

Bangor Area School District



Parent/Guardian Handbook

Approved by the Board of School Directors on June 25, 2024.

OUR MISSION:

Pursue Excellence

Bangor School Board Directors

The Board of School Directors is a locally elected legislative body of citizens who share a common goal to provide a “thorough and efficient” education for District students as mandated by the Pennsylvania State Constitution. The Board consists of nine members who voluntarily serve in four-year terms. The Superintendent is an official member of the board without the ability to vote. Bangor School Board Members are elected at large, meaning that any of the nine members may reside in varied locations within District boundaries.

The School Board meets as a body once per month to conduct business according to the schedule found on the Bangor School District website. The Board adopts its calendar of meetings each December which is published in local newspapers and on the district website. The School Board may also schedule a special meeting for a designated topic, such as budget adoption. All special meetings are advertised.

The Board is organized into four standing committees: Buildings and Grounds, Curriculum, Finance, and Policy. Board committees are authorized to render advice on district business and operate in accordance with the provisions of the Sunshine Act. Each committee typically convenes once per month. The President of the Board appoints members of each committee and serves as an ex-officio member on all committees. Committees are comprised of three to four board members and an administrative liaison. Each board committee is led by a chairperson, who reports on behalf of the committee and is facilitated by an administrative liaison.

Buildings & Grounds	Curriculum	Finance	Policy
Michael Goffredo*	Tanya Peifly *	Craig Berger *	Thomas Mort.*
Kenneth Brewer, Jr.	Colleen Schiavone*	Kenneth Brewer, Jr.	Dave DeNardo
Thomas Mort	Craig Berger	Michael Goffredo	Tanya Peifly
Melissa Smith	Tanya Peifly	Colleen Schiavone	Melissa Smith
Braden Hendershot, Ed.D.+	Kristin Kruger, Ed.D.+	Mark Schiavone+	Joseph Kondisko, Ed.D.+
*Committee Chairperson		+Administrative Liaison	

Members of the public are invited to attend school board and committee meetings. A period for public comment is scheduled at every school board meeting. All individuals wishing to speak during public comment in an open Board meeting shall register their intent to participate. Each speaker is allowed three minutes to speak. The board will listen and take comments or questions under advisement but is not obligated to respond. The presiding officer will refer questions to the Superintendent for research and response.

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President: Christopher Marozzi
Vice-President: Craig Berger
Superintendent: Dr. William Haws
Treasurer: Kenneth Brewer, Jr.
Secretary: Mark Schiavone



District Offices

William Haws, Ed.D. | Superintendent
Kristin Kruger, Ed.D. | Assistant Superintendent
Braden Hendershot, Ed.D. | Assistant to the Superintendent
Mark Schiavone | Business Manager

Academic Support

Scot Engler | Director of Special Education
Joseph Kondisko, Ed.D. | Director of Student Services
Timothy Curran | Director of Technology

Athletics

Stephan Panczer | Director of Athletics and Facilities

Operations

Edward Iandoli | Chief of School Police
Ronald Baker | Director of Building and Grounds
James Saylor | Director of Food Services (Aramark)
Carole Emery | Transportation (STA)

Hours

District

8:00 a.m. – 4:00 p.m.

Elementary

Regular Hours: 8:10 a.m. – 2:50 p.m.
2-Hour Delay: 10:10 a.m.

Secondary

Regular Hours: 7:10 a.m. – 2:05 p.m.
2-Hour Delay: 9:10 a.m.

Elementary Schools

Five Points Elementary School (K-2)

363 Five Points Richmond Road
Bangor, PA 18013
610-599-7015
Cara McCormick | Principal
Allison Mattern | Assistant Principal

Washington Elementary School (Grades 3-4)

381 Washington Boulevard
Bangor, PA 18013
George Angelopoulos | Principal
Allison Mattern | Assistant Principal

DeFranco Elementary School (Grades 5-6)

267 Five Points Richmond Road
Bangor, PA 18013
610-599-7013
Kimberly Kochanski | Principal
Radhahari Ericson | Assistant Principal

Secondary Schools

Middle School (Grades 7-8)

401 Five Points Richmond Road
Bangor, PA 18013
610-599-7012
Jason Clifford, Ed.D. | Principal
Amanda Borger | Assistant Principal

High School (Grades 9-12)

187 Five Points Richmond Road
Bangor, PA 18013
610-599-7011
Andrew Krohn | Principal
Stephanie Deemer | Assistant Principal
Joseph Disidore | Assistant Principal

B.A.S.E. (Grades 7-12)

Bangor Alternative to Support Education
Allison Tucker | Assistant Principal
610-599-7011 ext. 1802

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Equal Rights and Opportunities Policy

The Bangor Area School District is an equal rights and opportunities education institution and does not discriminate based on race, color, national origin/ethnicity, gender, age, disability, sexual orientation, union membership, religion, or any other legally protected classification in its admissions, educational programs, activities, or employment policies. Publication of this policy is in accordance with state and federal laws including the Americans with Disabilities Act, Title VI, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Amendments of 1974 State laws and PA Department of Education regulations concerning equal rights and opportunities. The Bangor Area School District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community. For information regarding civil rights or grievance procedures, services, activities, and facilities that are accessible to and usable by persons with disabilities, in addition to all other inquiries, please contact the Coordinator of Title IX, Section 504, and The Americans with Disabilities Act at Bangor Area School District, which is located at 123 Five Points Road, Bangor, Pennsylvania 18013.

Information regarding the rights of students with disabilities may be obtained from the Director of Special Education, at 610-588-2163 ext. 8851. The Director of Special Education is the Chapter 15-504 ADA Coordinator. The Assistant to the Superintendent serves as the Title IX Coordinator for students. Title IX concerns pertaining to students should be directed to 610-588-2163 ext. 8822. Right to Know requests should be referred to the Office of the Superintendent.

Section 1 – General Information

The mission of the Bangor Area School District is "Excellence Today; Success Tomorrow."

Core Values

- Preparing students for the future by developing skills for an ever changing and diverse world
- Community partnerships that promote teamwork and collaboration
- Providing opportunities for all students to learn
- Excellence in education
- Safe learning environment for students and staff
- Positive school culture to promote strong character

Vision for Success

- Pride and tradition create ownership and belonging to encourage achievement
- ALL students can learn regardless of ability, culture, or socio-economic status
- ALL students can achieve success
- Students are empowered to make good decisions and have a voice in their education
- Leadership is developed in students, staff, parents, administrators, and the community
- ALL students receive relevant skills to compete in an ever-changing world
- Students believe in themselves, their value, and their ability to learn

District Goals

- 1) ***Building Blocks for Early Success*** - Every student meets or exceeds established academic, social, and emotional standards by the end of grade 3.
- 2) ***Rigorous Instructional Program*** - Every student will progress at a pace that recovers learning loss from the pandemic and the achievement gap through access to rigorous instructional programming.
- 3) ***Mastery Through Critical Thinking and Problem Solving*** - Every student will be empowered with ownership of their education and fully engaged in becoming critical thinkers and solution seekers to meet or exceed academic core standards.
- 4) ***Readiness for College, Career and Life*** - Every student will graduate from high school prepared with the skills and determination to transition successfully into college or career.

Communication

Communication is essential for parents/guardians and schools to be partners in education. Schools communicate with parents/guardians in a variety of ways. This includes report cards, standardized test results, parent-teacher conferences, back-to-school nights, school publications, the district website, e-mail blasts, phone calls, Sapphire Community Portal, and social media. Parent/guardian input is valued.

Community Symposiums

The district offers community symposiums at times throughout the year. The community symposium platform offers a unique opportunity to dialogue with school leaders, network with parents, and learn about the programs and services throughout the Bangor Area School District.

Parent Conferences

Several calendar days are scheduled during the school year for parent conferences. Parent conferences are ideal times for parents to get specific information about their child's academic, social, behavioral, and emotional progress. Conferences are most productive when parents come prepared with questions to ask about their child's academic progress and social adjustment. Parents also have information which can help teachers understand a child's behavior and school performance. Parents do not have to wait for scheduled conference days to talk with their child's teacher or counselor but may call for an appointment whenever they feel the need. Phone conversations and notes can also help keep lines of communication open.

Parent Involvement

All schools have an active group of parents who meet monthly. Elementary schools each have active Parent Teacher Associations. Secondary schools have Parent Teacher Associations and booster clubs to support students. Every school has a core of dedicated and interested parents who wish to have a higher level of school involvement and volunteer for a variety of activities. The Bangor Area School District welcomes parents to be active in our schools.

Parent conferences, back-to-school nights, college information programs, and school performances, or athletic events where their children are participants should be a priority for parents. Parental commitment to attend school events sends a clear message to our children that education is important.

Report Cards

Elementary academic progress is reported on a trimester (3 times a year) basis. Report cards are posted in the Sapphire Community Portal each trimester. Secondary report cards are also available through the Sapphire Community Portal. Secondary report cards are posted quarterly (4 times a year). Please see the district calendar for the schedules.

Progress Reports

Progress reports are issued electronically at approximately the midpoint of each reporting period. The reporting periods for secondary are quarterly and triennially for elementary. Parents and students have ongoing access to their academic performance through the student information system.

When Parents Have a Concern

From time to time every parent has questions and special concerns. The first person for parents to contact is the one who can answer a question, address a concern, or resolve a complaint most directly. For example, parents with concerns about a child's academic achievement or behavior in class should call their child's teacher and make an appointment to discuss the matter. The school counselor may also be helpful. If the situation is not resolved, the next person to consult is the assistant principal. If the school does not have an assistant principal, contact the school principal. The principal is also the person to contact for a question or concern about a school policy.

Community Schools Initiative

The district, in partnership with Northampton Community College, St. Luke's University Health Network, and the United Way of the Greater Lehigh Valley, uses the "community school model" in all its schools. Schools are characterized by extended services, extended hours, and extended relationships.

Community schools are about creating centralized resources to help meet student and family needs, including asset-rich after-school programs, access to medical, dental, and mental health services, adult and community education programs, support groups, and more. Community schools encourage parent/guardian involvement, high academic achievement, student attendance, appropriate behavior, and help to build strong and safe communities. To learn more about community schools in the district, please contact the Community Schools Director at 610-599-7011 (ext. 3704).

Slater Family Network

The Slater Family Network has been helping students and their families in the district. They are available for families by offering a variety of services specific to individual needs. Slater Family Network can be reached at (610) 599-7013. Their office is located next to the greenhouse at the High School.

Promotion and Retention (*Board Policy - 215*)

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process.

Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance. Academic achievement, attitude, effort, work habits, behavior, attendance, and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians. The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation. To be classified as a freshman, a student must have completed the eighth grade. To be classified as a sophomore, a student must have completed and passed their freshman requirements earning at least 7 cumulative credits. To be classified as a Junior, a student must have completed and passed their sophomore requirements earning at least 14 cumulative credits. To be classified as a Senior, a student must have completed and passed their junior requirements earning at least 23 cumulative credits.

Elementary Grading Scale

<i>Performance Range Descriptions</i>		<i>Learning Process Key</i>	
90-100%	- Excels within grade level standards	Demonstrates Consistently	3
70-89%	- Meets grade level standards	Demonstrates Occasionally	2
60-69%	- Approaching grade level standards	Demonstrates Rarely	1
< 60%	- Limited evidence of standards mastery		
NA	- Not Assessed		

Secondary Grading Scale

Grades for all courses are calculated numerically on a 100-point scale

- A= 90% to 100%
- B= 80% to 89%
- C= 70% to 79%
- D= 60% to 69%
- F= 59% or below is a failing grade

Earning credit for a course is also based upon a grade calculated numerically on a 100-point scale. Grades are weighted to determine a student’s G.P.A. and class rank.

Honor Roll

Honor Roll is determined at the secondary level (Grades 7-12).

Middle School First Honor Roll Requirements

- Must have a minimum grade point average of 92.5 based on the unweighted 100-point system.
- Must have no grade lower than a 90 in any course.

Middle School Second Honor Roll Requirements

- Must have a minimum grade point average of 86.5 based on the unweighted 100-point system.
- Must have no grade lower than an 80 in any course.

High School First Honor Roll Requirements

- Must have a minimum grade point average of 4.40 based on the weighted 4-point system.
- Must have no grade lower than a 90 in any course.

High School Second Honor Roll Requirements

- Must have a minimum grade point average of 4.00 based on the weighted 4-point system.
- Must have no grade lower than an 80 in any course.

Courses Considered for High School Credit

Planned courses taken at the Bangor Area Middle School will be considered for graduation course credit if they are equivalent to the Bangor Area High School course of study. Students enrolled in high school courses will follow grading procedures set by the High School.

Clubs and Intramurals

To improve the quality of activities, extracurricular offerings must meet one of the following criteria: a service club, an academic club, a mini-course, or other area. Please visit Guidance for a complete list of clubs and intramurals. Activity forms are available in the guidance office.

Working Papers

Working papers, for students who are seeking employment in Pennsylvania, may be secured from a high school secretary. Students must provide either a birth certificate or a passport and a student ID at the time of application. The District reserves the right to deny or revoke a working permit if the applicant cannot maintain adequate academic achievement under the Pennsylvania Child Labor Act. Students who are seeking employment in New Jersey must obtain a New Jersey form from a New Jersey high school and bring it to the high school office to be signed. Office hours to obtain working papers are from 7:30 AM to 2:30 PM on days when school is in session.

Health Education

The Commonwealth of Pennsylvania requires all school districts to provide instruction about Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and related issues to its students at least once in the elementary grades, at least once in the middle school grades, and at least once in the high school grades. This instruction is included in the health curriculum and includes information about the nature of the disease, the lack of a cure, the ways the disease is transmitted, and how infection can be prevented. The district will excuse a student from HIV/AIDS instruction when it conflicts with the religious beliefs or moral principles of the pupil or his/her parent or guardian. This request must be in writing to the principal of the child's school. Detailed curriculum outlines and materials used in the instruction are available for review upon request.

Pennsylvania System of School Assessment (PSSA)

The annual Pennsylvania System of School Assessment (PSSA) 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. Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts (ELA) and math. Students in grades 4 and 8 are assessed in science. High School students are assessed in Algebra, Biology and Literature with the Keystone Exams. Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may need additional educational opportunities.

The district does not accept or approve educational trip requests during statewide assessment testing windows for students scheduled to participate in those assessments.

2024-2025 PSSA Dates:

English Language Arts (Grades 3-8): April 21, 2025 – April 25, 2025

Mathematics & Science (Grades 3-8): April 28, 2025 – May 2, 2025

Keystone Exams

The Keystone exams were created to serve as one component of Pennsylvania's statewide high school graduation requirement. Keystone Exams help school districts guide students toward meeting state standards. The exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature, and Biology.

2024-2025 Keystone Exam Dates:

Winter Keystone Exams (Algebra, Biology, and Literature): December 4, 2024 – December 18, 2024

Spring Keystone Exams (Algebra, Biology, and Literature): May 12, 2025 – May 23, 2025

Section 2 – Attendance

Regular attendance in school has a direct relationship with children's academic achievement. In general, students who attend school regularly outperform students who do not. Some absences are unavoidable, and children should not be sent to school ill. A student who is absent from school is not permitted to participate in school activities that day without permission from the principal or designee.

All children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements (Board Policy - 204). To meet these requirements, parents/guardians must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following:

- a public elementary, middle, or high school
- a public charter or cyber-charter school
- a private licensed academic or private religious school
- home tutoring by a certified teacher
- an approved home education program

Children may be excused from compulsory attendance for documented medical or other reasons as outlined in the district attendance policy and procedures. When children are absent from school, they must give their teacher or attendance office a written note which states the reason for the absence. The note may also be submitted through the Sapphire Community Portal. Parents/guardians are legally responsible for seeing that their children attend school, and they may be fined in district court if their children are habitually truant or unlawfully absent for more than six days. Employment, oversleeping, missing the bus, babysitting, visiting relatives, working at home, hunting, or fishing, staying home to do schoolwork, unapproved educational trips, and family vacations, that do not meet district criteria are all considered unlawful absences from school. Students are expected to make up for missed work because of absences.

Excused/Lawful Absence

The Board considers the following conditions or situations reasonable cause for absence from school:

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Family emergency.
- Obtaining professional health care and/or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Quarantine.
- Recovery from an accident.
- Observance of a religious holiday, upon prior written request from the person in parental relation.
- Required court appearance.
- Death in the family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
- Preapproved college and/or postsecondary institution visits.
- Exclusion(s) from school.
- Preapproved educational tours and trips.
- Partial school day absences may include medical and/or dental appointments, and/or other urgent reasons.
- Circumstances related to homelessness or foster care.

Absences are considered unlawful until the district receives a written excuse explaining the reason(s) for the absence. A maximum of ten (10) cumulative days of excused lawful absences verified in writing by a person in parental relation shall be permitted during a school year. All excused absences beyond ten (10) cumulative days shall require an excuse from a licensed physician or other form of verifiable official documentation.

Cumulative Absences

The following acceptable excuses count towards the maximum of ten (10) cumulative days verified by a person in parental relation.

- Illness (note provided by a person in parental relation)
- Family emergency
- Recovery from an accident (note provided by a person in parental relation)
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group upon written request prior to the event
- Partial school day absences may include medical and/or dental appointments, and/or other urgent reasons (note provided by a person in parental relation)

All excused absences beyond the ten (10) cumulative days shall require a medical note and/or acceptable excuse listed as a non-cumulative absence.

Non-cumulative Absences

The following list of absences does not count towards a maximum of ten (10) cumulative days.

- Illness (note provided by health professional or excused by school medical personnel)
- Partial school day absences may include medical and/or dental appointments, and/or other urgent reasons (note provided by health professional or excused by school medical personnel)
- Death in the Family
- Recovery from an accident (note provided by a health professional)
- Required court appearance (excusal note provided by court)
- Quarantine
- Observance of a religious holiday, upon prior written request from the person in parental relation.
- Suspensions from School
- Preapproved educational tours and trips (up to five days)
- Preapproved college and/or postsecondary institution visits (up to three days)

Preapproved College and/or Postsecondary Institution Visits (*Board Policy - 204*)

A student may be excused from visiting a post-secondary institution. This includes colleges, technical and trade schools. The building principal approves requests. Requests may be declined where absences related to such visits are excessive or may have a negative impact on the student's academic performance. Requests for post-secondary visits are made and approved through the Sapphire Community Portal. Students who are absent from school for preapproved college and/or postsecondary institution visits may be granted an excused absence if the following requirements are met:

1. The student's parent(s)/guardian(s) submit a request for the excusal to the school district prior to the visit.
2. The student's participation in the visit must be approved by the principal and/or designee prior to the visit.
3. Students must make up missed work at the direction of the teachers.
4. The visits may not be during:
 - a. the first or last five (5) days of the year or, in the case of high school students at the school district, the first or last five (5) days of each semester.
 - b. the administration of achievement tests or statewide assessment tests.

NOTE: If the above requirements are not met, such absences may be recorded as unlawful.

Educational Trips or Tours (*Board Policy - 204.3*)

Parents/Guardians are strongly urged to arrange non-school sponsored educational trips or tours and family vacations to coincide with the district's scheduled vacation days. The district recognizes that occasionally students may have an opportunity to participate in an educational trip/tour and/or educational experience outside of school during the school day. A trip or tour may be considered an educational experience if it broadens the student's understanding of social, cultural, and/or geographic values and/or concepts; technological advancements and/or implementations; and/or scientific and/or mathematical concepts. Requests for educational trips or tours are made and approved through the Sapphire Community Portal.

Students who are absent from school for non-school sponsored trips or tours may be granted an excused absence if the following requirements are met:

1. The student's parent(s)/guardian(s) submit a written request for the excusal to the school district prior to the trip/tour.
2. Any adult who is directing and supervising the student in lieu of the parent(s)/guardian(s) during the educational tour and/or trip must be acceptable to the parent(s)/guardian(s) and the principal and/or designee.
3. The student's participation in the educational tour and/or trip must be approved by the principal and/or designee prior to the tour/trip.
4. Students must make up missed work at the direction of the teachers and submit it upon their return within 5 school days or the length of the trip. Given adequate notice of planned absences, teachers are requested, if possible, to provide assignments.
5. Absences to participate in non-school, educational trips are not recommended for those students who are having trouble in meeting course requirements.
6. A student may miss up to five (5) school days for trips or tours. Additional days may be considered unexcused or unlawful absences.
7. The request may not be during:
 - a. the first or last five (5) days of the year or, in the case of high school students at the school district, the first or last five (5) days of each semester.
 - b. the administration of achievement tests or statewide assessment tests.
8. Upon the student's return to school, the parent(s)/guardian(s) must provide a written excuse if the absence was for any other reason than the educational trip, otherwise the approved Educational Trip Request Form will serve as the written excuse.

NOTE: If the above requirements are not met, such absences may be recorded as unlawful.

School Hours

School Building	Regular School Hours	2-Hour Delay
Five Points Elementary School	8:30 a.m. - 2:50 p.m.	10:30 a.m. - 2:50 p.m.
Washington Elementary School		
DeFranco Elementary School		
Middle School	7:20 a.m. - 2:08 p.m.	9:20 a.m. - 2:08 p.m.
High School	7:20 a.m. - 2:05 p.m.	9:20 a.m. - 2:05 p.m.

Early Dismissal

An early dismissal is when a student leaves school before the official end of the school day. With parent/guardian permission, students may be excused to leave school early for appointments. Excused early dismissals must meet a condition or situation for reasonable cause to leave early from school. Students who are removed from school without an acceptable reason are considered unlawful. The amount of time (tracked in minutes) students unlawfully leave school early is tracked and if time accumulates to the equivalent of a half or full-day absence, the student will accumulate either a half or full-day unlawful absence.

Parents/Guardians requesting an early dismissal shall submit a signed note which includes a telephone number at which they can be reached at least by the start time of the day requested. The note may be submitted through the Sapphire

Community Portal. Students may also be dismissed early in the case of an emergency or excusal by the school nurse. A parent/guardian must contact the school in case of an emergency and explain the circumstances. Students may accumulate a full-day absence, half-day absence, or early dismissal, depending on the time of the early dismissal and whether the student returns. The table below explains how these absences are determined.

Regular School Day Early Dismissal Requirements			
School Building	Full Day Absent	Half Day Absent	Early Dismissal
Elementary			
Five Points Elementary School	Leaves between 8:30 a.m. - 11:40 a.m. and does not return.	Leaves between 11:41 a.m. and 1:25 p.m. and does not return.	Leaves after 1:25 p.m. and does not return.
Washington Elementary School			
DeFranco Elementary School			
Secondary			
Middle School	Leaves between 7:20 a.m. -10:15 a.m. and does not return.	Leaves between 10:16 a.m. and 11:55 a.m. and does not return.	Leaves after 11:56 a.m. and does not return.
High School			

Two-Hour Delay Early Dismissal Requirements			
School Building	Full Day Absent	Half Day Absent	Early Dismissal
Elementary			
Five Points Elementary School	Leaves between 10:30 a.m. - 12:40 a.m. and does not return.	Leaves between 12:41 a.m. and 2:25 p.m. and does not return.	Leaves after 2:26 p.m. and does not return.
Washington Elementary School			
DeFranco Elementary School			
Secondary			
Middle School	Leaves between 9:20 a.m. - 11:15 a.m. and does not return.	Leaves between 11:16 a.m. and 12:55 a.m. and does not return.	Leaves after 12:56 a.m. and does not return.
High School			

Tardy

Tardiness is a student's late arrival, regardless of the reason. Students who arrive after the designated start time to the reporting location for their school are considered tardy. Students who are late due to a lawful reason are considered excused. A maximum of ten (10) cumulative excused lawful tardies verified in writing by a person in parental relation shall be permitted during a school year. Students late without an acceptable reason are considered unlawful. The amount of time (recorded in minutes) a student is tardy unlawfully is tracked and if time accumulates to the equivalent of a half or full-day absence, the student will accumulate either a half or full-day unlawful absence. The designated start times for each building and reporting locations are outlined below. Students who arrive after the designated start time must immediately report to the secretary responsible for attendance.

School Building	Doors Open	Start Time	Reporting Location
Elementary			
Five Points Elementary School	8:10 a.m.	8:30 a.m.	Homeroom
Washington Elementary School			
DeFranco Elementary School			
Secondary			
Middle School	7:00 a.m.	7:20 a.m.	Period 1 Class

High School	7:00 a.m.	7:20 a.m.	Homeroom
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Students may accumulate a tardy, half-day absence or full-day absence depending on the time of the student's arrival. The table below explains how these absences are determined.

Regular School Day Tardy Requirements			
School Building	Tardy	Half Day Absent	Full Day Absent
Elementary			
Five Points Elementary School	Arrives between 8:30 a.m. - 11:40 a.m.	Arrives between 11:41 a.m. and 1:25 p.m.	Arrives after 1:25 p.m.
Washington Elementary School			
DeFranco Elementary School			
Secondary			
Middle School	Arrives between 7:20 a.m. -10:15 a.m.	Arrives between 10:16 a.m. and 11:55 a.m.	Arrives after 11:56 a.m.
High School			

Two-Hour Delay Tardy Requirements			
School Building	Tardy	Half Day Absent	Full Day Absent
Elementary			
Five Points Elementary School	Arrives between 10:30 a.m. - 12:40 a.m.	Arrives between 12:41 a.m. and 2:25 p.m.	Arrives after 2:26 p.m.
Washington Elementary School			
DeFranco Elementary School			
Secondary			
Middle School	Arrives between 9:20 a.m. - 11:15 a.m.	Arrives between 11:16 a.m. and 12:55 a.m.	Arrives after 12:56 a.m.
High School			

Truancy Enforcement (*Board Policy - 204.2*)

When a student is absent without a lawful excuse, the student is unlawfully absent. Students who accumulate three (3) unlawful absences during a school year are considered truant. District staff will notify the parent/guardian within ten (10) school days of the student's third unlawful absence. A student who accumulates six (6) or more unlawful absences during the school year is considered habitually truant. For students under the age of eighteen (18), unlawful absences may result in a summary conviction for violation of compulsory school attendance laws. Parent(s)/guardian(s) may be subject to a fine and/or referral to Northampton's Children and Youth Department.

The school is a critical part of a student's support system, and school staff have a significant opportunity to assist students and their families to comply with attendance requirements. The parent/guardian of a compulsory school-age student is subject to penalties if compulsory attendance requirements are not met.

The designated school employee will make every effort to work collaboratively with the parent(s)/guardian(s) to address the truancy of a student and will not initiate formal action until such efforts have been made and the student has accumulated three (3) unlawful absences during the school year.

First and Second Unlawful Absences

Designated school staff will notify the parent(s)/guardian(s) about the unlawful absences.

Third Unlawful Absence

Designated district staff will send notice to the person in parental relation, in writing, within ten (10) school days of the student's third unlawful absence, which contains a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the district contact. The student is officially considered truant. The notice offers parent(s)/guardian(s) a student attendance improvement conference. A designated school representative will coordinate the student attendance improvement conference to discuss the cause of the student's truancy, possible solutions to increasing the student's school attendance, and develop a mutually agreed upon Student Attendance Improvement Plan to resolve the truant behavior.

Student Attendance Improvement Conference (SAIC)

Participants in the conference should include, but not be limited to student; parent(s)/guardian(s); relevant family members; school staff; partner organizations; community-based organizations; and other agencies involved with family, such as Children and Youth, and/or Juvenile Probation. Active participation by the students and family members is an integral component of this conference. To identify and resolve the root causes of truancy, all participants must contribute to the group discussion their unique knowledge about the student and his/her environment. Issues that will be addressed at the school and family conference include, but are not limited to:

1. Appropriateness of the student's educational environment.
2. Possible elements of the school environment that inhibit student success.
3. Student's current academic level and needs.
4. Social, emotional, physical, mental, and behavioral issues.
5. Issues concerning family and home environment.
6. Any other issues affecting the student's attendance.

Student Attendance Improvement Plan (SAIP)

The SAIP can include access to academic and social/health support from the district and community organizations; outline of family/parental and student responsibilities; and levels of performance monitoring that include rewards and consequences. At the end of the conference, all parties should sign a comprehensive SAIP that is agreed to by the school representative, student, parent(s)/guardian(s) and/or family, and other conference participants. During the school and family conference, the designated school staff member will ensure that the student and the family clearly understand the legal penalties for violation of the compulsory attendance requirements.

Subsequent Unlawful Absence(s)

When a school attendance improvement plan is in place for a student who is not yet habitually truant, and the student is subsequently unlawfully absent at any point within the school year, meaning four (4) to five (5) unlawful absences, the designated district staff will send to the person in parental relation, by mail or via any additional mode of communication previously successful with the person in parental relation, an official notice of unlawful absence. The notice will inform the person in parental relation that the school attendance improvement plan has been violated and that once the student reaches six (6) unlawful absences, formal truancy proceedings will be initiated.

For more than six (6) unlawful absences, the designated district staff will send to the person in parental relation, by certified mail and via any additional mode of communication previously successful with the person in parental relation, an official notice to inform the person in parental relation that the school attendance improvement plan has been violated and formal truancy proceedings will be initiated.

Penalties for Violations

When referring a habitually truant student of any age to the county children and youth agency or filing a citation, the school must provide verification that the SAIC was held, by submitting the school attendance improvement plan.

Habitually truant students under fifteen (15) years of age

The designated district staff will refer the student to either:

1. A school-based or community-based attendance improvement program, or

2. The county children and youth agency for:
 - a. Services, or
 - i. Possible disposition as a dependent child.
 - ii. The designated district staff may, but are not required to, file a truancy citation against the person in parental relation to the student who resides in the same household as the student.

Habitually truant students fifteen (15) years of age and older

1. The designated district staff will either:
 - a. Refer the student to a school-based or community-based attendance improvement program, or
 - b. File a citation against the student or person in parental relation to the student who resides in the same household as the student.
2. If a student fifteen (15) years of age or older continues to accrue additional absences after a school refers the student to a school-based or community-based attendance improvement program or refuses to participate in an attendance improvement program; the school may refer the student to the county children and youth agency for possible disposition as a dependent child.

Regardless of age, when District staff refers a habitually truant student to the local children and youth agency or files a citation with the appropriate magistrate, the district conducts a School Attendance Improvement Conference (SAIC).

Participation in Co-curricular or Extracurricular Activities

The District reserves the right to deny and/or revoke privileges, student participation in privileged activities such as co-curricular activities, extracurricular activities, school events, dances, prom, graduation, etc., if the student is habitually tardy or truant. Habitually tardy is defined as a student who is unlawfully tardy six (6) times or more.

Temporary Medical Excusal from School (Board Policy - 204.1)

A student may be considered for a temporary medical excuse under the following conditions.

1. A temporary medical and/or psychiatric condition that is considered medically urgent and so severe that:
 - a. It is likely to persist for more than four (4) weeks for the elementary/middle schools and two (2) weeks for the high school during which school is in session (tutoring is not provided over holidays/ vacations or after the last day of school).
 - b. It is a condition that will prevent the child from attending any part of the school day for a specific period. The specific period may not exceed three (3) months in one (1) period.
2. The parent/guardian submits a temporary medical excusal application that is signed by a certified/licensed medical doctor, psychologist and/or psychiatrist. Signatures of licensed nurse practitioners will not be accepted. The application will provide a(n):
 - a. Description of the mental or physical condition using professionally recognized diagnostic criteria.
 - b. Specific explanation of how the mental or physical condition of the student prevents school attendance.
 - c. Clear recommendation that the student does not attend school for a specific period.

The following additional conditions apply:

1. The district may contact the recommending physician for verification of information within the temporary medical excusal application form.
2. If the District believes that additional information is needed, with legally required consent, the district may contact the recommending physician to seek additional information.
3. At any time, the district may utilize a District physician to review and deny or approve a request for a temporary medical excusal.
4. The district reserves the right to refer a student to a physician of the district's choice, at the district's expense, if it so chooses.

Any breach of the above conditions, in part or in whole, may result in the approval of a temporary medical excusal being

removed.

Participation in Co-curricular or Extracurricular Activities

Students on a temporary medical excusal are not eligible to participate in any clubs, athletics, field trips, and/or other co-curricular and/or extracurricular activities. A student must be participating in the regular school day program at least part-time to become eligible to participate in such activities, and the physician that is recommending the temporary medical excusal on a part-time basis must submit in writing that the student is able to participate in these extracurricular and/or co-curricular activities without risk to the student's health and/or safety and/or risk to health and/or safety of the District and its students and/or staff.

Tutoring During a Temporary Medical Excusal

Tutoring during a temporary medical excusal may be provided at the discretion of the district. Such tutoring is not intended to replace regular instruction but rather is intended to assist with maintaining current skills and to prevent regression, if possible, until the student is able to return to school. Tutoring will be scheduled between the instructor and parent(s)/guardian(s) and the parent(s)/guardian(s) is/are expected to adhere to the schedule, to be present at such scheduled time, and to have the student adequately prepared to learn. The School Board reserves the right to withhold tutoring when:

- The tutor's presence in the place of a student's confinement presents a hazard to the health and/or safety of the tutor.
- A parent/guardian or other appropriate adult in authority is not at home with the student during the planned hours of tutoring.

Credit received during a temporary medical excusal is discretionary. Once eligibility is determined, tutoring will be considered. Tutoring is discretionary and may be refused or terminated at any time for any reason.

Section 3 – Attendance Dictionary

General	
Absences	The nonattendance of a student on those days and partial days school is in session.
Citation	Complaint filed with a magisterial district judge for a violation of the requirement for compulsory school attendance.
Compulsory School Age	The period of a child's life from the time the child enters school as a beginner, which may be no later than the age of six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.
Person in Parental Relation	A custodial biological or adoptive parent, noncustodial biological or adoptive parent, guardian of the person of a student or person with whom a student lives, and who is acting in a parental role of a student. This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.
Regular Attendance	Attending school each day during which school is in session. Students are to attend all sessions unless properly excused by school authorities.
School Day	The length of time that a student subject to compulsory school attendance is expected to be receiving instruction during a calendar day, as determined by the Board.
Absences	
Cumulative Absences	Days of absence that contribute to the ten (10) days a student may be absent with parent/guardian note.
Excused Absence	An absence from school that is accepted and approved by the principal or designee in accordance with Board Policy.
Noncumulative Absences	Days of absence that do not contribute to the ten (10) cumulative days.
Unexcused Absence (18 & older)	An absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time period and in the matter prescribed by the Board.
Unlawful Absence (17 & younger)	An absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time and in the matter prescribed by the Board.
Absences - Partial Day	
Early Dismissal Excused	A student leaves school before the official end of the school day that meets the condition or situation for reasonable cause to leave early from school. Students who are removed from school without an acceptable reason are considered unlawful.
Early Dismissal Unexcused	A student age 18 or older, leaves school before the official end of the school day without an acceptable reason.
Early Dismissal Unlawful	A student age 17 or younger, leaves school before the official end of the school day without an acceptable reason.
Excused Half Day	A half-day absence from school that is accepted and approved by the principal or designee in accordance with Board Policy.
Habitually Tardy	A student who is unlawfully tardy six (6) times or more.
Medical Half Day	Half-day illness verified by an acceptable written physician's statement.
Tardy Excused	Students who arrive after the designated start time to the reporting location for their school are considered tardy. Students who are late due to a lawful reason are considered tardy excused. Students late without an acceptable reason are considered unlawful.

Tardy Unexcused (18 & older)	Students 18 or older who arrive after the designated start time at the reporting location for their school are considered tardy. Students late without an acceptable reason are considered tardy unexcused.
Tardy Unlawful (17 & younger)	Students who arrive after the designated start time to the reporting location for their school are considered tardy. Students late without an acceptable reason are considered unlawful.
Unexcused Half Day Absence (18 & older)	A half-day absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time period and in the matter prescribed by the Board for students age 18 or older.
Unlawful Half Day (17 & younger)	A half-day absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time period and in the matter prescribed by the Board for students age 17 and younger.
Excused Cumulative Absences	
Family Emergency	An instant event that influences the well-being or security of the student's relative(s). Family emergencies may include a car accident, the arrival of a sibling, etc.
Illness	A parent/guardian's written excuse for their child who has a disease or period of sickness affecting the body or mind.
Partial Day Absences (Appointments)	Partial school day absences may include medical and/or dental appointments, and/or other urgent reasons (note provided by a person in parental relation)
Recovery from Accident (Parent/Guardian Note)	When a student is recovering from an accident. If the recovery exceeds three days, the person in parental relation must submit a medical excuse.
Excused Noncumulative Absences	
Court Appearance/Custody Agreement	When a student is absent from school because the court requires their attendance. Court or custody documents must be submitted to verify.
Death in the Family	From the date of death until three (3) days after the funeral unless otherwise extended by the building principal.
Educational Trips	Preapproved educational trips or tours up to five (5) school days.
Exclusion	Students who are suspended from school for disciplinary reasons.
Foster/Homeless	Absence directly related to the student's homeless or foster care/dependency status.
Medical Excuse	Illness verified by an acceptable written physician's statement.
Post-secondary Visits	A preapproved post-secondary visit is a college visit for up to three (3) school days. The building principal has the authority to refuse approval for such visits where absences related to such visits are excessive or may have a negative impact on the student's academic performance.
Quarantine	Isolation imposed for a contagious condition on the student by a medical professional or agency with authority such as the Department of Health.
Recovery from Accident (Medical Note)	An absence for a student who is recovering from an accident under the care of a health professional.
Religious Holiday	Official religious holidays observed by the student's religious group.
Suspension	A student suspended from school by the administration for disciplinary reasons.
School Attendance Improvement	
School Attendance Improvement Conference	A conference where the students' absences and the reasons for the absences are examined to improve attendance, with or without additional services. This conference must be held prior to a district initiating truancy proceedings against a student and person in parental relation.
School Attendance Improvement Plan	A plan designed to eliminate barriers to regular attendance and increase student participation in school. The plan may include access to academic and social/health supports from the district and community organizations; an outline of family/parental and student responsibilities; and levels of performance monitoring that include rewards and consequences.

School-based Attendance Improvement Program	A program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.
Truancy	
Habitually Truant	A student who has six (6) or more school days of unlawful absences during the current school year by a child subject to compulsory school attendance.
Truant	A student who has incurred three (3) or more school days of unlawful absences during the current school year by a child subject to compulsory school attendance.
Truancy	The failure of a child, under the age of eighteen (18) and at a minimum classified as a beginner, to attend school regularly, as required by law, without reasonable excuse (acceptable written statement) for his/her absence.

Section 4 – Secondary Bell Schedules

Bangor Area Middle School Bell Schedule

7th Grade Schedule			8th Grade Schedule		
Period	Start Time	End Time	Period	Start Time	End Time
1	7:20	8:00	1	7:20	8:00
2	8:02	8:42	2	8:02	8:42
3	8:44	9:24	3	8:44	9:24
4	9:26	10:06	4	9:26	10:06
A-Lunch	10:08	10:38	5	10:08	10:48
5A	10:40	11:20	6	10:50	11:30
5B	10:08	10:48	C-Lunch	11:32	12:02
B-Lunch	10:50	11:20	7C	12:04	12:44
6	11:22	12:02	7D	11:32	12:12
7	12:04	12:44	D-Lunch	12:14	12:44
8	12:46	1:26	8	12:46	1:26
9	1:28	2:08	9	1:28	2:08

Bangor Area High School Bell Schedule

Normal Schedule			2 Hour Delay Schedule			12:00 p.m. Early Dismissal		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
Homeroom	7:20	7:26	Homeroom	9:20	9:26	Homeroom	7:20	7:26
Block 1	7:30	8:40	Block 1	9:30	10:12	Block 1	7:30	8:11
Block 2	8:44	9:54	Block 2	10:16	10:58	Block 2	8:15	8:56
Block 3	9:58	11:08	Block 3	11:02	11:44	Block 3	9:00	9:41
Block 4a	11:12	11:42	Block 4a	11:48	12:18	Block 5	9:45	10:26
Block 4b	11:46	12:16	Block 4b	12:18	12:48	Block 4a	10:30	11:00
Block 4c	12:20	12:50	Block 4c	12:48	1:18	Block 4b	11:00	11:30
Block 5	12:54	2:05	Block 5	1:22	2:05	Block 4c	11:30	12:00

AM CIT students will not attend CIT and will remain at Bangor Area High School on a two-hour delay.

Section 5 – Annual Notices

IDEA Public Notice (*Board Policy - 113*)

NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN THE BANGOR AREA SCHOOL DISTRICT

In compliance with state and federal law, notice is hereby given by the Bangor Area School District (District) that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may need special education and related services. If your child is identified by the district as possibly needing such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following disabilities:

- Autism
- Deaf blindness
- Visual impairment including blindness
- Hearing impairment including deafness
- Intellectual disability
- Multiple disabilities
- Traumatic brain injury
- Other health impairment
- Orthopedic impairment
- Emotional disturbance
- Specific learning disability
- Speech or language impairment

If you believe that your school-age child may need special education services and related programming, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech, and language. You, as a parent, may request that the Bangor School District initiate a screening and evaluation of your child's needs at any time by contacting the building principal, guidance counselor or the Director of Special Education. Requests for screening and multidisciplinary evaluations are to be made in writing to the principal of your child's school or to the Special Education Department. School districts cannot proceed with an evaluation, or with the initial provision of special education services, without the written consent of parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the Bangor Area School District Special Education Website. Once written parental permission is obtained, the district will proceed with an evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense. Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible for the individualized education placement, District staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. Information about parents' rights, mediation or due process procedures, specific special education services and programs offered by the district, and the District's Educational Records Policy (*Board Policy 216*) are available upon request from the building principal in your child's school. The parent has the right to revoke consent after initial placement. Requests for further information regarding these 588-2163, ext. 8851.

If a pre-school child is suspected of being eligible for early intervention, evaluation, and services are provided through the Colonial Intermediate Unit #20. Information can be obtained by calling (610) 252-5550 and asking for Early Intervention.

Multi-District Programs

The Bangor Area School District in collaboration with Colonial Intermediate Unit 20 is proud to host several programs which may serve students from neighboring school districts. BASD welcomes the students enrolled in these programs and likewise encourages them to participate in the many offerings and activities available in the district.

Parents/Guardians should monitor the district and school websites to keep informed of upcoming events. They should also work closely with their child's teacher to ensure that any necessary arrangements and/or support are in place to promote a positive and inclusive experience. If you should have any questions or require assistance, please contact the Director of Special Education (610-588-2163 ext. 8851).

Preschool Children with Special Needs (Ages 3 to School Age)

Parents/Guardians whose child has a developmental delay or one or more conditions as listed in the Special Education (Chapter 14) notice above, and/or who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, and/or care of him/herself should contact Colonial Intermediate Unit 20 (CIU 20), which offers Early Intervention preschool programs for children with special needs. CIU 20 can provide information, screening, evaluation, programs, therapy, parent/guardian support, and referral to community agencies at no cost. For more information, contact CIU 20 at (610) 252-5550 or the Bangor Area School District Special Education Office at (610) 588-2163.

Section 504 / Chapter 15 Public Notice (*Board Policy - 103.1*)

In compliance with state and federal law, the Bangor Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of services to protect handicapped students, contact your child's building principal, school nurse, or guidance counselor.

Chapter 16 (Gifted Education) Public Notice (*Board Policy - 114*)

In compliance with Chapter 16, Special Education for the Gifted Students notice is hereby given by the district that it conducts ongoing identification activities as a part of its school program for the purpose of locating and identifying students who are thought to be gifted.

If you believe that your school-age child may be gifted, processes for screening and evaluating the child to determine the child's eligibility are available to you at no cost, upon written request. You, as a parent, may request screening and evaluation at any time, whether your child is in the district's public-school program. Requests for screening and gifted multidisciplinary evaluation are to be made in writing to the principal of your child's school or to the Special Education Department, Bangor Area School District, 123 Five Points Richmond Road, Bangor, PA 18013.

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 the school principal or the Special Education Department at (610) 588-2163.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies on destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the Special Education Department in writing or by telephone at the above location.

Family Education Rights and Privacy Act Annual Notice (*Board Policies - 216 & 113.4*)

The Family Education Rights and Privacy Act (FERPA) affords parent(s) and students over 18 years of age (eligible students only) certain rights with respect to the student's education records. They are:

- 1) The right to review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will plan 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 a student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Bangor Area School District to amend a record should write the school

principal, clearly identify the part of the record they want changed and specify why it should be changed. If the District does not 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 of the right to a hearing regarding the request for 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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational 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 outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- 4) The right to refuse the designation of any or all the categories of directory information. The district is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosures of any or all directory information if a written refusal is forwarded to the building principal no later than September 28th of the current school year. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. "Directory information" may be disclosed without consent unless the parent or eligible student requests that the information not be disclosed. "Directory information" includes the student's name, address, telephone number; date and place of birth; program; dates of attendance; participation in recognized activities and sports; weight and height of members of athletic teams; degrees, certificates, and awards received; and the most recent previous educational agency or institution attended by the student.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office – U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202-5901. Additionally, Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165 as amended by the NCLB, requires the transfer of disciplinary records, with respect to a suspension or expulsion, by the school district, to any private, or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full or part-time basis. Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L.No. 107-107), require the school district to:
 - a. Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers.
 - b. Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Pennsylvania's Children's Health Insurance Program (CHIP)

CHIP is Pennsylvania's program to provide quality health insurance for children of working families who otherwise could not afford it. It is not a welfare program. CHIP provides quality, comprehensive health insurance (doctor visits, dental, prescriptions, vision care) for children of working and transitional families who otherwise could not afford it. If your child/children need health insurance, it is worth researching CHIP. CHIP guarantees access to quality healthcare coverage for your children. In fact, your kids may be able to continue visiting the same doctors they see now. CHIP covers everything from doctor visits, immunizations, emergency care, prescriptions, dental and eye care - just to name a few. To get your child(ren) covered, visit www.CHIPcoversPAkids.com or call 1-800-986-KIDS.

DRAFT

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 years of age or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- 1) Political affiliations or beliefs of the student or student's parent.
- 2) Mental or Psychological problems of the student or student's parent.
- 3) Sex behavior or attitudes.
- 4) Illegal, antisocial, self-incriminating, or demeaning behavior.
- 5) Critical appraisals of others with whom respondents have close family relationships.
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
- 7) Religious practices, affiliations, or beliefs of the student or parents; or
- 8) Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- 1) Any other protected information survey, regardless of funding.
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- 1) Protected information surveys of students.
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

The Bangor Area School District will enact policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by ED.
- 3) Any non-emergency, invasive physical examination or screening as described above.

Questions regarding this information and/or its related School Board Policy No. 235, its contents and related procedures should contact the Superintendent's Office at (610) 588-2163. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Title IX Discrimination Complaint Procedures (Board Policy – 103)

The Discrimination Complaint Procedures apply to reports of retaliation or discrimination based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability that do not constitute Title IX sexual harassment as defined in the Policy 103. All reports of discrimination shall be reviewed by the Title IX Coordinator upon receipt to determine if the allegations meet the definition and parameters of sexual harassment under Title IX. If the result of this review determines that the allegations fall within the scope of Title IX sexual harassment, then the process set forth in 103-AR-2 for Title IX Sexual Harassment shall be followed. All reports of discrimination and retaliation brought pursuant to the district's discrimination policy shall also be reviewed for conduct which may not be proven discriminatory under Policy 103 but merits review and possible action under the Code of Student Conduct and other Board policies. (Pol. 103.1, 218, 247, 249, 252)

Reasonable Accommodations

Throughout the discrimination complaint procedures, the district shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for all parties, and address barriers being experienced by disadvantaged students such as English learners and homeless students, consistent with the requirements of federal and state laws and regulations and Board policy. (Pol. 103.1, 113, 138, 251, 832, 906)

Required Reporting Under Other Policies

In addition to implementing the disciplinary complaint procedures, the Compliance Officer shall ensure that reported conduct which meets the definition of other laws, regulations, or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations, or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse. (Pol. 218, 317.1, 806, 824)

Timeframes

Reasonably prompt timeframes shall be established for completing each step of the discrimination complaint procedures, including timeframes for filing, and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation for disabilities.

Procedures for Complaints of Discrimination

Step 1 – Reporting. A student or individual who believes they have been subject to discrimination by any student, employee or third party is encouraged to immediately report the incident to the building principal or immediate supervisor using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing to the building principal or immediate supervisor. Parents/Guardians of students have the right to act on behalf of the complainant, the respondent, or other individual at any time.

Any person with knowledge of discrimination in violation of Board policy or this procedure is encouraged to immediately report the matter to the building principal or immediate supervisor.

A school employee who suspects or is notified that a student has been subject to discrimination shall immediately report the incident to the building principal or immediate supervisor. Additionally, employees who have reasonable cause to

suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy. (Pol. 806)

The building principal or immediate supervisor will serve as the Compliance Officer and shall immediately notify the Title IX Coordinator of the reported discrimination. If the building principal or immediate supervisor is the subject of a complaint, the student, third party or employee shall report the incident directly to the Title IX Coordinator.

The complainant or reporting individual shall be encouraged to use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form, however, complaints shall be accepted in person, by telephone, by mail or email, or by any other means that results in the appropriate individual receiving the individual's verbal or written report. Verbal reports shall be documented using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form, and these procedures shall be implemented.

The Title IX Coordinator shall review reports and complaints and may gather additional information from the individual submitting the report and other parties identified in the report using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in this AR, or if the reported circumstances meet the definition and parameters of Title IX sexual harassment. The Title IX Coordinator shall determine whether the complaint is most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in 103-AR.2, or other applicable Board policies.

If the Title IX Coordinator determines that the report should be addressed through the discrimination complaint procedures, the Compliance Officer shall be notified and the complaint procedures in this 103-AR.1 implemented.

When any party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken for the party, while the discrimination complaint procedures are implemented. Such measures may include, but are not limited to, conducting a manifestation determination, functional behavioral assessment (FBA) or other assessment or evaluation, in accordance with applicable law, regulations or Board policy. FBAs must be conducted when a student's behavior interferes with the student's learning or the learning of others and information is necessary to provide appropriate educational programming, and when a student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability. (Pol. 113, 113.1, 113.2, 113.3)

Step 2 – Initial Communications/Supports. The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination. The building principal or immediate supervisor, in consultation with the Compliance Officer, Title IX Coordinator and other appropriate individuals, shall promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The building principal or immediate supervisor may provide the complainant information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or respondent.

The building principal or designee shall seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18) and inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, the building principal or designee shall explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination that affects other students.

The building principal or Compliance Officer shall provide relevant information on resources available in addition to the discrimination complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources, including counseling resources.

Informal Remedies - At any time after a complaint has been reported, if the Compliance Officer believes the circumstances are appropriate, the Compliance Officer may offer the parties involved in the complaint the opportunity to participate in informal remedies to address the reported conduct. Informal remedies can take many forms, depending on the case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, restorative practices, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services, or other measures to support the parties.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal remedies shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation to indicate agreement with the resolution and receive a copy, and forward it to the Compliance Officer. The Compliance Officer shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies and shall document all appropriate actions.

*If the informal remedies result in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer, or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to investigate and address violations of Board policy, and any other information appropriate to the specific complaint.

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination and retaliation issues and Board policy, and how to conduct investigations and draft an investigative report. The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation. The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant and the respondent may suggest additional witnesses and provide other evidence during the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians, and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory

should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented by the investigator.

Step 4 – Investigative Report. The investigator shall prepare and submit a written report to the Compliance Officer within thirty (30) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation, or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The investigative report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated Board Policy 103, and of any other violations of law or Board policy which may warrant further district action and a recommended disposition of the complaint. An investigation into discrimination or harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of Board policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the respondent shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written investigative report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

Step 5 – District Action. If the investigation results in a finding that some or all of the allegations of the discrimination complaint are founded and constitute a violation of Board policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the district education program or activity. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of Policy 103 or these procedures, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary. (Pol. 113.1, 218, 233, 247, 249) Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws and regulations. (Pol. 103, 104, 113.1, 218, 233, 317, 317.1)

Appeal Procedure. If the complainant or the respondent is not satisfied with a finding made pursuant to these procedures or with recommended corrective action, they may submit a written appeal to the Compliance Officer within fifteen (15) school days of receiving notification of the outcome of the investigation. If the Compliance Officer investigates the complaint, such an appeal shall be made to the Superintendent.

The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation. The person handling the appeal shall prepare a written response to the appeal within twenty (20) school days. Copies of the response shall be provided to the complainant, the respondent, and the investigator who conducted the initial investigation.

ESSA Complaint Procedures

Every Student Succeeds Act of 2015 (ESSA) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the district has adopted the following procedures.

Definition: A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a) A statement that PDE or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs under Every Student Succeeds Act.
- b) The facts on which the statement is based.
- c) Information on any discussions, meetings, or correspondence with PDE or the LEA regarding the complaint.

Local Complaint Procedures

- 1) Referral - Complaints against the Bangor Area School District will be received in writing by the principal.
- 2) Acknowledgement – The Principal will acknowledge receipt of the complaint in writing.
- 3) Investigation – The Principal will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action by the district is required. If the problem cannot be informally resolved, it will be referred to the Director of Student Services.
- 4) Opportunity to Present Evidence – The Director of Student Services may, in his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- 5) Report and Recommended Resolution – Once the Director of Student Services has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Director of Student Services will issue the report to the complainant, complainant’s representative, Superintendent, and Principal.
- 6) Right to Appeal – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
- 7) Follow-Up – The Director of Student Services will ensure that the resolution of the complaint is implemented.
- 8) Time Limit – The period between Bangor Area School District’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint

Complaints should be addressed as follows:

Mrs. Cara McCormick, Principal Five Points Elementary School 363 Five Points Richmond Road Bangor, PA 18013	Mr. Geroqe Angelopoulos, Principal Washington Elementary School 381 Washington Blvd. Bangor, PA 18013
Mrs. Kimberly Kochanski, Principal DeFranco Elementary 267 Five Points Richmond Road Bangor, PA 18013	Mr. Jason Clifford, Principal Bangor Area Middle School 401 Five Points Richmond Road Bangor, PA 18013
Dr. Joseph Kondisko Federal Programs Coordinator 123 Five Points Richmond Road Bangor, PA 18013	Dr. William P. Haws III, Superintendent Bangor Area School District 123 Five Points Richmond Road Bangor, PA 18013
Mrs. Susan McCrone, Chief Division of Federal Programs 333 Market Street, 7th Floor Harrisburg, PA 17126-0333	

Review of Instructional Materials by Parents/Guardians and Students (*Board Policy 105.1*)

Parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. The district reserves the right to limit the number of requests to no more than one (1) per semester by any parent/guardian for each enrolled student.
2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the building principal.
4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
5. The district may take necessary action to protect its materials from loss, damage, or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
6. No parent/guardian or student shall be permitted to remove the material provided for reviewing or photocopying the contents of such file. The taking of notes by parents/guardians and students is permitted.

Extracurricular Eligibility Requirements

1. Academic Eligibility (Grades 7-12)

- a. Academic eligibility shall apply to any 7th-12th grade extracurricular activity that competes or performs.
- b. **Academic Probation** - On a weekly basis, a student who fails one (1) subject, grading period to date, will be placed on Academic Probation. The advisor/coach will notify the student. The advisor/coach may hold the student out of activities, including practices, contests, and performances to support the student in addressing the failing grade.
- c. **Academic Ineligibility**
 - i. *During Marking Periods*
 1. On a weekly basis, if a student is failing two (2) or more subjects, grading period to date, as of Friday of that week, they will be academically ineligible to compete or perform for seven (7) subsequent days, Sunday through Saturday.
 2. Participation in non-competing activities such as practice or rehearsals, is at the discretion of the advisor/coach.
 3. No student will be dismissed from class during academic ineligibility to participate in extra-curricular activities.
 - ii. *End of Marking Period (quarterly)*
 1. At the end of the marking period, any student who has failed two (2) or more courses will be ineligible to compete or perform for a minimum of fifteen (15) school days starting the day report cards are issued until the first Friday of the new marking period eligibility is calculated.
 2. Final marking period grades will be used to determine eligibility at the end of a marking period. An evaluation of the student's academic performance during the minimum fifteen (15) school days will determine whether they can resume competition or perform.
 3. Participation in non-competing activities such as practice and rehearsals, is at the discretion of the advisor/coach.
 4. No student will be dismissed from class during academic ineligibility to participate in activities.
 - iii. *End of School Year*
 1. At the end of the school year, a student who has failed three (3) or more courses for the year will be ineligible for the first 15 school days of the following school year until the first Friday of the new marking period eligibility is calculated.
 2. Final course grades of courses taken during the year (regardless of which semester) are used to determine academic eligibility at the end of the school year.
 3. Successful participation in district-approved summer or credit recovery programs may be used to meet academic eligibility standards.
 4. Students who have not met this requirement will be ineligible to compete or perform the first fifteen (15) school days of the following school year until the first Friday of the new marking period eligibility is calculated.
 - iv. *Transfer Students*
 1. Students who transfer to the district must comply with the established academic guidelines.
 2. Academic eligibility will not be determined until the district receives official records from the ascending school.
 3. The student may participate in non-competing activities such as practices and rehearsals at the discretion of the coach/advisor but shall not compete or perform until official records are received.

4. The academic standing from the preceding week, grading period or year from the ascending school shall be used to determine academic eligibility.
 - v. *Special Events* - Academic eligibility will not apply to special events, such as proms and class activities in which the entire class is allowed to participate.
2. Attendance Eligibility (Students K-12)
 - a. **Absences**
 - i. Students must attend school to participate in an extra-curricular activity.
 - ii. Students absent from school will not be able to participate in or attend any extra-curricular activities for that day, unless approved by the principal or designee.
 - iii. Students absent from school on the last day of the school week may not participate in any weekend extracurricular activities, unless approved by the principal or designee.
 - b. **Tardy**
 - i. Any student-athlete who is more than forty (40) minutes tardy to school will not be eligible to participate in a scheduled athletic contest on that day.
 - ii. The daily attendance record indicates the arrival time of students. The arrival time reported in this record will serve as the determining record.
 - iii. Exceptions to this policy may be granted to students who have prior approval by the principal or designee.
 - iv. A student who is late to school due to a medical appointment may be granted permission to participate if a written excuse from a health care professional is provided to the attendance office when the student reports to school.
 - v. The Principal or Director of Athletics and Facility Usage reserves the right to waive this rule under certain circumstances.
3. Discipline Eligibility (Students K-12) In the event a student has been disciplined in school and has been assigned a disciplinary consequence, the following guidelines shall apply.
 - a. **Detention** - Students assigned an after-school detention are not excused from detention to participate in their extra-curricular activity.
 - b. **School Exclusions**
 - i. Exclusion removes the student from the classroom and revokes all privileges during the period of the exclusion, including extra-curricular activities. This includes practice, rehearsals, competitions, performances, and any activity connected to the extra-curricular activity.
 - ii. Exclusions include in-school suspension, out-of-school suspension, and expulsion.
 - iii. A student may not participate in extra-curricular activities until the first school day following the last day of an exclusion.
 - c. **Criminal Charges**
 - i. Any student-athlete who is the subject of a criminal investigation or has been formally charged with a crime may be suspended from participation in extracurricular activities pending administrative review. Student athletes are responsible to notify their coach and/or Director of Athletics when they are the subject of a criminal investigation or charged with a crime. Failure for a student to report this information may result in a suspension from participation in extracurricular activities.
 - ii. Upon conviction or plea of guilty or a plea of no contest,
 1. the case will undergo administrative review to determine extra-curricular participation.
 2. referral to SAP.
 3. referral to other appropriate agencies.
 - iii. Upon acquittal or dismissal of the charges, the student will be reinstated to the extracurricular activity as a member in good standing.

Review of Board Policies

Board policies are available to employees and the community through the district website (www.bangorslaters.com). The district provides annual notice to parents/guardians and students of all policies, including those outlined in this handbook, and not limited to the following:

- (a) 006. Meetings
- (b) 104. Nondiscrimination in Employment Practices
- (c) 123. Interscholastic Athletics
- (d) 123.1. Concussion Management
- (e) 123.2. Sudden Cardiac Arrest
- (f) 127. Assessments
- (g) 138. Language Instruction Educational Program for English Learners
- (h) 142. Migrant Students
- (i) 143. Standards for Persistently Dangerous Schools
- (j) 144. Standards for Victims of Violent Crimes
- (k) 200. Enrollment of Students
- (l) 209.1. Food Allergy Management
- (m) 209.2. Diabetes Management
- (n) 209.3. Emergency and First Aid Treatments
- (o) 222. Tobacco and Vaping Products
- (p) 226. Searches
- (q) 235. Student Rights/Surveys
- (r) 246. School Wellness
- (s) 250. Student Recruitment
- (t) 312. Evaluation of Superintendent
- (u) 604. Budget Adoption
- (v) 619. District Audit
- (w) 621. Local Taxpayer Bill of Rights
- (x) 626. Federal Fiscal Compliance
- (y) 705. Facilities and Workplace Safety
- (z) 707. Use of School Facilities
- (aa) 716. Integrated Pest Management
- (bb) 718. Service Animals in Schools
- (cc) 805. Emergency Preparedness and Response
- (dd) 806. Child Abuse
- (ee) 808. Food Services
- (ff) 810. Transportation
- (gg) 823. Naloxone
- (hh) 824. Maintaining Professional Adult/Student Boundaries
- (ii) 904. Public Attendance at School Events
- (jj) 906. Public Complaint Procedures
- (kk) 916. Volunteers
- (ll) 918. Title I Parent and Family Engagement

Section 6 – Special Services

Special Education / Disability Accommodations (*Board Policy - 113*)

The district, either directly or through various other education agencies, including CIU20, provides special education services and/or disability accommodations that may be required by children with special needs. Parents/Guardians who wish to request accommodations, a screening and/or an evaluation for their child, may do so by contacting the principal or counselor. All information gathered through a screening and/or evaluation are considered educational records and are subject to all of the confidentiality protections of the Family Educational Rights and Privacy Act (FERPA).

PA Chapter 14/IDEA

The district provides programs and services in accordance with the Individuals with Disabilities Education Act (IDEA) and PA Chapter 14 Special Education Services and Programs. The provisions of Chapter 14 ensure that all students with disabilities have available to them a free appropriate public education that is designed to enable the students to participate fully and independently in the community, including preparation for employment or higher education. Chapter 14 also ensures that the rights of students with disabilities and parents of these students are protected. Parents/Guardians who wish to request an evaluation for their child may do so by contacting their child's building principal, guidance counselor, or the Special Education Department. All information gathered through the screening and/or evaluation are considered educational records and are subject to all the confidentiality protections of FERPA.

Section 504/PA Chapter 15 (*Board Policy - 103.1*)

The district ensures that otherwise qualified handicapped students who have physical, mental, or health impairments have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate to the ability of the protected handicapped student in question. The district provides these students with the aids, services, and accommodations that are designed to meet the educational needs of protected handicapped students as adequately as the needs of non-handicapped students are met. These aids, services, and accommodations may include, but are not limited to, special transportation, modified equipment, adjustments in the student's roster or the administration of needed medication. Services and protections for protected handicapped students who qualify for Chapter 15 are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact your child's building principal, school nurse, or guidance counselor. All information gathered through the evaluation process is considered educational records and is subject to all FERPA confidentiality protections.

Gifted Education/PA Chapter 16 (*Board Policy - 114*)

The district provides individualized Gifted Education programming to students who qualify for Gifted Services under PA Chapter 16. Parents/Guardians who wish to request a gifted screening and/or evaluation for their child may do so by contacting their child's building principal or guidance counselor. All information gathered through the screening and/or evaluation are considered educational records and are subject to all the confidentiality protections of FERPA.

Section 7 – Student Services (Policy 146)

School Counseling Program (*Board Policy - 112*)

The Bangor Area School District School Counseling Department assists students to develop to the maximum of their ability not only educationally, but also vocationally, personally, and socially. Some young people need a great deal of individual assistance to make the most of the opportunities that school offers. The school, likewise, needs special knowledge of the students to make the school experience valuable to them. The center of the guidance program is the student. Although students may be called to the guidance office throughout the school year, students are encouraged to reach out to them for support. Students or parents/guardians can make appointments for conferences, which the school counselors welcome, to discuss career, college, scheduling, and/or social or personal issues.

Student Assistance Program (S.A.P.) (*Board Policy - 236*)

The SAP team of the Bangor Area School District provides ways for educators to identify and help students who have serious problems that interfere with their achieving success in school. This established support system is not a treatment program. Rather, its purposes are to recognize students in crisis; provide direction and support for them; refer them to appropriate community agencies or support groups; provide communication lines among teachers, parents/guardians, and students; create a school environment where all students can learn; and help to assist in minimizing the disruptions in school caused by a student's serious personal crisis.

The heart of the program is the SAP Team, which is a core group of school personnel, who are specially trained to work with these students in the following crisis areas; chemical substance abuse; depression and suicide; child abuse; eating disorders; and violence prevention. If students, parents, staff, or community members have a concern about a student, they can make a referral to the SAP Team by contacting the guidance department.

Suicide Prevention (*Board Policy - 819*)

Suicide will have a significant impact on the lives people, families, and communities.

Everyone can play a role in helping to prevent suicide by being aware of the warning signs of suicidal behaviors. This link provides the current list of risk factors and suicidal warning signs. (<https://afsp.org/about-suicide/risk-factors-and-warning-signs>)

- What you can do if you believe someone is at risk of suicide:
 - Do not leave the person alone.
 - Ask them if they are thinking about killing themselves. This will not put the idea into their heads or make it more likely that they will attempt suicide.
 - Call the U.S. National Suicide Prevention Lifeline at 800-273-TALK (8255).
 - Take the person to an emergency room or seek help from a medical or mental health professional.
 - Remove any objects that could be used in a suicide attempt.

Education of Homeless Children and Youth (*Board Policy - 251*)

The McKinney-Vento Act defines children and youth who are homeless (twenty-one [21] years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and include but is not limited to children and youth who are:
 - Sharing the housing of other persons due to loss of housing.
 - Experiencing economic hardship.
 - Experiencing a similar reason sometimes referred to as “double-up.”
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are aware of children who may qualify according to the above criteria, immediately notify your building administrator and/or school counselor. The district provides the following assurances to parents of homeless children:

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin, which is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include special notices of events, parent-teacher conferences, newsletters, and access to student records.

Bangor Alternative to Support Education (B.A.S.E.)

The B.A.S.E. program provides a small, structured learning environment and counseling for students whose behaviors indicate a need for additional supports. The B.A.S.E. program is designed as a short-term intervention to address student behaviors. The program provides a combination of academic instruction and counseling. The primary goal is to assist students to return successfully to their traditional education setting. The program is created to provide services for up to fifteen (15) students in grades 7-12. The Bangor Area School District may not use the program to discriminate on the basis of race, national origin, disability, and/or any other category. The B.A.S.E. program will help students work on behaviors while, at the same time, maintaining their academic program. Once students meet their goal(s) and/or term of placement, they transition back to their traditional education setting.

Virtual Instruction (Board Policy - 141)

The Board authorizes the use of virtual instruction for regular and special education purposes when approved by the Superintendent or designee. Virtual instruction shall only be offered to registered students in the Bangor Area School District. A student shall be present for attendance purposes if the student participates in virtual instruction and complies with other measures of attendance established by the Superintendent or designee. No teacher or administrator shall be required to provide virtual instruction for a student's routine illness or absence.

Students and employees participating in virtual instruction must comply with all Board policies and administrative regulations. Any student participating in virtual instruction who is visible to other students and/or teachers must abide by the district's dress code. Students participating in virtual instruction shall continue to be subject to the District's Code of Conduct. Virtual instruction which utilizes the district's technology or network shall be subject to the District's Acceptable Use of Electronic Communications and Information Systems (CIS) policy. All records and materials related to virtual instruction shall be maintained in compliance with federal and state privacy laws and regulations.

Students with Disabilities or Individualized Education Programs (IEP)

Virtual instruction shall at all times be in conformity with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and related federal and state laws. Nothing in this policy shall alter or affect a student's Individualized Education Program (IEP) or Section 504 Service Agreement.

Course Credit and State Examinations

Successful completion of coursework offered through virtual instruction shall be applied to a student's transcript and count towards credit and graduation requirements at applicable grade levels. Virtual instruction shall not alter or amend student participation in PSSA, Keystone, or other state-wide testing in accordance with state mandates. Participation in virtual instruction shall count towards a student's qualification for athletics and extracurricular activities.

Section 8 – Bullying/Harassment/Hazing

Each student and parent are responsible to maintain an educational environment free from all forms of bullying. Each student shall be responsible to respect the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying. The district expects students and parents/guardians who become aware of an act of bullying to report it to the building principal for further investigation. Any student who retaliates against another person for reporting bullying may be subject to appropriate disciplinary consequences.

Bullying/Cyberbullying Complaint Procedure (*Board Policy - 249*)

1. A student shall report a complaint of bullying, orally or in writing, to a school employee, volunteer, and/or contractor, who shall inform the student of his/her rights and of the complaint process. The school employee, volunteer, and/or contractor must report the problem within twenty-four (24) hours to the building principal, who shall verify that the student was informed of his/her rights and of the complaint process. If the building principal is the subject of a complaint, the school employee shall report the complaint directly to the Assistant Superintendent or Superintendent.
2. The principal or designee, or, if applicable, the Assistant Superintendent/Superintendent, shall immediately conduct a prompt, impartial, thorough, and confidential investigation of the alleged bullying behavior, which should include interviewing the accused and the complainant. Since harassment and bullying are closely related types of behavior, if it is determined that, as per School Board Policy 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of School Board Policy 248.
3. The principal or designee or, if applicable, the Assistant Superintendent/Superintendent, shall summarize the investigation as per school procedures, recommending disposition of the complaint.
4. If the investigation results in a substantiated charge of bullying, the building principal or designee or, if applicable, the Assistant Superintendent / Superintendent, will inform parents/guardians of the victim and the person accused, and the district shall take prompt corrective action to ensure the bullying ceases and will not recur. Such action may include guidance counseling, change of seating, change of class or schedule, other methods for separation of the accused and complainant, counseling, detention, suspension, or expulsion.
5. If it is concluded that a student has made false accusations, such student may be subject to disciplinary action, consistent with the Code of Conduct.

Unlawful Harassment Complaint Procedure – Student/Third Party (*Board Policies – 103 and 103.1*)

Step 1 – Reporting

- A student or third party who believes s/he has been subject to conduct by any student, employee, or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.
- A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly make any mandatory police or child protective services reports required by law.
- If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Committee.
- The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance committee, or to put the complaint in writing; however, oral complaints shall be accepted, documented, and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality, and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

- The Compliance Committee shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.
- The investigator shall work with the Compliance Committee to assess the anticipated scope of the investigation, who needs to be interviewed, and what records may be relevant to the investigation.
- The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct that took place away from school property, school-sponsored activities, or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.
- The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians, and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.
- If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Committee, who shall promptly inform law enforcement authorities about the allegations.
- The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

- The investigator shall prepare and submit a written report to the Compliance Committee within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, the anticipated extent of the investigation, or the availability of witnesses requires the investigator and the Compliance Committee to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.
- The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.
- The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

- If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such

conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Committee shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

- If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.
- Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Unlawful Harassment Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Committee within fifteen (15) days. If the Compliance Committee investigated the complaint, such an appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused, and the investigator who conducted the initial investigation.

Hazing (Board Policy - 247)

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:

- Violate federal or state criminal law.
- Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
- 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.
- Endure brutality of a sexual nature.
- 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:

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

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

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

- The consent of the student was sought or obtained, or
- 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.

Threat Assessment (Board Policy – 236.1)

The threat assessment team is a prevention strategy and 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 key responsibilities of the Threat Assessment Team are to:

- a) Provide materials for students, school employees, and parents/guardians.
- b) Assess and respond to reports of threats from varying resources; make appropriate determinations, referrals, and notices; and
- c) Provide information necessary for annual reporting to the School Board of Directors.

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Section 9 – School Health Services

Health Room Services (*Board Policy - 209.3*)

A school nurse is available for emergency health care. The school nurse maintains health records for each student. Parents and guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information regularly, especially when a student's needs change.

Non-Emergencies

For non-emergencies, students must secure permission from a staff member prior to visiting the school nurse.

Illness/Injury in School

In the event of a student being injured, every effort will be made to contact the parent/guardian by phone. If the parent/guardian cannot be reached, then authorized persons will make necessary arrangements for transportation of the student to an appropriate medical facility.

Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury. Illnesses or injuries that occur during the school day should be reported immediately to a staff member or school nurse. Ongoing health care for student illness or injury is the responsibility of the student's personal physician.

Scheduled Screenings

The school nurse will administer student vision, hearing, height, and weight screenings each school year without parental consent. Parents/Guardians will be notified as defined by the Pennsylvania Department of Health.

Confidentiality of Medical Information

In accordance with School Code section 14-1409, to the extent necessary to protect the health of a student, staff members will be notified of health conditions that pose a threat to the health of the student. Unless a parent or guardian provides written authorization, the medical information provided directly to the school nurse will only be disclosed by the school nurse's office to school staff to the extent necessary to protect the health of a student.

Use of Medications in School (*Board Policy - 210*)

As per School Board policy, the term medication includes all medicines prescribed by a licensed prescriber and any over-the-counter medicines. The term also includes remedies or pharmaceutical products (including herbal substances, performance enhancers, and nutritional supplements). All standing medication orders and parental consents shall be renewed at the beginning of each school year.

All medications, except for those listed in the Self-Administration of Medication Section below, must be properly authorized by a licensed prescriber and dispensed by the school nurse. This includes over-the-counter medications, prescription medications, and all other substances defined by the policy on medication. A student who does not adhere to this requirement may be subject to disciplinary action for improper use of a controlled substance on school grounds.

Self-Administration of Medications (*Board Policy - 210.1*)

A student shall be permitted to carry his/her own epi-pen, inhaler, and/or insulin. For the student to do so, the parent/guardian must provide the school nurse with a copy of the physician's order for the emergency medication. The district encourages the student to have a backup epi-pen, inhaler, and/or insulin dose in the nurse's office. The district encourages the use of peak flow meters. Students who are permitted to self-carry medications are not permitted to allow any other student to carry the medication and must keep the medication in a safe place always.

Nurse Administration of Medications

All other medications shall be administered by the school nurse upon proper receipt of an order from a licensed prescriber. In addition to hand delivery, orders from the licensed prescriber may be faxed to the High School at (610) 599-7043; to the Middle School at (610) 599-7045; to Washington Elementary School at (610) 599-7046; to Five Points Elementary School at (610) 599-7042; and to DeFranco Elementary School at (610) 599- 7041.

No medication will be given without a proper order and permission signed by the parent/guardian. This includes all over-the-counter medication (Tylenol, cough syrup, antihistamines, and other substances defined by policy as medication). The written order of the prescriber shall include the purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, the length of period for which medication is prescribed, and possible side effects. Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone, and federal DEA (Drug Enforcement Agency) number of the pharmacy
2. Student's name
3. Directions for use (dosage, frequency, and time of administration, route, special instructions)
4. Name and registration number of the licensed prescriber
5. Prescription serial number
6. Date originally filled
7. Name of medication and amount dispensed
8. Controlled substance statement, if applicable

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber. Students may bring in cough drops and use them in class as needed. Medication will not be dispensed by the school nurse unless it is in the original container with appropriate label and instructions. Do not send individual doses (loose pills) in plastic baggies or envelopes.

All medication should be brought to the nurse's office or main office immediately upon arrival at school. Parents/Guardians of students who need medication to treat ADD/ADHD at school should contact the school nurse for instructions and separate policy. Medications to treat ADD/ADHD must be delivered in person by a parent/guardian or designated adult and counted with the school nurse.

The school nurse shall maintain a record of the name of the student to whom medication may be administered, the licensed prescriber, the dosage and timing of medication, and a notation of each instance of administration. The requests must be made annually and cannot carry over from one year to the next. Parents/Guardians are expected to pick up unused medication at the end of the school year. Medications not picked up within two (2) weeks after the end of the school year will be discarded.

Administration of Medication During Field Trips and Other School-Sponsored Activities (*Board Policy - 210*)

Considerations when planning for the administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Self-administration during trips/activities
2. Assigning school health staff to be available
3. Utilizing a licensed person from the district's substitute list
4. Contracting with a credible agency that provides temporary nursing services
5. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the district and the individual
6. Addressing with the parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose
7. Asking a parent/guardian to accompany the child on the field trip, with proper clearances
8. Arranging for medications to be provided in an original labeled container with only the amount of medication

needed while on the trip.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities. Volunteers on such trips and/or at such activities shall be informed, as necessary, about specific medication needs of the students in their care. If to maintain sufficient health to participate in a school-sponsored field trip or other school-sponsored activity, a student must be given medication, then the following procedure shall be adhered to:

Administration

Whenever possible, parents/guardians are requested to administer the medication at home. All medications, whether prescription or non-prescription, that are to be dispensed during school hours or during a student's participation in a school-sponsored field trip or other school-sponsored activity must be accompanied by a written authorization signed by the licensed prescriber and parent/guardian and follow all requirements of school policy.

When a student is to participate in a field trip or other school-sponsored activity and requires the administration of medication, every effort should be made to accommodate the child's parent/guardian on the trip, so he/she can distribute the medication. If a parent/guardian cannot attend the field trip or other school-sponsored activity and prescribed medication must be administered, procedures under the Responsibility section below must be followed.

Responsibility

During a day that a student would be participating in a field trip or other school-sponsored activity located off school grounds, medication will be dispensed according to the student's IEP or Section 504 plan or, if none is applicable, according to prior written authorization by the parents/guardians. One of the following options may apply:

1. By the school nurse, at the regularly scheduled time, if the student is in the building either prior to or after the field trip or other school-sponsored activity.
2. By the parent/guardian, at the designated time, if he/she is a chaperone for the field trip or other school-sponsored activity.
3. By self-administration by the student in the presence of a teacher in the absence of a school nurse, health assistant, parent/guardian, or administering teacher.
4. The timing of the administration of the medications may be adjusted for the day with written consent of the licensed prescriber and parent/guardian so the student receives his/her medication prior to or upon return from the field trip or other school-sponsored activity.
5. The parent/guardian may choose to have his/her child not receive his/her medication on the day of the field trip or other school-sponsored activity.
6. The medication and written directions and authorization for administration will be given to the school nurse prior to the field trip or other school-sponsored activity. The authorization will include the name of the student, date of the trip or other school-sponsored activity, time of the trip or other school-sponsored activity, dosage, name of the medication, and time to be administered.

Physical Examinations (Board Policy - 209)

Physical examinations are required for students upon original entry, sixth grade, and eleventh grade. With the written consent of the parent(s)/guardian(s), the school physician will conduct these examinations. Students may have their private physicians conduct these examinations at their own expense. Examination forms are available in the school nurse's office.

Dental Screenings (Board Policy - 209)

Dental screenings are required for students upon original entry, third grade, and seventh grade. The school dentist is available, with written parental consent, to perform dental screenings. Students also have the option to have their private dentist perform the required screening at their own expense. Screening forms are available in the school nurse's office.

Required Immunizations for Attendance K-12 (Board Policy - 203)

Diphtheria, tetanus, and pertussis – four (4) or more properly spaced doses administered in a combination form (diphtheria, and tetanus toxoids and acellular pertussis (DTaP) or diphtheria and tetanus toxoids and pertussis (DTP)). If the student has a contraindication to the pertussis vaccine, the student shall receive the diphtheria-tetanus toxoid vaccine (DT) to complete the vaccination series. The fourth dose will be administered on or after the fourth birthday.

Poliomyelitis – four (4) properly spaced doses of either oral polio vaccine or inactivated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. The fourth dose shall be administered on or after the fourth birthday and at least six (6) months after the previous dose.

Measles (rubeola), mumps, and rubella (German measles) – One (1) of the following:

1. Multiple antigens – two (2) properly spaced doses of live attenuated measles, mumps, and rubella combination vaccine, the first dose administered at twelve (12) months of age or older.
2. Single antigens – in the event the antigens were given separately, and not in a combination vaccine, the dosage is as follows:
 - a. Two (2) properly spaced doses of live attenuated measles vaccine, the first dose administered at twelve (12) months of age or older.
 - b. One (1) dose of live attenuated rubella vaccine, administered at twelve (12) months of age or older.
 - c. Two (2) properly spaced doses of live attenuated mumps vaccine, administered at twelve (12) months of age or older.
3. Evidence of immunity – may be shown by a history of measles and rubella immunity proven by laboratory testing by a laboratory with the appropriate certification and a written statement of a history of mumps disease from a physician, certified registered nurse practitioner or physician assistant.

Hepatitis B – three (3) properly spaced doses, or a two (2) dose vaccine regimen approved by the Food and Drug Administration, or documented immunity through a laboratory test. The vaccine may be administered as a single antigen vaccine or in a combination form.

Varicella (Chickenpox) – two (2) properly spaced doses with the first dose administered at twelve (12) months of age or older, which may be administered as a single antigen vaccine or in combination form. Evidence of immunity may be shown by a laboratory test or by a written statement from a physician, certified registered nurse practitioner or physician assistant.

Required for Entry Into 7th Grade/School Year When Student Turns Twelve (12) Years of Age

In addition to those required for attendance in K through 12, the following immunizations are required for entry into 7th grade or, in an ungraded class, in the school year when the student turns twelve (12) years of age:

- Tetanus and diphtheria toxoids and acellular pertussis (Tdap) – one (1) dose of Tdap in a combination form.
- Meningococcal Conjugate Vaccine (MCV) – one (1) dose.

Required for Entry Into 12th Grade/School Year When Student Turns Eighteen (18) Years of Age

In addition to those required for attendance in K through 12, the following immunization is required for entry into 12th grade or, in an ungraded class, in the school year when the student turns eighteen (18) years of age:

- Meningococcal Conjugate Vaccine (MCV) – one dose. A dose of MCV received at the age of sixteen (16) years or older shall count as the 12th-grade dose.

Vaccination Administration Grace Period

A vaccine dose administered within the four-day period prior to the minimum age for the vaccination or prior to the end of the minimum interval between doses will be considered a valid dose of the vaccine. A vaccine dose administered more than four (4) days prior to the minimum age or interval will be considered invalid, and the dose will have to be repeated.

Self-Administration of Medications (*Board Policy - 210.2*)

Students requiring the administration of medications on a field trip or other school-sponsored activity will be allowed to carry and self-administer the medication if the following criteria have been met:

1. The licensed prescriber and parent/guardian have completed a consent statement that addresses the administration of medications for their child.
2. The parent/guardian has certified in writing that the student can determine when the medication is to be taken, that the medication will be properly labeled, and that the student has the necessary information for self-administration.
3. The student has on file in the school nurse's office appropriate current authorization for the administration of medication that meets all the criteria in the medication policy.
4. The student has on file in the school.
5. Students are responsible the day of the trip or other school-sponsored activity to obtain their own medication to carry on the field trip or other school-sponsored activity. The medication must be properly labeled.

Only an appropriate dose of the required daily dose of medication should be sent on a field trip or other school-sponsored activity with the student.

Use of Naloxone (*Board Policy - 823*)

As a means of enhancing the health and safety of its students, staff, and visitors, the district may, but is not required to, obtain, maintain, and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose.

Excuse for Inability to Attend Due to Medical Needs

A student may receive a temporary excusal from the 180-day state-mandated attendance requirement if the student is unable to attend school due to a disability. For more information, please see the Attendance Section of this Handbook.

Health Education - HIV/AIDS Instruction

The Commonwealth of Pennsylvania requires all school districts to provide instruction about Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and related issues to its students at least once in the elementary grades, at least once in the middle school grades, and at least once in the high school grades. This instruction is included in the health curriculum and includes information about the nature of the disease, the lack of a cure, the ways the disease is transmitted, and how infection can be prevented.

The district will excuse a pupil from HIV/AIDS instruction when it conflicts with the religious beliefs or moral principles of the pupil or his/her parent or guardian. This request must be in writing to the principal of the child's school. Detailed curriculum outlines and materials used in the instruction are available for review upon request.

Section 10 – Transportation

Our school district utilizes the services of Student Transportation of America (STA) to transport our students. The District and STA work together to provide safe and efficient transportation for all students. The district reserves the right to modify student transportation assignments, vehicle routes, and pick-up/drop-off times. School policy has been developed and will be used to gain a consistent level of operation from one school to another within the district; to help ensure the safety of all students assigned to the various schools within the district, and to have a more accurate method for identifying the location of students during the times of school vehicle transportation.

School vehicle ridership is a privilege and not a right. Misconduct by student passengers will result in having transportation privileges suspended. The district reserves the right to suspend a disruptive student from school-sponsored transportation, and students who misbehave may be denied the privilege of riding the school vehicle, in which case parent(s)/guardian(s) must make alternate arrangements to transport their children to school.

School-Sponsored Transportation Assignments and Routes

Students will not be permitted to ride any school buses or other school-sponsored vehicles other than vehicles initially assigned by the district. Primary transportation will be designed to transport students to and from the school or schools assigned from their place of residence.

All times of pick-up and return of students are approximate. Parent(s)/Guardian(s) are responsible for having their children at the bus stop on time, as well as ensuring that proper arrangements are made for their children's supervision upon return to the bus stop at the end of the school day. Suspension from the vehicle is not an excuse for being absent from school unless the infraction is of a serious nature, in which case a school suspension may be assigned in addition to the bus-riding suspension. Parent(s)/Guardian(s) will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

Audio and Video Monitors on School Vehicles (*Board Policy - 810.2*)

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on District-owned, operated, or contracted school buses or school vehicles. Thus, the District authorizes the use of video and audio recording on school buses and school vehicles. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording. In addition, the district complies with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record are maintained in accordance with established student record procedures governing access, review, and disclosure of student records.

The use of video and audio recording cameras allows for the recording of the behavior of the students and the bus driver's methods of managing student behavior. The school bus or vehicle will have a special box installed in the front, which can house such a camera. If there is a student behavior problem, the recording may be reviewed by the district administration and/or a member of the transportation department. Discipline infractions will be handled by the student's building principal and/or his/her designee, who may review the recording, inform the student(s) and their parent(s)/guardian(s) of the behavior infraction, and administer appropriate discipline. If you would like more information, a copy of School Board Policy No. 810.2, titled *Transportation – Video/Audio Recording*, is available on the district's website.

Transporting Items

On school buses, vans, and other school-sponsored vehicles, students may transport items that can be secured safely without encroaching on the aisle space and/or adjacent student seating space. Items that cannot be secured safely, or present a danger of dislodging or becoming airborne, or impair the view of the driver will not be permitted.

Change of School Vehicle

Parents/Guardians may request that a student be reassigned to a different bus stop and/or a different bus route than the original assignment only for the following reasons:

1. Change of residence.
2. Change of permanent daycare, babysitter.
3. Legal shared custody, with student residing in two (2) different district households and a copy of the agreement on file in the school office.

All requests for alternate bus stops must be submitted in writing using the Alternate Bus Stop Request Form. The parent/guardian must complete and submit the form to the building principal.

Transportation of Kindergarten Students

The district requires a parent/guardian to be present at the bus stop when a kindergarten student disembarks their school bus or school vehicle. A substitute parent/guardian (parent proxy) or sibling can be authorized to meet a kindergarten student at the stop and take them home. In such case, a written request must be submitted using the Kindergarten Parent/Guardian Proxy Authorization Form to the school prior to the parent proxy meeting the child at the bus stop.

Any parent proxy must be at least eighteen (18) years of age or a sibling who is at least twelve (12) years of age. Kindergarten students will not be dropped off to unauthorized persons. A valid photo ID may be required. If the parent/guardian and/or approved proxy is not at the stop, the child will be returned to the school where he/she will wait for a parent/guardian or approved proxy to pick him/her up.

Transportation Contact Information

The district transportation liaison is the Assistant to the Superintendent and can be reached at (610) 588-2163. STA may be contacted at (610) 588-3590. We encourage parent(s)/guardian(s) to contact STA first regarding questions/concerns relating to school bus or school-sponsored transportation.

Activity Bus (Secondary Only)

An after-school activity bus will be available Monday through Thursday. Students must have an activity bus permission slip signed by a parent/guardian and filed in the main office. Students must sign up for the bus in the main office no later than 12:00 noon on the day they intend to ride the activity bus. Please keep in mind that the use of the activity bus is a privilege, and appropriate student behavior is expected.

The routes and stops of the late bus are not home delivery and are different from the normal bus runs. The late bus is scheduled to leave the middle school around 3:30 p.m., but all delivery times are approximate and may vary. For information regarding activity bus stops, please contact the main office.

Alternate Bus Stop Request

Parents/Guardians may request that a student be reassigned to a different bus stop and/or a different bus route than the original assignment only for the following reasons:

1. Change of residence.
2. Change of permanent daycare, babysitter.
3. Legal shared custody, with student residing in two (2) different district households and a copy of the agreement on file in the school office.

All requests for alternate bus stops must be submitted in writing using the Alternate Bus Stop Request Form. The parent/guardian must complete and submit the form to the building principal.

Student Parking and Traffic Violations (Please see also School Board Policy No. 223)

Bangor Area High School has designated parking areas for teachers, students, and other school personnel who provide their own transportation. Only students who are a junior or senior may qualify for a parking permit to park in an approved area on campus. These permits are obtained from the security office and must be displayed at all times the vehicle is parked on the school property. When applying for a permit, a student must bring to the office along with his or her completed application, driver's license, proof of insurance, and vehicle registration card. Parking permits are non-transferable. If more than one car will be driven to school, they must be registered with the district security office. All vehicles must be parked on high school property. Students may not drive a car other than the ones permitted. Criteria for obtaining parking permits will be as follows: Seniors, followed by Juniors on a first come first serve basis. Sophomores/Freshmen are not permitted to park on school grounds. Students with unexcused tardies and absences may lose parking privileges.

The following regulations will apply to all persons operating motor vehicles on school property:

1. Students who wish to receive a permit must have both student and parent/guardian signatures on the search waiver portion of the application. This waiver will allow any car to be searched at the discretion of a school administrator. Refusal to sign the waiver will mean a complete denial of parking privileges for the remainder of the school year.
2. Parking Permit Applications will be available at the High School Main Office. The completed application, along with a \$10.00 check made out to the Bangor Area School District, must be turned in no later than the date listed on the application.
3. Only students with approved parking tags will be permitted to park on school property beginning on the first day of school. All tags should be displayed on the rearview mirror. This tag will identify the lot and space of the car.
4. No car without a parking tag will be permitted on the parking lot. Parking tags must be displayed while the vehicle is on school property. Application for a parking permit may also be obtained during the school year upon acquiring a legal operator's card on a first-come, first-served basis.
5. Faculty and students will park as directed by the Bangor Area School District Police Department at the start of the school year. Changes will occur at their discretion.
6. Drivers and riders shall park their cars and proceed immediately to enter the building. There shall be no loitering or congregating in or around the parking lot.
7. Cars shall not park along the yellow curb or bus loading area. Bus lanes must be kept open always.
8. There will be no parking on the highway in front of the building.
9. Smoking is prohibited in cars on school property.
10. Littering in the parking area is not permitted.
11. No driver of any vehicle at any time shall exceed a speed of 15 miles per hour while on school grounds or on the highway governed by school zone signs.
12. Student drivers who leave school before dismissal at 2:05 p.m. without permission of the principal will have their parking privileges suspended or revoked.
13. Persons who violate these regulations will have their driving and parking permits suspended or revoked. Any vehicle parked on school property without a parking permit is subject to fines or being towed from school property at the owner's expense.
14. All school rules and regulations apply within the parking area, as well as on the rest of the school grounds. Any disciplinary infractions occurring in the vehicle, in the parking area, or elsewhere on school grounds shall be dealt with accordingly.

Student Parking Guidelines

Bangor Area High School recognizes the importance of ensuring the orderly and safe parking of student vehicles on the high school campus. With this in mind, we establish such rules and regulations to allow students who have a legitimate reason to park on campus and are either a junior or senior, to park their vehicle in an approved area on school property. As with any set of regulations, in order to enforce them a list of sanctions must accompany these regulations. For those students who violate the regulations, Bangor Area High School will impose the following system of fines and/or disciplinary measures.

Student Violations of Parking or Traffic Rules/Regulations and Fines

Violation	1st Offense	2nd Offense	Other
No Permit Displayed	Warning and/or \$10 fine	\$10 fine	Subsequent violations may result in an additional \$10 fine as well as possible disciplinary consequences including, but not limited to, in-school suspension and/or loss of driving privileges
Illegally Parked Cars	Warning and/or \$10 fine	\$10 fine	Subsequent violations may result in an additional \$10 fine as well as possible disciplinary consequences including, but not limited to, in-school suspension or loss of parking privileges At any time, the vehicle may be towed at the driver's/owner's expense. Dependent upon the circumstances, law enforcement may also become involved.
All other violations:	Warning and/or \$10 fine	\$10 fine	Subsequent violations may result in an additional \$10 fine as well as possible disciplinary consequences including, but not limited to, in-school suspension and/or loss of driving privileges. At any time, the vehicle may be towed at the driver's/owner's expense. Dependent upon the circumstances, law enforcement may also become involved.

Dependent upon the severity of the offense, any or all of the consequences above may be imposed. Law enforcement may also become involved. Failure of payment may result in a summary citation being issued in accordance with Title 75 of the Pennsylvania Vehicle Code.

The above fines must be paid within ten (10) days of receipt. If the fine is not paid by this time, a summary citation and/or driving privileges will be revoked until the fine is paid. Students who fail to pay the fine or who habitually receive fines for parking offenses will face disciplinary measures. If a student fails to pay, the fine obligation due policy will also be invoked. Students who are not eligible to receive parking permits and who drive to school will not only be fined but may also be suspended. All parking regulations, warnings, fines, etc., are at the discretion of the Bangor Area School District Police Department and administration.

Vehicle Removal Policy

Motor vehicles shall be removed from District property for the following reasons:

- Inoperative
- Not properly registered
- No valid parking permit
- Any vehicle creating a safety or sanitary risk
- Obstructing rights of ways or access roads

Vehicle removal shall be at the discretion of a District administrator or School Police Officer. Vehicles shall be removed by the owner upon verbal notification or by a certified towing company. All costs associated with the removal of a motor vehicle, or the cleaning of a safety or sanitary risk shall be the responsibility of the vehicle owner. The towing company stores vehicles removed from District property until claimed by the vehicle owner.

Section 11 – Procedures & Operations

Cafeteria

The district recognizes the importance of eating well-balanced meals within the course of a school day. Nutritious breakfasts and lunches are prepared daily utilizing the U.S. Department of Agriculture Food Guidance System Program Choose My Plate. Parents/Guardians may access nutritional guidelines online at www.chooseMyPlate.gov.

Breakfast

Breakfast is served each morning at all District Schools. At elementary schools, breakfast is available from 8:10 a.m. to 8:30 a.m. At the middle and high school, breakfast is available from 7:00 a.m. to 7:20 a.m. Breakfast menus are building-specific and can be viewed online at <https://www.bangor.k12.pa.us/domain/34>

Lunch

Lunch is served daily. Each school has multiple lunch periods. Students will spend the entire lunch period in the cafeteria. Lunch menus are specific to each building. Please see lunch menus online at <https://www.bangor.k12.pa.us/domain/34>. Questions or concerns regarding our food services should be directed to the Food Services Office at (610) 599-7021, Ext. 2870. The District Cafeteria uses a student account system. This system is a pre-paid program that allows students to deposit money into their meal accounts to be used to purchase meals, snacks, and beverages. Please read the following regulations.

Cafeteria Purchase Regulations

1) Making Purchases

- (a) Students are asked to pre-deposit money into their accounts to make purchases in the cafeteria.
- (b) Purchases can be made in cash. In fact, cash can be accepted at any service station during meal periods, but any change will be applied to the student's meal account to be used for future purchases.
- (c) All meal prices are set by the district and approved by the Board. Snacks and alternate beverages are priced separately. Meal prices can be found on the district website and school menus.
- (d) To make a meal, students must select foods from at least three (3) different food groups. At least one item must be a ½ cup fruit, ½ cup vegetable, or 4oz fruit juice. Students will be told at the register if they do not have the proper items to constitute a meal what they need to put on their tray to make a complete meal or each item will be charged separately
- (e) Free meal students will need money in their accounts only if they wish to buy snacks and alternate beverages.
- (f) To see if your child qualifies for free or reduced-price meals, apply online at www.schoolcafe.com or contact the food service office to get a paper application mailed home to you. It is the parent's responsibility to ensure that the application is submitted within the allocated grace period each school year. Please see the school website for more information regarding the grace period. Any negative balances accrued are the parent's/guardian's responsibility if an application is not received within this allocated time.

2) Making a Deposit into the Student's Account

- (a) Deposits can be made with personal checks, money orders, and cash, which should be placed in a cafeteria-supplied envelope or similar envelope with the child's name and grade listed on the front. Personal checks and money orders are suggested and must be made payable to Bangor Area School District Cafeteria Fund.
- (b) Personal checks are cashed and processed with the bank on the same day of business. Post-dated checks will not be accepted. Please be sure to have sufficient funds.
- (c) You may also make deposits and check balances online by going to www.schoolcafe.com and setting up an account. For more information, please see the district website.
- (d) Students in grades K-6 who bring their deposits to school will give their envelopes to their teacher in charge. All other grades will drop their deposits off in a designated area of the cafeteria or handed to the cashier in line. It is recommended that students use the designated area, since the lunch line is busy,

and the designated area provides staff the time to efficiently handle deposits.

- (e) Returned checks due to insufficient funds will be assessed a \$12.00 bank fee charged to your student's account and a letter from the school will be sent home requesting re-payment of the check value plus the bank fee.
- (f) Students will be notified by the cashier if their balance is getting low in grades 9-12. Letters will be emailed to parents/guardians of students whose accounts are below the "negative" \$5.00 threshold. Parents/guardians may also sign up for low balance alerts through the school Café System.

3) Not Enough Money in the Student's Account

- (a) Should a student forget their deposit and not have enough money in their account, the child may still get a full meal of their choice; however, this meal will be charged to the account.
- (b) If a student account is at a negative balance, non-meal food items, such as snacks or alternate beverages, will not be allowed as purchase choices. The negative balance will be satisfied first from any deposits made and the leftover money will be made available on account.
- (c) The district reserves the right to take legal action against parents/guardians, responsible adults, and/or emancipated students to recover monies for debts resulting from excessive charges to students' accounts.

If you have any questions regarding these regulations, please contact the cafeteria office at (610) 599-7021. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/complaint-filing-cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by mail at the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; by Fax at (202) 690-7442; or by E-mail at program.intake@usda.gov. NOTE: The Bangor Area School District is an equal opportunity provider.

Library/Media Center

- 1. The library is a place to read; engage in research; borrow books; work on the computers; and/or attend scheduled classes.
- 2. Loan periods are generous. All items that leave the library must be checked out (scanned) from the circulation computer located at the front desk.
 - a. Current periodicals are for in-library use only, but back issues may circulate.
 - b. Overdue notices are sent to homerooms. Overdue library materials must be returned to the library. Students with overdue library materials will not be able to check out any additional library materials until the materials are paid for or returned.
- 3. Costs for lost or severely damaged books or materials will be billed at the current replacement cost.
 - a. Bills will be sent home periodically for lost/damaged materials.
 - b. Lost or damaged book replacements must be in new or like-new condition. The librarian will determine the condition. Discarded or worn books are not acceptable.

Elementary Classroom Celebrations (*Board Policy - 246*)

Each month one day is designated to celebrate achievements and student birthdays school-wide at the elementary level. August birthdays are celebrated in September and June/July birthdays are celebrated in May. This serves as a reflection of our district's commitment to implement goals outlined in the Wellness Policy. Parents/guardians are strongly encouraged to provide a non-food item at these celebrations or consider purchasing a Classroom Birthday Basket from Aramark Food Service instead of the typical hi-calorie, hi-sugar treat. There are many benefits which include:

- reducing the consumption of unhealthy foods that occurs on a weekly basis helping our children combat childhood obesity.
- increased instructional time as daily/weekly celebrations can interrupt the school day.
- students with food allergies have a safer school environment, by reducing potential exposure to food allergens.

- parents who are unable to provide a “treat” for the class, the monthly celebration includes them.

Board policy limits the number of food items containing added sugar as the primary ingredient (cupcakes, cookies) at 3 items. Parents/guardians are asked to send in non-food items such as: stickers, pencils, erasers, a favorite book to read, purchase a book for the school library in honor of the child, or a craft.

Personal Electronic Devices (*Board Policy - 237*)

The Board permits the use of personally owned electronic devices by staff and students during the school day in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the district under the guidelines established by the Superintendent or his/her designee. The district shall not be liable for the loss, damage, or misuse of any Personal Electronic Device.

Personal electronic devices brought onto district property, at district events, or connected to the district’s network, that the district reasonably believes contains district information or information that violates a district policy or contains information/data that the district reasonably believes involves a criminal activity, may be legally accessed to ensure compliance with this policy, other district policies, and applicable laws.

The district authorizes the use of personal electronic devices in the classroom, in education-related activities and in other locations at the discretion of staff. Violations by a student may result in disciplinary action up to and including the confiscation of the electronic device and expulsion.

Admission (*Board Policy - 201*)

The Board establishes the district’s entry age for kindergarten as 5 years by the first day of the school term, and the district’s entry age for beginners (first grade) as six years and zero months by the first day of the school term, in accordance with state law and regulations.

Weapons/Dangerous Items (*Board Policy – 218.1*)

Any student found to be in possession of or harboring an item, which could be defined as or thought to be a weapon and/or dangerous or threatening to him or other students on school grounds, at school-sponsored activities, or on school buses or other vehicles, may immediately be suspended from school for ten (10) days. Law enforcement and the superintendent will be notified. A student who is suspended and/or expelled for violating this policy may be subject to random searches upon return to school.

Dismissal Procedures

If you wish to pick up your child at the end of the school day, please come to the designated area to sign your child out. It is District policy for the safety of our children, that you provide a photo ID.

Supervision of Students Following Dismissal

Students are not permitted to remain in the building and/or on school property following dismissal unless directly supervised by a staff member. In order to remain after school to attend an athletic event or assembly program, students must have permission from a teacher and their parent(s)/guardian(s) and must remain in the supervised area during the entire event.

Financial Obligations (*Board Policy - 224*)

All students should be aware that all materials issued to them remain the property of the district. Special care must be given to books and other supplies which are given to them to use. Each student is responsible for returning the borrowed property to the school in its original condition. If any materials or property are lost or damaged, the student is responsible to pay for those items.

An obligation due card is kept in the main office. Should an obligation remain outstanding at the end of a student's senior year, that student may be prohibited from participating in prom or graduation exercises and may face other disciplinary consequences unless the obligation is paid.

Withdrawal Procedures (*Board Policy - 208*)

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

1. The parent/guardian should contact the school counselor or main office and request an appointment to withdraw the student.
2. If a student is transferring to another District, a transfer card is obtained from the guidance office or main office and completed. This card is given to the student. A copy of the immunization record from the school nurse will also be given to the student. A student's formal discipline record will be forwarded to the school to which the student is transferring.
3. A withdrawal form is obtained from the guidance office or main office. The student has all his/her teachers sign it, and all books and materials must be returned at that time. Parents/guardians must also sign this form. Portions of the form will also be completed by officials in the main office regarding attendance and discipline.
4. Students must complete any additional required paperwork in the guidance office or main office and an exit interview will be conducted by a guidance counselor or school administrator.

Fundraising/Soliciting (*Board Policy - 229*)

Only the Superintendent may authorize school-related student fund-raising programs. Solicitation or sale of merchandise to students or staff is prohibited unless authorized by the Superintendent.

Distribution or Posting of Non-School Materials (*Board Policy - 220*)

The distribution by students of all non-school materials will be governed by the following procedures:

1. All non-school materials, together with a copy of the plan of distribution, must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place, and manner of distribution, as well as those who will be distributing the materials.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to distribute such material on school property must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to distribute non-school material of the decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned distribution, the building principal or designee may then grant permission to distribute.
4. Any materials that have not been approved for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles. If granted permission the principal or designee will communicate the time, place, and manner to distribute the materials.
5. All materials must include the following District disclaimer: **DISCLAIMER: THE BANGOR AREA SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.**

Any student who distributes materials will be responsible for cleaning any litter that results from such distribution, including any discarded pamphlets, fliers, or other documents. No student will harass or otherwise interfere with the distribution of approved non-school materials by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Personal Property in School

School administrators and staff are not responsible for any personal property that students bring to school. Students are urged to mark school and personal property clearly with their names. It is recommended that students leave valuables at home. Any lost articles should be reported to the main office. Found articles should be immediately turned in to the main office so that owners may claim them.

Care of School Property

1. Students are expected to take proper care of the school and demonstrate respect for all school property.
2. Students are responsible for the proper care of textbooks, calculators, and other school property issued to them. Fines will be assessed for damage to any school property. The student and/or parent/guardian are responsible to pay for the replacement of any lost school property.
3. The cost of repair or replacement of student-vandalized or student-damaged school property will be the responsibility of the student.
4. Students who witness acts of vandalism or destruction of school property are obligated to report such acts immediately to the principal or his/her designee at the main office.

Lost or Stolen Articles

The district is not responsible for lost, stolen, or damaged articles.

Lost and Found

Students finding books, notebooks, school materials and equipment, or personal possessions are required to bring them immediately to the main office. Lost and found items will be held for a maximum of two (2) weeks before being discarded or given to an approved charitable organization. Students are urged to report lost items immediately to the main office.

Field Trips (*Board Policy - 121*)

Only field trips of educational value are permitted by the district. Parent(s)/Guardians(s) are required to sign permission slips before a student can participate in a field trip. When field trips are scheduled outside of the school day, departing before school hours, or returning after school hours, parent(s)/guardian(s) are responsible for transportation to and/or from school. In these cases, punctuality is most important. Trip departure will not be delayed for people not on-site and ready to go at the scheduled time of departure.

Student Expression (*Board Policy - 220*)

Students have the general right, subject to exceptions, to express themselves in verbal, written, or symbolic representation or communication. Student expression that occurs while on school property during school hours or at school-sponsored events is fully governed by school policy. In addition, off-campus or after-hours expression is governed by school policy if the expression involved constitutes unprotected student expression as defined in policy, and provided that the off-campus or after-hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Students who engage in unprotected expression are subject to discipline, including expulsion.

Legal Names

It is the policy of the district to use a child's legal name on all official school documents. Any changes in a child's legal name must be substantiated by legal documentation before the district will recognize the change. Nicknames cannot replace legal names on official school documents.

Emergency Contact Information

It is essential that parents/guardians provide the school with two (2) alternative phone numbers of relatives or friends who can provide transportation home if their child becomes ill at school. The school cannot be held responsible for keeping sick children at school during the day. If there is a change to any emergency information, it is the responsibility of the parent/guardian to update the emergency information immediately.

Student ID

For security purposes, all students will be provided a District-issued student identification (ID) tag at the beginning of the school year and are required to wear them during the school day. ID tags are required in the cafeteria for students to get their lunch, and students are also encouraged to wear their ID at school-sponsored events. These ID tags are the property of the district. It is the responsibility of the student to properly display the ID tag on his/her person, with a break-away lanyard or clip, during the entire school day. Students who lose their ID tag or who deface or destroy their ID tag will pay the cost (\$5.00) of replacing it. All students will surrender their ID tags at the end of the school year. Students who repeatedly fail to properly display their ID tag will be subject to disciplinary consequences and/or loss of privileges.

Confidentiality (*Board Policy - 216*)

Confidentiality is maintained on all personally identifiable information regarding students. Parents/guardians have the right to see and obtain a copy of their child's records. Personal identifiable information related to a student will only be released with the permission of the parent/guardian and/or in accordance with the Family Educational Rights and Privacy Act and the Pennsylvania Rules, Regulations, and Standards.

Religious Considerations

The district, as a governmental agency, is not allowed to establish an official religion, favor one religion over another, or favor religion over non-belief. The district respects the religious practices of all faiths. On occasion, a school activity may be contrary to someone's personal religious beliefs. Parents/guardians who have objections to these activities for their children should contact the principal or designee in writing requesting that an alternate activity be planned for the child. Parents/guardians also have the option to excuse their children from school for the time of the activity. Notice of parties, assemblies, etc. is provided prior to the event to keep parents/guardians informed of activities and times.

Child Custody

It is the responsibility of the parent/guardian at the time of initial registration and/or at the time any custody change occurs, to notify the school principal or his/her designee of the circumstances regarding the custody of a child and provide a copy of the custodial order and/or other pertinent legal notices. The district endeavors to assist in minimizing the effect on the child's schoolwork as a result of child custody issues. Parents/guardians must be aware of the following rules established for uniform application in the district:

1. When custody is established by a Court, the school-parent relationship will be maintained consistent with the decision of the Court.
2. When custody is not formally established, the school will presume that the parent/guardian with whom the child is living currently is the parent/guardian who will receive reports, provide excuse forms, and authorize any deviation from the routine transportation arrangements for the child.
3. School personnel will not knowingly allow visitation privileges with the parent/guardian with whom such visitation is not permitted. Furthermore, the child will be routinely returned to the home from which he/she came to school on a given day.

4. In compliance with a court order, the non-custodial parent/guardian may receive progress reports by making a request to the building principal and may also review their child's student records as per School Board Policy No 216.

Pledge of Allegiance

The district holds the opinion that it is the responsibility of every citizen to show proper respect for his/her country and its flag. However, as per federal law, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag based on personal belief or religious convictions. As per that same law, students who do decline to participate must respect those that are participating and demonstrate behavior that is conducive to the class's participation.

Emergency Closings, Cancellations, and Delays

Unfavorable weather conditions or other emergencies require school closings, early dismissals, or a delay of school opening periodically throughout the school year. Information will be announced through WFMZ-Channel 69, District social media account(s), on the district website (<https://www.bangor.k12.pa.us/>), and via a phone call and email to all members of the district through the "Blackboard Connect" mass communication system. Parents/guardians should always arrange for the possibility of school closings that may occur during the school day. Please make sure that your child has an early dismissal plan, since your child may need to go home if an emergency develops at school. School days lost for such reasons will be made up according to the school calendar, as decided by the School Board. Please make sure that your correct contact information is up to date in the building office, so you are receiving calls at the appropriate phone numbers. The school will not be responsible for calling individual parents/guardians for emergency closings.

Integrated Pest Management (IPM) (Board Policy - 716)

The district follows an Integrated Pest Management (IPM) approach when managing insects, rodents, and weeds. Our goal is to protect students from pesticide exposure by using an IPM approach to pest management. From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals need to be used, the district will use the least toxic product possible. The application will be made only at times when students, staff, and residents do not have access to the area being treated. Notices will be posted in any area needing treatment seventy-two (72) hours prior to application, and notices will remain posted for two days following the application. If a chemical application is needed to control an emergency pest problem, notice will be given to parents or guardians who are listed on our notification registry. "Exemptions" to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel-type baits placed in cracks, crevices, or voids.

Parents/guardians of students enrolled in the district may request notification of a pesticide application by completing the information request form, which may be obtained from the District's website or any District office and returning it to your child's school office to be forwarded to the District IPM Coordinator, the Director of Buildings and Grounds. Parents/Guardians must submit a signed sheet every school year designating that they wish to be on the current school year's notification list since a new notification list is compiled every school year. For more information, please contact the Director of Buildings and Grounds at (610) 599-7016.

Lockers

1. Lockers are assigned on the first day of school by the homeroom teacher. At no time are students to change a locker without permission. A combination lock will be in the locker and students must use it. Each student is assigned his/her own locker and is not permitted to share a locker with another student. The student must not share their lock combination with anyone other than their parent/guardian. The school is not responsible for any property stolen from lockers.
2. The cleanliness of the locker is the responsibility of the student, who is expected to be a good housekeeper. Lockers are subject to search and may be inspected periodically. Students are permitted to use their lockers

between classes. However, going to one's locker is no excuse for lateness to class. Students shall not visit their lockers during class hours unless they have a valid pass.

3. Nothing should be placed on the outside of student lockers without proper authorization. Items placed outside may be removed by administration.
4. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, the student may be notified and given an opportunity to be present. However, where school officials have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of the school population, student lockers may be searched without warning. Students shall not expect privacy regarding items placed in school lockers because school property is subject to search by school officials. Random, periodic, reasonable suspicion searches may also be conducted in certain circumstances where there is a threat to the health, safety, and /or welfare of the school population or sweeping searches of all lockers may be conducted by school officials and/or by law enforcement officials who may be assisted by trained detection animals. (Please also see the "Searches" section of this handbook and School Board Policy No. 226)
5. Students will also have locker space provided for them during gym classes. Students are strongly advised to keep personal items secure. The district is not responsible for lost or stolen items. At the end of each quarter, all clothes, etc., must be removed and locks returned.

Section 12 – School Volunteers/Visitors

Volunteer Guidelines (*Board Policy - 916*)

Volunteers are required by law to have all three (3) legally required clearances prior to having direct volunteer contact with students. The three (3) legally required clearances are:

- PA State Police criminal history report
- PA State Department of Human Services (DHS) Child Abuse report
- For individuals who have been a PA resident during the entirety of the previous ten-year period, either:
 - A signed affidavit affirming that he/she is not disqualified from service pursuant to the Child Protective Services Law and has not been convicted of an offense similar in nature to those crimes listed in 23 Pa. C.S.A. § 6344(c) under the laws or former laws of the United States or
 - One of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico, a foreign nation, or under a former Pennsylvania law, or
 - A FBI criminal history report.
- For individuals who have not been a PA resident during the entirety of the previous ten-year period:
 - A FBI criminal history report.

All clearance reports must be less than one (1) year old and presented to the district in their original, official form. The district will make and maintain copies of all reports for each Volunteer. After the first presentation of clearances, clearances must be re-submitted every five (5) years. Each Volunteer shall be responsible for paying the cost, if any, of the necessary clearances.

Prior to allowing the Volunteer to have direct volunteer contact with children, the relevant building principal or the Athletic Director shall be responsible for ensuring that the district has copies of all three (3) types of clearances/affidavits and that such background checks fully satisfy the requirements of the law and district Policy. The building principal/Athletic Director shall have the right to exclude any person as a Volunteer if the principal/Athletic Director, in his or her judgment, believes the participation of that person as a Volunteer will not serve the best interests of the students, the school, or the district.

Volunteer Tuberculosis Examination (*Board Policy - 916*)

For public health reasons, the law prohibits any individual with any form of tuberculosis in a transmissible stage from working in schools with students. All Volunteers must submit either proof of a negative tuberculin skin test or a statement from a medical provider that the person is free of or considered low risk for communicable tuberculosis.

Volunteer Chaperones (*Board Policy - 121 & 916*)

Parent/Guardian chaperone volunteers may be invited. Chaperones must submit proof of all required clearances to the school's principal or his/her designee. Parent/Guardian chaperones are expected to involve themselves in all activities occurring as part of the field trip. Parent(s)/guardian(s) may not bring any children with them who are not part of the group eligible to participate in the trip. Parent(s)/Guardian(s) must refrain from smoking and/or the use of alcohol during the entire field trip and must follow all other rules.

Community/Public Use of Facilities (*Board Policy - 707*)

School facilities are available for District residents to use after school hours (please see School Board Policy No. 707, which can be found on the district's website). Residents who wish to request to use school facilities must complete the electronic Use of School Facilities Request form through the district website.

Sapphire Portal

Access to student grades is available through the Sapphire portal. Links to the portal are found on the district's website.

School Visitors (*Board Policy - 907*)

Our goal is to provide a safe and friendly atmosphere for visitors to our campus while maintaining the integrity of the building security. All School Visitors must abide by the District's School Visitors Policy.

The district reserves the right to ask all visitors for a valid ID and may deny access to a building to visitors who are unable to produce valid identification.

1. The public access door will always be locked with the exception of the periods before and after school when all students are entering or leaving the building.
2. Visitors with an appointment shall:
 - a. Report to the main office.
 - b. Sign in and receive a visitor's badge.
 - c. Be escorted to the location of the appointment or remain in the office until greeted by an appropriate party.
 - d. Sign out and return the visitor pass.
3. Visitors without an appointment shall:
 - a. Report to the main office.
 - b. Sign in and receive a visitor's badge.
 - c. Remain in the main office until the appropriate party is available.
 - d. Be escorted to the location of the appointment.
 - e. Sign out and return the visitor pass.
4. Students are not permitted to leave school with a visitor unless authorized by the principal or his/her designee.
5. School visitors may not walk unattended in a building.

ACKNOWLEDGEMENT FORM

(Please print, sign, and return)

I acknowledge that my child and I have read this Parent/Guardian Handbook and understand that we are subject to the responsibilities set forth herein including, but not limited to rights and responsibilities; transportation procedures and discipline; lockers; searches; weapons policy; policies on threats and bullying; policies on drugs, alcohol, and controlled substances; discipline/code of conduct; and other Bangor Area School District policies, rules, guidelines, and regulations. I understand that copies of referenced School Board Policies are available at all schools and the District Administration Office, as well as on the district website at www.bangorslaters.com.

I also understand that the district plans to provide transportation for my child/children to travel to and from school. If I do not wish to receive these services at any time during the school year, I must notify the Assistant to the Superintendent at (610) 588-2163.

(Print Parent's Name)

(Parent's Signature)

(Date)

(Print Student's Name)

(Student's Signature)

(Homeroom)