </ul>	<ul style="list-style-type: none"> <li>• Student is late (as defined by the school) to class or the startup of the school day.</li> </ul>
<ul style="list-style-type: none"> <li>• Weapons/substance</li> </ul>	<ul style="list-style-type: none"> <li>• Students is in possession of or is using tobacco, illegal drugs/substances or imitations. Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</li> </ul>
<ul style="list-style-type: none"> <li>• Other _____</li> </ul>	<ul style="list-style-type: none"> <li>• Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.</li> </ul>

Note that parents will be contacted in every case of Major Problem Behavior and will be informed of the expected school response. Behavioral responses include but are not limited to all responses for minor behaviors in addition to: temporary in or out of school suspension, police involvement, payment of loss or damaged item, transfer to another room etc.

### **Searches**

Code 226

Status

Active

Adopted

January 20, 2014

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

### Authority

School officials have the authority to lawfully search students or their belongings, including desks, 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.[\[9\]\[1\]\[2\]\[10\]](#)

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 desks, 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 desks, 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.[\[2\]](#)

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.



## Guidelines

### Individualized Suspicion Searches

Students or their belongings, including desks, lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.<sup>[2]</sup>

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 desks, 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.

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]

### Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, desks, 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

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

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

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

#### Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. 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 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.