

STROUDSBURG HIGH SCHOOL

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SCHOOL COLORS: MAROON AND WHITE

SCHOOL EMBLEM: MOUNTAINEER

To empower all students in an active pursuit of knowledge

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I. STUDENTS' RIGHTS

**REGULATIONS
OF THE
STATE BOARD OF EDUCATION OF PENNSYLVANIA
CHAPTER 12: STUDENTS AND STUDENT SERVICES**

STUDENT RIGHTS AND RESPONSIBILITIES

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§12.1 Free education and attendance

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their child attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

- (1) The student is married.
- (2) The student is pregnant.
- (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
- (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§12.2 Student responsibilities

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 Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.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

§12.3 School rules

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

§12.4 Discrimination

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

§12.5 Corporal Punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

§12.6 Exclusions from school

(a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).

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

(1) Suspension is exclusion from school for a period of/from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8 (c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from school rolls. All expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his/her normal class except as set forth in sub-section (d).

(d) If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, and welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled, and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A §§ 1400 – 1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa. C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See §12.1 (b) (relating to free education and attendance).

§12.7 Exclusion from classes: in-school suspension.

(a) A student may not receive in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the assignment becomes effective.

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

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in §12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§12.8 Hearings

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

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

§12.9 Freedom of expression

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.

- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
- (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
- (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards shall conform to the following:
- (1) School authorities may restrict the use of certain bulletin boards.
- (2) Bulletin board space should be provided for the use of students and student organizations.
- (3) School officials may require that notices or other communications be officially dated before posting, and that materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications shall conform with the following:
- (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
- (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
- (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of materials by non-staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in sub-section (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- (1) A proper time and place set for distribution is one that would give students the opportunity to reach fellow students.

(2) The place of activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§12.10 Flag salute and the Pledge of Allegiance

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

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§12.11 Hair and Dress

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right must include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

§12.12 Confidential Communications

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

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

§12.14 Searches

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

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

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

§12.16 Definitions

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

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

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

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

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

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

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

- (1) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P.S. §§14-1401 – 14-1423) and 28 Pa. code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services.
- (2) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

PUPIL RECORDS

§12.31 General requirements

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

§12.32 Elements of the plan

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

SERVICES TO STUDENTS

§12.41 Student services

- (a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in §§ 4.13 (a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §§ 780-101 - §80-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health P.O. Box 90 Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.
- (b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:
 - (1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:
 - (i) Federal and State funded school meal programs.
 - (ii) Special Supplement Feeding Program for Women, Infants and Children (WIC).
 - (iii) Food Stamp Program.
 - (iv) Pennsylvania Fresh Foods Program.
 - (v) Local food and nutrition services for children and families.
 - (2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.
 - (i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.
 - (ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community- based services for assistance.
 - (3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.
 - (i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.
 - (ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

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

§12.42 Student assistance program

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

II. ACADEMIC POLICY

GRADUATION AND PROMOTION REQUIREMENTS

Stroudsburg Area School District requires that every student obtain credit in the following areas in grades nine through twelve.

The student must successfully complete the course sequence in English, Mathematics, Science, Social Studies, Health, Physical Education, Engineering Technical Concepts, This is Your Life and Career Planning. 23.50 credits are required for graduation. All students must schedule 6.50 credits per school year, not to exceed 8.

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

(Algebra 1 CP & Algebra 2 H completed)			Total of 4 credits for graduation
Science (choose 1) Physical Science H Physical Science CP Biology	Science (choose 1) Biology H Biology CP Biology	Science (choose 1) Chemistry H Chemistry CP Chemistry 1	Science (choose 1) Science class to equal one additional credit ⁵ Total of 4 credits for graduation
Social Studies (choose 1) Civics, Govt & 19th Century H Civics, Govt & 19th Century CP Civics, Govt and 19th Century	Social Studies (choose 1) 20th & 21st Century Globalization H 20th & 21st Century Globalization CP 20th & 21st Century Globalization	Social Studies (choose 1) Civics and Economics Social Studies electives to equal one additional credit	 Total of 3 credits for graduation
Physical Education (required)² This is Your Life (required)	Physical Education (required)² Health, Career Planning and STEAM ⁴	Physical Education (required)²	Physical Education (required)²
Arts and Humanities Electives ³	Electives or MCTI Program area	Electives or MCTI Program area	Electives or MCTI Program area
6.5 - 8.0 credits per year	6.5 - 8.0 credits per year	6.5 - 8.0 credits per year	6.5 - 8.0 credits per year

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

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

²Physical Education: One full credit is required for graduation, it is taken each school year for .25 credit.

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

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

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

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

Failure in a required course necessitates re-taking the course the following school year or in summer school immediately following the failure. No student may take part in graduation unless all requirements are met. Courses must also be taken in

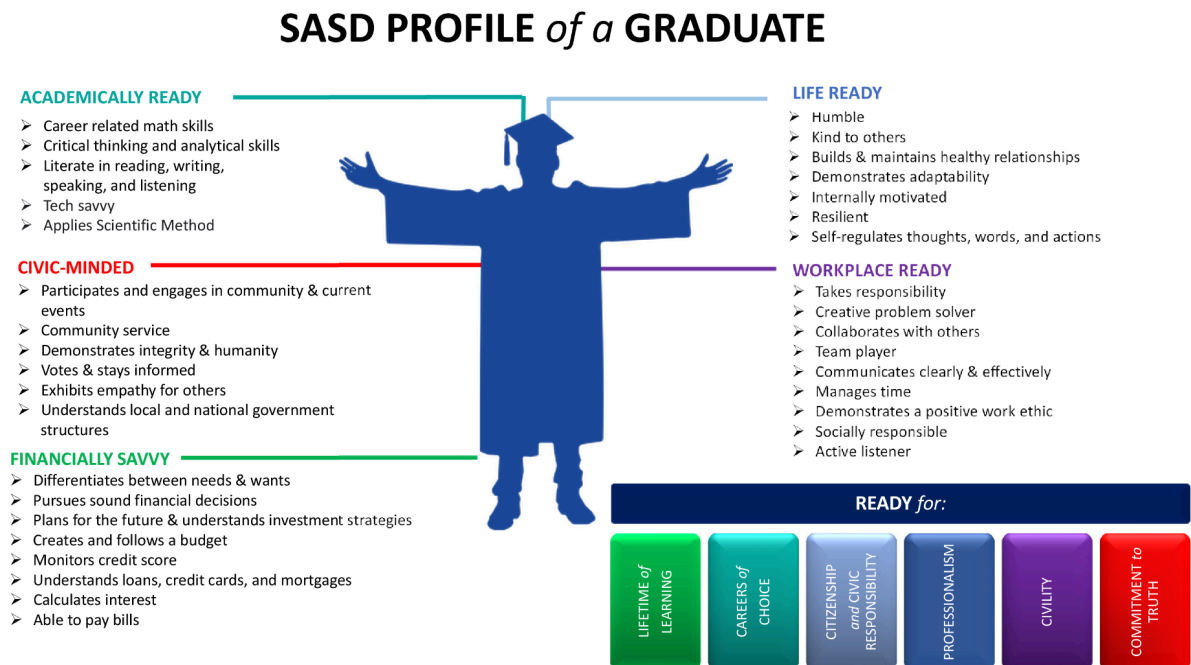
the grade-level sequence noted in the Program of Study. Extenuating circumstances may be considered for doubling up prior to the senior year based on department head and principal approvals.

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

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

Portrait of a Graduate

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



GRADING

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

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

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

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

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

P: Passing

F: Fail

AU: Audit (No Credit)

WF: Withdrawn Failing (no credit)

W: Withdrawn (no credit)

M: Medical excuse. (Physical Education)

NG: No Grade Available

GRADE POINT AVERAGE (GPA)

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

GRADE POINT AVERAGE (UNWEIGHTED)

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

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

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

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

COURSE GRADE ~ 4.0 SCALE X CREDIT = EARNED POINTS

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

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

HONOR ROLL COMPUTATION

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

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

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

CLASS RANK

Class Rank is a numeric system used to compare students' academic achievement with their classmates. Ranking of students at Stroudsburg High School is cumulative and is determined by calculating the student's final grades, number of credits attempted, and weight or honor point values of all courses attempted during his or her freshman, sophomore, junior, and senior years. A student's final ranking shall be based on 16 quarters and any applicable courses for credit prior to the 9th grade. Class Rank will only be provided to students entering their senior year.

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

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

<u>Course Number</u>	<u>Lab Course Name</u>	<u>Credit Value</u>
4310	Chemistry 1-Honors	1.167 Credits
4420	Physics 1 – College Prep	1.167 Credits
4400	Physics 1 – Honors	1.167 Credits
4401	Advanced Placement Physics BC	1.333 Credits
4315	Adv. Anatomy & Physiology-Honors	1.333 Credits
4415	Biology – Advanced Placement	1.333 Credits
4405	Advanced Placement Chemistry	1.333 Credits
4327	Chemistry 2 – College Prep	1.333 Credits

- (g) The added weight for an “H” or “AP” course shall not show on the report card; it shall only be used to calculate Class Rank.

EXAMPLE OF CLASS RANK CALCULATION WITH THE “80” THRESHOLD APPLIED

<u>COURSE</u>	<u>(GRADE + WEIGHT)</u>	<u>X</u>	<u>TOTAL CREDIT</u>	<u>QUALITY POINTS</u>
Science	(98 + 0)	X	1.00	= 98.0
English I (H)	(85 + 5)	X	1.00	= 90.00
U.S. History (H)	(79 + 0)	X	1.00	= 79.00
Algebra I (CP)	(69 + 0)	X	1.00	= 69.00
Physical Education	(78 + 0)	X	0.25	= 19.50
Elective	(75 + 0)	X	0.50	= 37.50
TOTAL			4.75	393.00

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

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

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

VALEDICTORIAN AND SALUTATORIAN

The senior class Valedictorian and Salutatorian will annually be determined through the above noted method of determining Class Rank. The person in first position will be designated “Valedictorian.” The person finishing second will be designated “Salutatorian.” Determination will be based on Class rank as calculated at the conclusion of the third marking period of the senior year (15 marking periods will be utilized for this calculation, four from each year from the freshman through junior years, any credits earned prior to freshman year and the first 3 marking periods of the senior year). A senior student’s eligibility for being designated the Valedictorian or Salutatorian will be based on at least his/her being in attendance in the SASD during the first marking period of the 11th grade and remaining in attendance for three consecutive semesters prior to and including the 3rd marking period of the senior year. Should this qualification not be met, the honorary titles are bestowed on the next rank down. There is no change in rank for any student should this occur, only a change in title. The SASD has no means of assessing academic rigor, methods of assessing student achievement and curriculum quality in a student’s educational experience beyond Stroudsburg High School.

GRADUATION

Academic Levels of Distinction

In addition to honoring academic achievement of the National Honor Society, Stroudsburg High School students also have the opportunity to earn various levels of academic distinction. The following criterion encompasses all students who have a 3.6-4.0 non-weighted GPA. Distinction will be awarded with the varying colors of honor cords, which will be worn with the student's cap and gown at Commencement.

Students will be designated as:

Summa Cum Laude: non-weighted GPA of 4.0 (Maroon/Black/Silver Honor Cord)

Magna Cum Laude: non-weighted GPA of 3.8 -3.999 (Black/Silver Honor Cord)

Cum Laude: Non-weighted GPA of 3.6 - 3.7999 (Silver Honor Cord)

The end of the student's 3rd marking period, non-weighted WIP (work in progress) GPA will be utilized in the 12th grade year to determine Academic Level of Distinction.

Speeches

There will be two speeches given at Commencement. The Valedictorian will be given the opportunity to give the first speech at graduation. Should the Valedictorian opt not to speak, the Salutatorian will then be given the opportunity to give a speech. Should the Salutatorian not want to speak, the opportunity will then be given to one of our Summa Cum Laude students (committee selection). The second speech will be an open competition to any student in the graduation class and will be chosen by a committee made up of administrators and faculty. Moving Up Day speakers will continue to be the Senior Class President and the Student Government President.

REPORTING STUDENT PROGRESS

Student progress can be monitored daily using the Community Portal, the Administration will notify parents via all call that it is the mid-marking point and to check the parent portal frequently for the status of their student's grades.

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

MAKE-UP WORK

Students who are absent for any **excusable** reason will be required to make up work missed in each course. It is the student's responsibility to obtain all make-up work from his/her teachers. Students who know they may be absent **three or more days** should email their teacher and look at their Google Classroom(s). The time allotted to make up missed work will be left to the discretion of the teachers but will not be less than the total number of days the student missed because of illness, injury or other approved absences. If excused absences preclude a student from making up missed work before the end of a marking period, the student will receive the current grade earned on the report card. Grades will be converted when the missed assignments are turned in within the prescribed time. Absenteeism does not excuse a student from the responsibility for all recitations and previously scheduled tests on the day of return. Students shall receive a zero for all work missed due to unexcused or unlawful absence.

PROGRAM RECOMMENDATIONS AND CHANGES

A program selected after careful study and consultation between you, your parents/guardians, teachers and your counselor should require no major change. The "Course Selection" form is a contract between you and your school. The school will attempt to make every effort to get you into courses you selected. As a reminder, there will be no changes to electives courses that the student chose during course selection. If a student is short credits or missing a course/lunch, those schedules will be changed, but no others. A student may drop a course with course failure, only with the approval of the principal. If the student receives permission to drop the class, they will receive a failing grade which will be recorded on the report card and transcript as WF (Withdraw Fail).

COURSE LEVEL WAIVERS

Recommendations for Honors, Advanced Placement, College Prep, Core and Workshop level classes are made based on classroom and academic performance, as well as, review of standardized test scores (CDT's, PSSA, Keystones, etc.). If you are not recommended for a particular level, you may choose to sign a Course Waiver. A Waiver Form must be requested from the school counselor in order to obtain a change in the level of a course not recommended by the department. The school's course-drop policy expects that you remain in the class(es) chosen until completed. However, should it be determined that it is in your best interest to drop the course, you will meet with your assigned school counselor to request a schedule change. No course may be dropped for a study hall, and all requested changes will be dependent upon the newly selected course availability and principal's approval. No change in the schedule will be considered until your parent(s)/guardian(s) has received the first progress report for the course(s). If you receive permission through the guidance office to drop the class, you will receive a failing grade which will be recorded on your report card and transcript as WF (Withdraw Fail). Exceptions to this WF rule may be appealed directly to the building principal. Any Waiver submitted to the guidance office within the scheduling window (see due date on the Waiver Form) will be admitted to the class. Those submitted past the due date are subject to course availability. Student's may only waive up one academic level.

AUDITING COURSES

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

CONCURRENT/DUAL ENROLLMENT

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

EARLY GRADUATION/COMPRESSED SCHEDULING

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

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

SUMMER SCHOOL

Stroudsburg High School makes available summer school courses to eligible students who have failed a course. **It is the student's responsibility to enroll in summer school; a maximum of 2.25 credits may be taken.** When summer school is available, which is determined at the end of each year, the following policies are enforced:

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

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

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

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

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

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

III CURRICULUM

ADVANCED PLACEMENT PROGRAM

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

<http://www.collegeboard.com/student/testing/ap/about.html>

There is an expectation that when taking an AP course that the student will take the AP exam, at the student's expense. Student's who do not take the AP exam will take the course's final exam.

HONORS PROGRAM

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

COLLEGE PREPARATORY PROGRAM

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

CORE PROGRAM

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

WORKSHOP/REMEDIAL PROGRAM

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

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

MONROE CAREER AND TECHNICAL INSTITUTE

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

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

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

NOTE:

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

GRADUATION/CAREER PLAN

In accordance with state regulations, students in grades nine through twelve are required to successfully complete an Individualized Career Plan prior to graduation. The Career Plan is based on the four Pennsylvania Career Education and Work Standards: Career Awareness and Preparation, Career Acquisition, Career Retention and Advancement, and Entrepreneurship. Each student will work on an Individual Career Plan which is integrated into curricular requirements. Each year, students will work on specific components of their Career Plan utilizing the platform *SmartFutures* through required quarter courses, specifically Career Planning and This is Your Life.

DIVERSIFIED OCCUPATIONS

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

The DO Program is a partnership between MCTI, the sending district, the student, the student's parents, and the employer. This program is designed to help you transition from school to the world of work while gaining valuable life and work experience. You are responsible for finding part-time employment with a local employer. You will take this class and be awarded elective credit based on the time in your work area. Only 12th grade students who have earned 18 credits may be eligible for the program and you have to work 20 hours a week. Participation in D.O. does not guarantee parking on school property when not in good standing.

INDEPENDENT STUDY

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

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

General Procedures for Independent Study:

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

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

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

PUPIL-TEACHER-PARENT CONFERENCES

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

HOME WORK & STUDY SKILLS

A student who studies well:

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

How to study

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

How to take a test:

- Read the directions carefully and then follow them.
- Unless directed otherwise, scan the whole test first to see what is asked. Appropriately pace your time.
- Read each question at least twice before answering.
- Think before you write.
- Answer questions fully. Provide only the information asked.

- Check your paper for spelling and grammar.

TUTORING SERVICES

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

- Peer tutors (Contact the NHS advisor or your Guidance Counselor)
- Academic support club (See Mrs. Kraeutler in the library to sign up)
- Private tutors (at your own expense).

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

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. If a textbook is misused or lost, restitution at full replacement cost will be expected.

This obligation must be paid at the office as soon as possible.

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year.

LIBRARY

The school library is open from 7:15 a.m. to 2:30 p.m., during the school week. Students are encouraged to use the library for reference work. Computers, Access PA, microfilms, and a photocopier are available to students.

Students must obtain library passes from the teacher who assigns the work. The pass that is issued should only be used for one class period. Students must put their time in the library to good use but, if they choose not to, students may be removed at the discretion of the library staff.

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

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

ACCEPTABLE USE POLICY STATEMENT

The Stroudsburg Area School District has established the Stroudsburg Area School District Telecommunications Network (SASD-TNET). The SASD-TNET provides opportunities for communication: (1) within the school district, i.e., between schools and administrative departments; (2) outside the school district among educational institutions and non-educational organizations; and (3) through worldwide resources such as the Internet.

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

Please refer to [Policy 893](#) for guidelines on Repair and Maintenance of District Devices, Remote Access and Review of Student Files.

Students are expected to utilize any media and/or information source responsibly. It is important that students read the Acceptable Use of Internet, Computers and Network Resources policy. The Stroudsburg Area School District Acceptable

Use of Internet, Computers and Network Resources policy is given to each student on the first day of school. Failure to follow the rules of this policy may result in the loss of the privilege to use this educational tool. Additional disciplinary action may also be taken. We believe that the benefits for students having access to the Internet, in the form of information resources and opportunities for collaboration, exceed disadvantages. However, the Stroudsburg Area School District supports and respects the student's right to decide whether or not to apply for access. Students wishing to access the Internet in school must agree to the terms of the Acceptable Use Policy. Students and parents/guardians must sign the CIS Acknowledgement and Consent Form and return it to the homeroom teacher within the first week of school of their sophomore year, or first year in the building.

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

ANIMAL DISSECTION

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

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

HEALTH EDUCATION

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

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

PHYSICAL EDUCATION

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

Requirements

1.25 credits of Health and Physical Education are required for graduation.

Attire

- Appropriate shorts, T-shirt, running suit or sweat suit. (deemed by teacher)
- Socks and athletic shoes.
- Jacket or sweatshirt (for cooler days).
- No hats

Grading Based on the Following Criteria:

- Skill development and proficiency.
- Active participation/performance.
- Test scores (practical, written).
- Fitness test scores – two sets must be completed by each pupil every year. A composite grade will be indicated as the final examination grade on the report card.
- Students will be given the opportunity to make-up classes missed for the following reasons:

PE MakeUp Needed	PE MakeUp NOT Needed
1. <u>Excused Absence from School</u> <ol style="list-style-type: none"> Parent Note Doctor's Note College Visit Educational Trip Sent Home by Nurses Office 	1. <u>Attendance Policy</u> <ol style="list-style-type: none"> Funeral Day Court Appearance Administrative Approval
2. <u>Suspension</u> <ol style="list-style-type: none"> ACE OSS 	2. <u>Curricular</u> <ol style="list-style-type: none"> Assembly IEP Meeting Music Lesson (<i>beyond 2 per semester requires a PE makeup</i>) PMEA Music Ensemble Field Trip Job Shadow MCTI NOCTI Testing, Coop Experiences
	3. <u>Extracurricular</u> <ol style="list-style-type: none"> Athletic competition EPC Student Athletic Character Council Student Government Meetings <p><u>Students are Excused and Exempted from 4 Makeups for the following absences, the 5th absence and beyond of the following require a Make-Up:</u></p> <ol style="list-style-type: none"> Performance at Community Event (Band, Show Choir, Chorale, Chorus, etc.) FBLA/Science O/TSA/Scholastic Scrimmage Competitions School Activity absence Sports Club Activity (Fun and Fitness, Mountie Challenge, etc.) Other

Physical Education excused absence Make-Ups will be conducted in the following manner:

- **In-Class Physical Education Make-up:** (the following is in addition to daily class expectations)
 - Students will be required to: jog 5 laps around the gymnasium track, do 20 push-ups, 40-sit-ups, and 1 shuttle run sprint. The PE teacher will explain when this will occur in class. Makeups will be done the last 15 minutes of class and on cycle days 1 and 2.

Valuables:

- **Valuables are the student's responsibility.** Locker rooms may not be locked during class time. Lockers are for your use and locks **MUST** be placed on lockers. **ALL STUDENTS ARE REQUIRED TO PROVIDE A LOCK AND USE IT.** Team rooms are off limits. SHS is not responsible for lost or stolen items.

IV. PUPIL PERSONNEL

PRECAUTIONS

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

CHILD CUSTODY ISSUES IN CASES OF SEPARATION AND DIVORCE

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

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

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

SCHOOL COUNSELING

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

Careers

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

- Planning of future goals.

Academic Needs

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

Social/Emotional

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

WITHDRAWAL AND TRANSFER FROM SCHOOL

State law requires attendance in school until the student reaches 18 years of age or obtains full-time working papers or has fulfilled graduation requirements. The procedure for withdrawal or transfer is as follows:

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

Return the completed form(s) to the Guidance Office for final clearance. Transcripts to the new school may be delayed if appropriate forms are not completed.

TRANSCRIPTS

At any time, throughout the school year, students may request an official transcript to be sent to schools/scholarships/military etc. Students may request an unofficial transcript at any time for themselves. To make arrangements for transcripts to be sent, students must complete a transcript request form for every individual mailing. These forms are available on each classes' guidance google classroom and our website.

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

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

SPECIAL EDUCATION SERVICES AND PROGRAMS

Special Education Services and Programs

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

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

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

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

Protected Handicapped Students (Section 504 Accommodation Plan)

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

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

Discipline of Students with Disabilities

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

Confidentiality

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

Gifted Support Program

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

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

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

TESTING SERVICES

In addition to standard testing services, provisions are made for students to take the PSAT, SAT, ACT, and A.P. examinations at the appropriate grade levels. A schedule of these tests is available from the school counselor's office.

Keystone Assessments

The annual Pennsylvania System of School Assessment (Keystone) is a standards – based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards. Eligible students in Stroudsburg High School are assessed in Algebra I, Biology and Literature:

Winter Window: January 6th, 2025 - January 17th, 2025
Spring Window: May 12th, 2025 - May 24th, 2025

STUDENT ASSISTANCE PROGRAM (SAP)

Definition:

The Student Assistance Program (SAP) at Stroudsburg Junior/Senior High School is a referral source designed to assist school personnel in identifying students who may be struggling with depression, anxiety and other mental health issues, drug and alcohol issues, and academic, behavioral and social concerns. The primary goal of the SAP team is to assist students in overcoming these barriers in order that they may achieve school success.

The Stroudsburg Junior/Senior High School SAP team is comprised of administrators, nurses, counselors, teachers, and outside consultants from agencies such as MH/DS, D & A, and Probation, trained in the recognition of students who face specific barriers to success in school. The SAP team is primarily a referral team, linking students and their families to community agencies and service providers who are specialists in the areas of concern. SAP team members do not diagnose, treat, or refer to treatment. They may however, recommend a Drug and Alcohol or Mental Health screening.

Referral:

The SAP process begins with a referral to the team. Anyone can refer a student to SAP, including but not limited to Administrators, Teachers, School Counselors, Students, Parents, Support Staff, Food Service Workers, Bus Drivers, Community Members, etc. Students can even seek help for themselves. Referral forms can be found in the Faculty Mail Room, on the bulletin board outside of the Guidance Office, or in the Guidance Office.

Team Meeting:

Once the SAP team receives a referral, they gather observable information about the student from school staff who are in direct contact with the student. In some cases, information is also gathered from the school nurse, administration and/or the student's parents/guardians. If the team feels that the SAP referral is warranted, a letter is sent home to the parents/guardians, which includes a SAP brochure and a SAP Consent Form. If the parent/guardian signs and returns the consent form, a member of the SAP team will meet with the student and the team will develop a course of action consistent with the needs and concerns of the student. However, if the parent/guardian refuses to sign the SAP consent form or if the student refuses any services, the SAP process ends.

Membership:

The membership of the SAP team shall consist only of those staff members who have been fully trained in SAP procedures by a qualified trainer according to the Division of School Services, Network for Student Assistance Services, Pennsylvania Department of Education.

Membership on the team is limited to those who have been trained, but not all who have been trained will be members in any given year. Yearly assignments to the team will be determined by the building principal.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. To make a report call 1-844-SAF2SAY or download the Safe2Say app.

HEALTH SERVICES

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

For updated Health and Safety Plan please visit the district website and use the search function at the top for the Health and Safety Plan.

Illness

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

Students becoming ill during the school day must get a pass from their assigned teacher and report directly to the nurse. If necessary, the nurse will contact the parent/guardian and the student will be released from school to go home. Students are not to go to the lavatories if they become ill. Students should report directly to the nurse. **No student may make arrangements to leave school for illness without first seeing the nurse.**

First Aid

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

Special Health Service Policies

- All students must have a smart pass signed by the teacher to come to the health room. If the nurse is not in the health room, the student should report to the administrative office.
- Students are not permitted to come to the health room between classes except in emergencies. The student should first report to the teacher of the next class so that the teacher knows that they are in school.
- The nurse will inform staff/teachers of student health concerns on a “need to know” basis.
- The nurse will excuse a student from physical education class after a physician’s excuse is on file in the health office. A note is needed for each school year.
- Students with health concerns are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, seizure disorder, rheumatic fever, recent surgery, medication or concerns that might limit students at school.

Health Examination

Students who fail to complete and/or submit acceptable evidence of required medical examinations before April 1st of their Junior year, will be excluded from school on May 1st of the Junior year unless or until acceptable proof of compliance is received.

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

- Permission slips for a school physician to complete mandated school physicals examinations will be mailed home early spring.
- Each student shall receive a vision screening and shall be measured for height and weight each school year.
- Each student shall receive a hearing screening while in eleventh grade.
- State law requires that each eleventh grade student must have a comprehensive health examination. This physical exam is to be completed by a physician. This exam must be completed and the appropriate paperwork must be turned in to the school nurse by the Spring of the Junior year. The school physician can perform this exam with **written permission from a parent/guardian**.
- **Students must comply with state immunization laws. For attendance in 12th grade one dose of Meningococcal Conjugate Vaccine (MCV) must have been administered. If one dose was given at 16 years of age or older, that shall count as the 12th grade dose. Students who fail to comply, will not be allowed to attend school.**

Parents will be notified of abnormal screening findings for follow-up with a family physician.

Emergency Cards

To check and/or update student data log into the Community Portal and click on the Change Student Data link on the left of the screen. This is a **mandatory** procedure to protect the student, parent and school. It is expected that emergency contact information be completed accurately and changes made as soon as possible. **Students will only be released to individuals listed in the Emergency Contacts.**

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

Medication

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

- No medication will be administered during school hours without written authorization from the attending physician and written permission from the parent or guardian. Forms can be obtained at the nurse’s office. (Appendix V)
- Medication must be in the original labeled container, with the pharmacist’s instructions secured to the outside. The medication must be taken to the nurse’s office.

- At **NO time** is medication to be carried by students. This includes cough medicine, aspirin, decongestants, etc. All “over the counter” medication must have a written physician’s authorization to be administered in school. The only exception to this will be with a physician’s note registered in the nurse’s office, which allows the student to carry a epi-pen, inhaler and glucagon.
- All medications will be administered by the school nurse. All students are responsible to report to the health room at the appropriate time for medication to be given.
- The school nurse will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each administration.
- All medication prescribed by a physician must be brought to the school nurse’s office and shall be picked up at the end of the school year or the end of the school day. Those medications not picked up at the end of the school year will be disposed of properly.
- **Diabetic students are encouraged to carry snacks in order to treat low blood sugar needs (this includes bus rides to and from school). Students and parents are responsible for providing the school nurse with written verification from the student’s physician regarding this medical condition. Parents and students are also responsible for communicating directly with the bus driver and the office of transportation the diabetic needs of the student.**

Elevator

An elevator is available for use by students who have legitimate need. Students should report to the nurse’s office and present a written doctor’s note stating the need and duration for elevator use. The elevator key must be signed out and returned to the main office when the need for it is no longer necessary.

V. STUDENT ACTIVITIES

CO-CURRICULAR ACTIVITIES

Each student is urged to participate in one or more co-curricular activities. Activities in athletics, music, drama, student government, publications and interest groups are provided. The following is a list of some activities offered at the High School: field hockey, football, golf, soccer, cross country, tennis, basketball, wrestling, rifle, swimming, baseball, softball, track, cheerleading, athletic intramurals, drama club, winter color guard, National Honor Society, representative to school board, student council, FBLA, class president, class vice-president, class secretary, class treasurer, yearbook, newspaper, ski club, scholastic scrimmage team, Science Olympiad team, SADD, student trainer, school musical, jazz band, marching band, band front, percussion ensemble, chorale, show choir, Parallels Literary Magazine, Model UN, chess club, Model Congress, Service Club, sports club, key club, GSA/Diversity.

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

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

Activities will be scheduled during the day or after school at times convenient to the group and its advisors/coaches. Students are not to be in the school building after school hours unless participating in activities under close supervision of coaches and/or advisors.

Any trip taken by any club or organization in which the district pays any of the cost, the student will be responsible for reimbursing the district of that cost if they do not go on the trip for any reason.

“Off campus” and after school activities are subject to all rules and regulations of this handbook just as if such activities were held during the school day and on school grounds.

INTRAMURALS

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

CO-CURRICULAR PARTICIPATION

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

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

SCHOOL SPIRIT

School spirit may be divided into three categories:

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

SOCIAL ACTIVITIES

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

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

BULLETINS AND ANNOUNCEMENTS

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

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

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

FUND RAISING

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

CLASS AND ORGANIZATION FUNDS

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

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

DANCE REGULATIONS

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

- Only Stroudsburg High School students will be admitted. School I.D. shall be required.
- Once admitted to a dance and a student elects to leave, she/he will not be readmitted. No one will be admitted during the last hour of the dance.
- See Co-curricular participation on page 41.

NATIONAL HONOR SOCIETY/ DEL MINSI CHAPTER

Membership

- Membership in this chapter shall be based on scholarship, service, leadership, and character.
- Membership of this chapter shall be known as active and graduate. The graduate members have no voice. Active members become graduate members upon graduation.
- Candidates shall have spent at least one year in Stroudsburg High School, and shall be members of the sophomore, junior or senior class. The eligibility and selection of new membership shall begin at the end of the first semester of the sophomore year.
- The entire list of membership will be evaluated each year at the conclusion of the first semester by the faculty advisor. This shall be for the purpose of considering newly eligible students and deleting those students who have fallen below the minimal requirements of the society.
- Students enrolled in either “College Prep” or “Honors Curricula” with a cumulative GPA of 3.4 or juniors who have achieved top 10% at the conclusion of their sophomore year shall be given an application to be completed for consideration of acceptance into the Del Minsi Chapter of the National Honor Society.
- Members may be removed from their chapter for inappropriate behavior and/or violating school disciplinary policies. When a member is dismissed, s/he must be notified in writing and his/her emblem and membership card shall be returned to the advisor or principal. Notice of the dismissal must be indicated on the annual report submitted to the national secretary at the end of the school.

Election of Members:

- Applicants who meet the academic requirements will be asked to complete an application that describes his/her service and leadership qualifications.
- The election of members to this chapter shall be made by a faculty advisory committee consisting of five faculty members who volunteer to serve, with the mandatory presence of the chapter's advisor.
- Any active member who falls below the standards shall be placed on probation from the chapter. Failure to improve one's standards could result in dismissal from the chapter.
- An active member who transfers from this school will be given a letter, signed by the principal, indicating the status of his or her membership.
- Any active member who transfers to this school will be automatically accepted for membership in this chapter. The transfer member must maintain the membership requirements for this chapter in order to retain membership.

PUBLICATIONS

The Mountaineer, our school newspaper, contains information about events, club news, sports, editorials, advice, and student work.

The Pioneer, our school yearbook, is published primarily by the senior class and distributed in the spring. It contains individual pictures of students, teachers and staff. Photographs of extra-curricular activities and other school events are also included. *Parallels*, our literary magazine, are published from time to time as warranted by pupil interest.

STUDENT COUNCIL

The purpose of Student Council is:

- To teach and develop citizenship through democratic practices.
- To provide the opportunity for active participation in the organization and management of school affairs.
- To further interest in all school activities.
- To cooperate in promoting the general welfare of the school.

Membership in the Student Council shall consist of eight voting representatives and two alternates from each class. To be elected, interested candidates must submit a petition with 25 signatures from classmates. Thereafter, a speech may be given at the election assembly. The eight candidates receiving the highest number of votes shall be the voting members and the remaining two highest candidates will become the alternate members.

Continued membership in the Student Council will be governed by the academic eligibility guidelines for other activities as listed in this publication. Members of the Student Council and Class Officers may be removed from their position for inappropriate behavior and/or violating school discipline policies.

INTERSCHOLASTIC ATHLETICS

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

Football	Baseball
Soccer (boys/girls)	Rifle
Golf	Track (boys/girls)
Basketball (boys/girls)	Wrestling
Swimming (boys/girls)	Cross Country (boys/girls)
Field Hockey	Tennis (boys/girls)
Softball	Volleyball
Cheerleading	

PHILOSOPHY OF CO-CURRICULAR ACTIVITIES

We believe a sound co-curricular program should be an integral part of the total education of the individual. Therefore, we extend the privilege of taking part in our program to all students who are able to meet the standards set up by our school. Activities offer an opportunity for all pupils to gain valuable experience which will contribute toward better physical growth and development, healthful habits of living, high moral standards, school citizenship, and good sportsmanship. They also offer a chance for outward expression and self-satisfaction by allowing the students the opportunity to demonstrate their abilities.

We further believe that all students should feel it to be their responsibility to take part in or support the programs of Stroudsburg High School, the success of which will bring honor and recognition to the individual and our Alma Mater.

General Objectives:

- The development of personal happiness and worthy use of leisure time.
- The opportunity to learn new games and improve new skills in athletic endeavors.
- The development of physical vigor and desirable habits in health, sanitation, and safety.
- The opportunity to make lasting friendship with squad members.
- A chance to assume responsibilities of athletic competition as a representative of the school.
- The opportunity to become acquainted with members of opposing teams and to visit and play in other communities.
- A chance to observe and exemplify good sportsmanship, teamwork, character and leadership.

Code of Conduct:

For a student who meets the standards of Stroudsburg High School, it is indeed an honor and a privilege to represent our school in athletic competition. The eyes of the student body and the community are focused on the team and its members. It is imperative that every student make an effort to:

- Respect the purposes of the school by conducting himself/herself as a good citizen, sportsperson and student.
- Be a part of the team and perform for the betterment of the team.
- Be loyal to the school and its coaching staff in developing "Esprit de Corps".

- Condition oneself properly so that she/he can safely and adequately meet the physical demands of the sport.
- Be responsible for all equipment issued and wear it only for all authorized activities. Any athlete owing equipment will not be permitted to take part in any other sports until all obligations have been cleared.
- Follow training and practice rules that are set up for each sport by the coach .
- Give one's best throughout the season of preparation and during the game, abiding and respecting all decisions of officials.

Smoking, drinking, late hours, use of drugs or any act that is a discredit to the school or team will be subject to censorship by the coach and ultimately the high school administration. In conclusion, since student participation represents our school, it follows that the school administration, advisor or coach has the authority to revoke the privilege of participation when the student does not conduct himself/herself in an acceptable manner.

ATHLETIC/ACTIVITY ELIGIBILITY

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

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

- **No more than ten Level I offenses, five Level II offenses, one Level III offense and absolutely no Level IV offenses to participate in/attend non-team/club school sponsored activity. Students who are involved in sports/clubs will follow the team/club rules and regulations for discipline. In addition, school attendance is vital toward your success. Thus a student is not permitted to have more than 17 cumulative unexcused absences and/or tardies.**
- Must have passed no less than five full credit courses, or equivalent, during the preceding marking period. Back work may be made up providing it is in accordance with the rules of the school.
- In cases where a student does not meet the requirements, said student shall be ineligible to participate in interscholastic athletics/activities for the following week. The period of ineligibility will begin on Sunday and conclude the following Saturday. Students not meeting the requirements at the conclusion of a marking period will be ineligible for fifteen (15) school days following the student's failure notification by the Athletic Office. This notification will take place upon the availability of grades to the Athletic Office.
- A student must be passing no less than five (5) full credits throughout the period of participation in any activity. A student who is not passing five credits will be suspended from the activity until the requirement is met.
- A pupil who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until she/he has been in attendance for a total of sixty school days following his twentieth day of absence, except where an absence of five or more consecutive school days exists, due to confining illness, injury, or quarantine, such absence may be waived from one application of this rule by the District Committee, if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the sixty days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.
- Physical examinations will be provided by this school district in accordance with P.I.A.A. requirements.
- An athlete arriving at school after the first period class has concluded or a student who leaves school before the conclusion of the last period class shall not be eligible to participate in athletic contests on that weekday. In order to participate in Saturday and Sunday athletic contests, the athlete must be in school by 11:00 AM on Friday, and stay until the conclusion of last period. Please keep in mind that any student who is sent home ill may not participate in either

practice or co-curricular activities. Exceptions to this policy may only be granted by the Principal. It is the coach's responsibility to inform his/her athletes of this policy and to enforce the same.

- Students assigned to either ACE or OSS are ineligible to participate in the activity on that day. Students remain ineligible until the next regularly scheduled school day.
- Any candidate trying out for a sport in a particular season may not drop from his/her candidacy in said sport and try out for a second sport in the same season without the approval of the head coaches of the two sports involved.
- Any student found in violation of these rules shall immediately be declared ineligible for all practices, contests and performances until all requirements are satisfied.

STUDENT INSURANCE

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

WORK PERMITS

Students under 18 years of age are required by Pennsylvania law to have a work permit in order to be employed either part or full-time. There are requirements concerning the type of work students may do, the hours, and conditions. Work permits may be removed with cause by the Principal. These permits may be restored by the Principal, upon demonstration of improved attendance and/or academic work.

Applications and all necessary information may be obtained in the High School Guidance Office.

NON-SCHOOL STUDENT ORGANIZATIONS

This school does not and cannot give recognition to any fraternity, sorority, nor any other interest group or social club, nor approve of the sale, pledging, hazing, nor any other such activities. These organizations are advised to keep their activities entirely off school property.

VI. ATTENDANCE

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

Notice of Absence

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. If the note is not received within three (3) school days, the absence will be considered unexcused and classified as unlawful.

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

Educational travel may be approved at the discretion of the principal and/or superintendent taking into account cumulative absences and requires prior approval.

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

Parents, teachers, and students should review the following rules:

Tardiness to School/Class

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

1st – 5th unexcused tardy = Warning

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

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

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

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

Absences

A parent/guardian must send in a written excuse for an absence. Please include your child's full name, ID #, date, day(s) of absence, reason for absence (see excusable reasons below) and your signature.

If you take your child to the doctor, please get a note from the Dr. office.

The student must present absent note in homeroom within three (3) days of his/her return to school following an absence. Students and/or parents/guardians who wish to have the opportunity to make-up work from unexcused absences may

appeal to the students Assistant Principal. If the issue remains unresolved, the student and/or parents/guardians may appeal to the principal. If the issue remains unresolved, the student and/or parents/guardians can present the facts to the Superintendent of schools for review. When students are absent they should check the class's Google classroom and email teacher(s).

School law provides the following reasons for absences as valid and excusable: (These are also the only valid and excusable reasons for tardiness.)

- Family Emergency (explanation of the emergency must be included)
- Illness
- Quarantine
- Recovery from accident
- Death or serious illness in the family (funeral – letter from funeral director or church may be requested)
- Emergency medical or dental attention
- Impassable roads due to weather conditions
- Authorized religious holidays as provided in the School Code.
- authorized school activities
- out-of-school suspensions

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

- 1.) ***College/Career Technical-School visitations: A maximum of (3) school days for seniors and a maximum of (2) school days for juniors may be permitted with advanced permission from the Principal. Senior and junior students are eligible to apply for visitation privileges to a college/career-technical school to which they are considering for future application.***
- 2.) Educational trips: All educational trips will be approved or disapproved by the principal in accordance with School District Policy (see Appendix III). ***Effective with the 2019- 20 school year, any educational trips beyond five school days may be considered unexcused or unlawful and may not be approved. Requested educational trip days beyond five days will be considered for approval by the superintendent. Individual student attendance and academic records shall be taken into consideration when approving educational trips.*** (forms are available in office)
- 3.) Required court appearances.
- 4.) Student Participation in the Election Process: The Stroudsburg School District recognizes the educational value of extending learning experiences beyond the classroom and the school building and realizes that educational experiences can take place during regular school hours or be extended beyond the hours of the school and affirms the value of learning by participating in the democratic process of electing Local, State and National leaders. Therefore, the district approves the participation of students in the election process with the stipulations noted and kept by the history department and the main office (See Appendix V).

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

PROLONGED ABSENCES

Students need to check the Google classroom and email the teacher if one is unable to attend school for a period of three or more days. Application for Temporary Medical Excusal (TME) instruction can be made in the Office of the Principal. Please see Temporary Medical Excusal (TME) instruction for further clarification.

In all cases of extended absenteeism, the student is encouraged to communicate with his/her teacher and check Google classroom. When possible, the teachers will provide academic work for the student during the convalescent period. Upon the student's return to school, any work missed during the extended absence must be completed. The time allotted will be left to the discretion of the teachers, but will not be less than the total number of days the student was absent as a result of the most recent illness/injury.

If a student is going to be absent for an extended period of time, two (2) weeks or more due to serious/chronic illness or injury, the parents/guardians are encouraged to contact their school counselor to discuss options for Temporary Medical Excusal (TME) Instruction.

TRUANCY

A student who is absent from school or classes for reasons or causes beyond the limitations of the state attendance laws is considered truant. Work missed will not be considered for credit. Truancy will be cause for disciplinary action. Students who accumulate three unlawful absences are required to take part in a School Attendance Improvement Plan. The School Attendance Plan will be developed through a school-family conference. Consequences for unlawful/unexcused absences:

1. Upon accumulating three (3) unlawful/unexcused absences:
 - a. A letter will be sent home informing the parent/guardian the dates of the unlawful/unexcused absences
 - b. HS Administration will conduct a School Attendance Improvement Conference with parent/guardian and student to develop a School Attendance Improvement Plan (S.A.I.P)
2. Upon accumulating six (6) unlawful/unexcused absences:
 - a. The student is now considered "habitually truant"
 - b. A Private Criminal Complaint will be issued with the local magistrate
 - c. The student and parent will be referred to Children and Youth
3. A Private Criminal Complaint will be issued for every subsequent unlawful/unexcused absence

Additional reminders:

1. Excuse notes must be submitted within three (3) days of the absence, if not, it is considered unexcused/unlawful
2. A doctor's note is required when a student is absent for five (5) or more consecutive days
3. After 10 parent notes have been exhausted, absences will require a doctor's excuse; otherwise the absence will remain unexcused.

PERMIT TO LEAVE SCHOOL

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

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

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

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

Early dismissal will be granted by the office for the same reasons as legal absences. Medical appointments are encouraged to be scheduled outside school hours. However, when any emergency demands, such as appointments should be made as early or as late in the school day as possible. Depending on the duration of the appointment, students will be expected to report back to school, with documentation of the appointment.

The request must include the following:

- Student's name
- Student's ID #
- Date and time of departure from school
- Reason
- Parents or guardian's signature
- Contact phone # of parents or guardian

If the student will be signing out on their own, the request must be made in writing and include a telephone number at which the parent or guardian may be reached to verify the request. Students will not be released unless verified by parent or guardian.

Students will be unable to make up work or tests/quizzes without proper documentation.

Parents/Guardians: Please keep the attendance office informed of any changes in home/work/cell phone numbers; this will assist the school when attempting to reach a parent /guardian in the case of an emergency.

Attendance and Policy Records

All records for school attendance will be maintained by the main office. Class attendance is a shared responsibility of the classroom teacher and the administration. Teachers must submit attendance discrepancies to the office for verification of cuts and keep a record of same. If there is disagreement with the student's attendance record, the student and parents/guardians should contact the assistant principal or designee immediately.

Appeal process

If, after all steps have been taken, there is disagreement with denial of the student's credit(s), the parents/guardians can appeal to the principal. If the disagreement remains unresolved, the parents and guardians can present the facts to the Superintendent of schools for review. Further appeal would include the school board and lastly, the courts. These procedures are detailed in the Student Rights and Responsibilities section of the handbook.

WRITTEN COMMUNICATIONS TO PARENTS/GUARDIANS

Whenever this policy calls for a written letter and/or mailed communications to a student's parent (s)/guardian(s), said communications shall be delivered by regular and certified (return receipt requested) United States mail to ensure receipt of same.

CHANGE OF ADDRESS

Fill out the student data change request form at the school or download the form on sburg.org under families then new student registration. At the top of the SASD New Student Registration page is a tab for Data Change Request Information. The Student Data Change Request form with the required proofs of residency can be brought to the Student Registration Office at the Stroudsburg High School (1100 West Main Street, Stroudsburg) or emailed to registration@sburg.org or faxed to 570-213-3659.

VII. STUDENTS' RESPONSIBILITIES

STUDENT IDENTIFICATION CARDS

For purposes of safety and identification, Stroudsburg High School-issued photo ID must be worn by all students at all times. **This school-issued ID is not to be altered in any way.** (i.e. non-school approved stickers, or any marking to face or name) The student ID must be worn around the neck prominently displayed on the outside of one's clothing, using the lanyard provided by the district. Students are not permitted to use any other lanyard. Students are required to display their ID during school hours (7:15 AM – 2:30 PM). While using the school transportation system or attending a school function outside of school hours, students must have an ID on their person. Students will receive an identical ID to be utilized for extra curricular activities.

A replacement fee of \$5.00 will be charged for lost, stolen or defaced ID cards and \$2.00 for replacement lanyards. Students who are not able to pay this fee will receive a new ID and be placed on the end-of-year obligations list. Photographs for replacement IDs will be taken in the Guidance Office. Students who withdraw from Stroudsburg High School must surrender their ID as part of the withdrawal process.

MILITARY RECRUITING

In accordance with section 9528 of the "No Child Left Behind" Act, the Stroudsburg Area School District is required to release student demographics (address, phone, etc.) to the military. Parents who do not want demographic information released to the military must notify the school in writing of their objection. Military recruitment waivers are available in the high school guidance office for parents who want to opt out of this stipulation.

ASSEMBLIES

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

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

BUS REGULATIONS

Parents/Guardians/Students: please be aware that buses are equipped with audio and video capabilities to ensure safety and act as a deterrent to misbehavior. Students are expected to act responsibly, respect the school bus driver and follow bus rules for a safe ride to and from school.

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

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

WELLNESS POLICY

Purpose

The Stroudsburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

To learn more about the district's student wellness policy, please refer to [board policy 246](#).

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

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

- Deliveries from any outside food concessionaires are prohibited.
- No glass containers are allowed in the cafeteria.

NUTRITIONAL STANDARDS FOR COMPETITIVE FOODS

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

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

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

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

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

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

Fluid Milk Substitution in the School Nutrition Programs for Life Threatening Milk Allergy and Lactose Intolerance Policy:

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

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

Lactose Intolerance:

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

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

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

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

Life Threatening Milk Allergy:

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

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

School Meal Charges and Accounts

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

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensures that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's school meal account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided a written notice to the district to withhold a school food program meal. [3]

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

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

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

FOOD SERVICE COLLECTION GUIDELINES & CHARGE POLICIES

The Board of School Directors, pursuant to [Policy 808](#) has directed the Administration to develop guidelines as many students continue to charge for a meal without repaying their previous financial obligations. (Meal is defined as breakfast/lunch which is purchases/charged)

If your child has a negative balance, you must do one of the following:

1. Send a payment in with your student. Checks should be made payable to: **Stroudsburg Lunch Fund** or "**name of school**"-cafeteria. Please include your child's i.d. in the memo section (any costs and fees incurred by SASD due to insufficient funds shall be paid by the parent or legal guardian). **Cash is accepted but not recommended. Payments must be placed in an envelope with the students name and ID. There are three drop box locations. (Cafe, Guidance and right outside of Main Office)**
2. Create a personalized lunch account at www.MySchoolbucks.com and apply sufficient funds to your student's food service lunch account electronically (there is a small fee charged for each time you add funds, but viewing the account is free). You must create a parent's account prior to adding your child. At the home page click on the

"create account" hyperlink then follow the directions given. You will need your child's student ID number, which can be obtained from his/her school office. Please be advised that the accounts are electronically updated nightly; therefore payments made in the morning may not be on your student's account until the following day. Parents may set up a low balance email notification for free by going into their My School Bucks profile and edit the student settings for such notice.

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

Collection of Unpaid Meal Charges

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

The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor or in grades nine through twelve.[3]

Under the amendment to Section 1337 of PA School Code 2017 Act 55, communication about a student's school meal debt must be directed to the parent/guardian. The amendment provides that such communication must occur when the student owes money for five or more meals. The school must then make at least two (2) attempts to reach the parent or guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21] For students enrolled in grade nine through twelve, the schools may directly communicate regarding a low balance or money owed to the student if the communications are made individually to the student by appropriate school personnel and are made discreetly. This is in addition to the communication to the parent.

A fee of \$25.00 will be charged for any checks returned for nonsufficient funds.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floors, lockers or equipment with pen, pencil, paint or any other instrument. Do not tamper with fire alarms, fire extinguishers, Nightlock lockdown barricade system, or any electrical systems. Do not tamper with computer hardware, software or programs. Anyone who willfully destroys school property through vandalism, arson, larceny or who creates a hazard to the safety of other students will be referred to the proper law enforcement agency, and is subject to suspension and/or expulsion from school and restitution.

LOCKERS

All lockers are the property of the Stroudsburg Area School District. Students shall have no expectation of privacy regarding their lockers. All lockers may be searched at anytime without prior notice. Locker privileges may be revoked for disciplinary reasons. Students will be allowed to go to their lockers before school, during lunch, between classes, and at the end of the day prior to boarding the school buses.

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

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

CORRIDOR COURTESY AND TRAFFIC PATTERNS

Keep halls open to traffic by WALKING TO THE RIGHT. Do not block traffic by standing in groups.

Pass through corridors quietly. Be considerate of others in the halls and classrooms.

Discard trash only in provided containers. Keep the school clean by picking up paper and other discarded items.

Traffic patterns are established to ensure student safety. Specific direction will be given by Administration and reinforced by signs identifying proper traffic patterns. Disciplinary action will be taken for non compliance.

HALL PASSES

SmartPass will be utilized as a digital version of the traditional paper hall pass, authorizing a student to be outside a particular classroom while class is in session. Students need passes for the time they are in the hallway, just like a physical hall pass.

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

With permission students can utilize two student requested passes per day for the following reasons:

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

*Students outside of assigned area will receive disciplinary action.

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

BEFORE AND AFTER SCHOOL

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

Students eating breakfast may enter the building @ 6:50 AM and go directly to the cafeteria and stay there until 7:05 AM.

After arriving on school grounds, students may not leave without permission from the office. **All students must leave the building by 2:30 unless they are being supervised by a staff member. Unsupervised students left in the school will be subject to disciplinary action.**

Groups using the building after school hours must remain in the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the following day.

Pupils are not permitted to loiter about the building or school grounds after their daily programs or co-curricular activities are finished. Any unauthorized person will be asked to leave, and/or may be charged with trespassing.

DISMISSAL FROM CLASS

If a teacher finds it necessary to remove a student from class because of disruption or disruptive behavior, **THE STUDENT MUST REPORT IMMEDIATELY TO THE OFFICE.** The student must confer with an administrator in order to be

reinstated. Parents may be informed and a disciplinary notice will be filed. If a second incident occurs, the student may be assigned to Alternative Classroom Environment. If the incident is repeated, a suspension may result.

DRUGS AND ALCOHOL

The Stroudsburg Area School District recognizes that the possession, use or distribution of illicit drugs, and the unlawful possession or use of alcohol on school premises or during any of its activities is wrong and harmful with legal, physical and social implications for the whole school community. Through the use of an age-appropriate, developmentally based drug and alcohol education and prevention program, community support and resources, a strong and consistent administrative, faculty and support personnel effort, a strong student assistance program and rehabilitative and disciplinary procedures, the Stroudsburg Area School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by all students and employees. Please refer to District Policy numbers [227](#) and [227.1](#) Drug and Alcohol Policy and Administrative Guidelines including Appendices.

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

Where the administration has a reasonable belief that a liquid substance possessed for use in a vaping device is a controlled substance, the administration may choose to have the substance tested. If such a test demonstrates the presence of a controlled substance, the administration may also proceed against the possessor pursuant to 227 and 227.1.

Vaping/Tobacco Restorative Practices

Offense	Options
1st offense	<ul style="list-style-type: none"> • SAP referral • 5 days ACE <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • SAP referral • 2-3 days ACE with completion of Connect 5 • Completion of Connect 5 Google form reflection <ul style="list-style-type: none"> • Can complete at home <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • SAP referral • 1 day of ACE with students completion of Connect 5 <ul style="list-style-type: none"> • Can complete at home with parents

	<ul style="list-style-type: none"> • Completion of Connect 5 Google form reflection • Parent completion of Marijuana & Vaping Among Youth Among Youth- Trends and & Prevention Course • Parent Google form reflection
2nd Offense	<ul style="list-style-type: none"> • 5 days OSS <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • 2 days OSS with enrolling in D&A intensive vaping program
3 or more offenses	10 days of OSS

CHEATING

Cheating includes giving or receiving information during an examination, test, or certain assignments as prescribed by teachers. No credit for the work will be awarded. In addition, the students will be subject to disciplinary action. Please note cheating on a final examination will result in automatic course failure.

FIGHTING/ASSAULT

Any student involved in fighting with administrators, teachers other school personnel, or other students will be subject to suspension or expulsion as the individual case may warrant. Moreover, such student or students may also be subject to a disorderly conduct charge or arrest in accordance with the penal code of the Commonwealth of Pennsylvania and/or the ordinances of the Borough of Stroudsburg.

PLAGIARISM

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

Consequences for plagiarism are as follows:

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

2nd and/or Subsequent Offense: No credit, disciplinary action and failure for marking period with a grade no higher than 64. For example: With a zero averaged into the quarter grade, if the student’s average is 65 or higher it will automatically be

reduced to 64; with a zero averaged into the quarter grade, if the student's average is 64 or below, **that average** is the one that will stand. Subsequent offenses may result in course failure.

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

ARTIFICIAL INTELLIGENCE

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

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

Brisk

Revision History

<https://x.writefull.com/gpt-detector>

<https://copyleaks.com/features/ai-content-detector>

<https://detector.dng.ai/>

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

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

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

4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.
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Grading Student Work

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

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

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

Copyright –

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

AI-Generated Content Verification -

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

Consequences for Inappropriate Use

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

Students and staff must immediately report any violations or suspicious activity to the building principal or designee. Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious or willful acts.[25][\[41\]](#)

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[12][16][25][40]

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

EXTORTION

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

GAMBLING

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

STEALING

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

HAZING

Hazing of any student on or off school property is prohibited. Initiations, exclusive of those approved school organizations, may not be held. Initiations held within approved meetings must be approved by the advisor and the administration. Any initiation which involves the slightest element of physical/emotional danger or poor taste is not permitted. Violations will be cause for suspension, expulsion, or other disciplinary measures. (See Appendix XII for Official District Policy)

TOBACCO PRODUCTS

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

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

HARASSMENT

Sexual harassment, physical or verbal harassment, racial or ethnic intimidation of other students or staff members are gross violations of school rules and will be treated accordingly. If a student believes he/she has been harassed it should be reported

immediately to teachers, guidance counselors or principals. In addition to disciplinary action, violators may be expelled from school and may incur legal penalties.

TITLE IX

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

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

The Stroudsburg Area School District encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a complaint of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the suspected party before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of class schedules.
4. Monitored student movement on campus.
5. Mutual restrictions on contact between the parties.
6. Increased security.
7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.

10. Emergency removal

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

The following roles are assigned:

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

Address: 123 Linden Street, Stroudsburg, PA 18360

Email: connolly@sburg.org

Phone Number: 570-421-1990

The Deputy Compliance Officer and Deputy Title IX Coordinator, Richard Baker, can be contacted at:

Address: 1100 West Main Street, Stroudsburg, PA 18360

Email: rbaker@sburg.org

Phone Number: 570-421-19901

The Deputy Compliance Officer and Deputy Title IX Coordinator, Dr. Madeline Acosta, can be contacted at:

Address: 207 Mountaineer Drive, Stroudsburg, PA 18360

Email: macosta@sburg.org

Phone Number: 570-213-0203

ACT 110

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

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

Key components of Act 110 are:

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

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

ARTICLES PROHIBITED IN SCHOOL

Problems arise from time to time because some students bring articles which could be hazardous to the safety of others or a disruption to the educational process. Items such as bean shooters, sling shots, hard balls, baseball bats, etc... if brought to school, will be confiscated and returned to parents or guardians after a conference. Subsequent violations will result in disciplinary action.

WEAPONS

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

TRAUMA-INFORMED APPROACH

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

THREAT ASSESSMENT

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

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

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

Stroudsburg High School's threat assessment team members:

Mr. Jeffrey Sodl, Principal

Mr. Thomas Burke, Assistant Principal

Mr. Daniel Romberger, Assistant Principal

Ms. Christine Gangaware, Assistant Principal

Stroud Area Regional Police Department
Mr. Keith Albert, Chief of Security
Mr. Patrick McGeehan, Head Custodian
Ms. Jena Gmelch, Secretary to the Principal
Ms. Debbie Weikert, Licensed Social Worker
Ms. Theresa Onody, Guidance Counselor
Ms. Ilene Austin, MTSS Coordinator

YOUTH SUICIDE AWARENESS, PREVENTION AND RESPONSE

Purpose

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

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

Authority

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

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

Definition

Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.

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

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

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

Prevention - refers to the efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

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

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

Guidelines

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

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources.

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

1. Information on comprehensive health and wellness, including emotional, behavioral, and social skills development.
2. Broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors, and warning signs for suicide.
3. Help-seeking approaches amongst students, including when concerns arise via social media or other online forums, promote a climate that encourages peer referral, emphasizes school connectedness and engages school resources. Importance of safe and healthy choices and coping strategies.
- 4.

Protocols for Administration of Employee Education

All district employees, including but not limited to administrators, teachers, paraprofessionals, secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention.

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

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated administrators, school counselors, school psychologists, school social workers and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

Suicide Prevention Coordinators

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with **suicide risk factors** or **warning signs** is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about **suicide risk factors** and **warning signs**.

Suicide risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders: Depression
- Substance abuse or dependence
- Previous suicide attempts
- Self-injury
- Personal Characteristics
- Hopelessness/Low self-esteem
- Loneliness/Social alienation/Isolation/Lack of belonging
- Poor problem-solving or coping skills
- Impulsivity/risk-taking/Recklessness
- Adverse/Stressful Life Circumstances
- Interpersonal difficulties or losses
- Disciplinary or legal problems
- Bullying (victim or perpetrator)
- School or work issues
- Physical, sexual or psychological abuse
- Exposure to peer suicide
- Family Characteristics
- Family history of suicide or suicidal behavior
- Family mental health problems
- Divorce/Death of parent or guardian
- Parental-Child relationship

Warning signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

Expressions of desire to commit suicide (suicidal ideation) or another type of self-harm
Fixation on suicide and/or the suicide of others and/or past attempts at suicide
Purposeful self-injury
Expressions such as hopelessness, rage, no reason to live, or sense of purpose
Extreme recklessness or extremely risky behavior
Increase alcohol or drug use
Withdrawal from friends, family, or society
Dramatic mood changes

Referral Procedures

Any district employee who observes a student exhibiting a **warning sign** for suicide or has another indication that a student may be contemplating suicide shall immediately refer the student to a member of the Crisis Response Team for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a **warning sign** for suicide, students demonstrating **suicide risk factors** that appear to be adversely impacting the student should be referred to a member of the Crisis Response Team.

Documentation

The district shall document the reasons for referral, including specific **warning signs** and **suicide risk factors** identified as indications that the student may be at risk.

METHODS OF INTERVENTION

The methods of intervention utilized by the district include but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and suicide death. Suicide intervention procedures shall address the development of a safety plan for students identified as being at increased risk of suicide.

Procedures for Students at Risk

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologists, and social workers.

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

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

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

Behavioral health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral health centers, psychiatrists, psychologists, social workers, and primary care providers.

If the student is identified as being at increased risk of suicide, the district shall create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who have attempted suicide, the appropriate team (IEP team of IDEA-eligible students and Section 504 Team for Section 504-eligible students) shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall immediately be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy, which may include reconvening the IEP or Section 504 Team to discuss any necessary modifications of the student's IEP or Section 504 plan.

Documentation

The district shall document observations, recommendations, and actions conducted throughout the course of the intervention, suicide risk screening, and/or assessment and follow-up, including verbal and written communications with students, parents/guardians, and behavioral health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurses, school psychologists, social workers, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

Response to Suicide Attempt

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

1. Identifying and training the School Crisis Response Team
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees, and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.
7. Provide supportive access to the school counselor and/or mental health professional to students who were impacted by the suicide attempt.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

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

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated district employee will periodically check-in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations, and Board policy. Upon re-entry from a mental health crisis, the necessity of additional support and services should be considered. If deemed necessary, appropriate evaluations to determine eligibility for either special education or a 504 plan will be initiated by the appropriate team.

Response to Suicide (Postvention)

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at-risk youth; and providing resources and supports for students, staff, and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

REPORT PROCEDURES

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians, and behavioral health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention, and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district behavioral health professionals, and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES

National:

National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>

Crisis Text Line: **TEXT 741-741** or visit <http://www.crisistextline.org/>

Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools

<https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

Pennsylvania:

[List of Crisis Intervention contact information by county](#)

[List of County CASSP and Children's Behavioral Health Contact Persons](#)

County Task Force Resources: By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

National and State Organizations

National:

American Association of Suicidology (AAS): <http://www.suicidology.org/>

American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>

Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

Pennsylvania:

Prevent Suicide PA: <http://www.preventsuicidepa.org/>

Jana Marie Foundation: <http://www.janamariefoundation.org/>

Aevidum: <http://aevidum.com/cms/>

Services for Teens at Risk (STAR-Center): <https://www.starcenter.pitt.edu/about>

Pennsylvania Department of Education www.education.state.pa.us

BULLYING

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

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

GANGS

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

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

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

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

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

TERRORISTIC THREATS/ACTS

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

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

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

INAPPROPRIATE LANGUAGE

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

UNAUTHORIZED TAKING OF PHOTO/VIDEO/AUDIO

Students are permitted to use their cell phones in the hallway and cafeteria. In accordance with our Acceptable Use Policy, students can use their phone in the classroom with and only with the permission of their teachers for educational purposes. Under these guidelines, at no time may a student use their phone, or any other device, to take a picture and or record a video or audio of another student, teacher or faculty member. This includes in the restrooms and locker rooms as well. Doing so is unlawful and will result in a referral to the School Resource Officer and Administration, with disciplinary action to follow.

STANDARDIZED DRESS POLICY

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

BOTTOMS

Dress, Casual docker style, or Corduroy pant	Color: Khaki (tan/stone), Black, and Navy
Dress or Casual docker style short	Khaki (tan/stone), Black, and Navy
Dress or Casual Capri style pant	Khaki (tan/stone), Black, and Navy
Dress or Casual Skirt/Skort	Khaki (tan/stone), Black and Navy

Bottom Guidelines:

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

- No holes or slits are permitted.
- No sewn-on loops are permitted.
- No carpenter or cargo pants/shorts are permitted.
- No sweats, jean/denim bottoms (joggers) are permitted. Undergarments must not be visible; no spandex, nylon, or stretch material.

TOPS

Color:

Traditional 2 or 3 button Polo

Solid color White, Maroon/Burgundy, Grey or Black

Standard Oxford Dress shirt/blouse –must be tucked in

Solid color White, Maroon/Burgundy, Grey or Black

Top Guidelines:

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

OPTIONAL APPAREL

***Optional apparel must be worn with a collared shirt**

Color:

T-shirts (layering garment)

Solid color White, Maroon/Burgundy, Grey or Black

Turtleneck/Mock Turtleneck (layering garment)

Solid color White, Maroon/Burgundy, Grey or Black

Pullover

Solid color White, Maroon/Burgundy, Grey or Black

Full-Torso Cardigan Sweater /TurtleNeck Sweater

Solid color White, Maroon/Burgundy, Grey or Black

Full Torso Vest/ Sweater Vest

Solid color White, Maroon/Burgundy, Grey or Black

Fleece

Solid color White, Maroon/Burgundy, Grey or Black

Crew neck Sweatshirt (solid or district/school)

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

Optional Apparel Guidelines:

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

Footwear:

Color: *Predominantly* solid color black, brown, tan or white

Type:

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

General Guidelines for Students

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

Transfer Students

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

Consequence for Non-Compliance

- Failure to abide by the standards set forth will be disciplined according to the following guidelines:
- 1st Offense: The student will be removed from class and sent to the office. The student will be issued a warning and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent with notification of violation.
- 2nd Offense: The student will be removed from class and sent to the office. The student will be issued a warning and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent with notification of violation.
- 3rd Offense: The student will be removed from class and sent to the office. The student will be issued detention and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into

and parent can not be reached, the student will be sent to ACE for the remainder of the day. Administration will phone parent with notification of violation.

- 4th Offense: The student will be removed from class and sent to the office. The student will be issued a day of detention or ACE and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day.
- 5th Offense: The student will be removed from class and sent to the office. The student will be issued 3 days of detention or ACE and given the opportunity to change into appropriate dress. If the student does not have appropriate attire to change into and parent can not be reached, the student will be sent to ACE for the remainder of the day.
- At any point the student shows a lack of cooperation or defiant behavior, consequences for such actions will follow student handbook regulations.

Opt-Out Statement

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

Economic Hardship/Crisis Situations

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

Graduation and Moving-Up Day Requirements

- In order to keep the traditions of Stroudsburg High School, students are expected to dress appropriately for the Moving-Up Day Ceremony and Graduation. Dress code for males must be dress pants, dress shoes, a button-down dress shirt and tie. Dress code for females must be professional. Excessively tight-fitting clothing and low-cut or revealing tops are not permitted. The length of dresses, skirts, and rompers must be at least to mid-thigh. Failure to dress appropriately for these ceremonies may result in removal from the program.
- For Graduation, students are only permitted to wear sashes approved by Stroudsburg High School administration. The only two approved sashes are the Stroudsburg High School National Honor's Society sash and the MCTI National Honors Society sash.
- Students must attend all practices for Moving-Up Day and Graduation in order to participate in the ceremonies.
- Only honors/awards earned through SHS academic and athletic competitive extra curriculars may be worn at graduation.

FOOD AND BEVERAGE

Food and beverages will only be permitted in the cafeteria at designated times established for the breakfast program and lunch. Food and drink, not including water bottles, are prohibited outside the cafeteria. If there is a medical need for snacks or beverages during the day please see or contact the nurse via email shsnurse@sburg.org.

OBLIGATIONS

Underclassmen must satisfy all obligations in order to receive a schedule for the following school year. Students who have not cleared obligations will be subject to disciplinary action at the beginning of the following year. Seniors who are on the obligation list will not be permitted to walk during the Commencement Ceremony and may have their diplomas withheld until the obligation is satisfied.

STUDENT AUTOMOBILES AND MOTORCYCLES

Students who drive a motor vehicle to school must know and obey the following rules:

- Parking is a privilege, Doctor requests for parking privilege will be considered by the administration and is subject to availability.
- Driving privileges will only be made available to **senior and junior (with limited availability) students in good standing**. When a student has met the eligibility criteria, parking spaces will be assigned if available. When all spots are taken, eligible students will be put on a waiting list. In order to obtain possession of a parking permit, the following criteria will be used:
 1. **Discipline**
Students must have zero (0) days of OSS and (0) days of ACE (this excludes any ACE served for Dress Code or ID's) in order to be eligible.
 2. **Attendance**
Students may not have more than 4 unexcused absences.
Students may not have more than 4 unexcused tardies.
 3. **Academics**
Students may not have failed any course for the year.
- Only cars with valid Pennsylvania registration are eligible to be registered for a parking permit.
- Each student must register his/her vehicle every school year. Registration via online form will be emailed to Juniors and Seniors at the end of May for the upcoming school year. Proof of insurance, vehicle registration and the student's license must also be presented prior to issuance of a permit. A non-refundable fee of \$5.00 will be assessed each year. (Additional information will be given to you when you receive your permit, parking space, parking lot, etc.)
- The parking permit issued for the year must be displayed on the top right corner of the back window and be clearly visible while parked on school grounds.
- If more than one vehicle will be driven to school by the student, the student will be required to provide the main office with the appropriate information and purchase an additional sticker for a non-refundable fee of \$5.00.
- Driving from school grounds or the use of a vehicle during school hours without the written permission of the administration is clearly forbidden.
- The Stroudsburg Area School District is not responsible for any damage or vandalism done to a vehicle while parked on school property.
- No MCTI student shall be permitted to drive a private vehicle to MCTI except when special permission is granted by the Director of the MCTI for exceptional circumstances such as diversified occupations, co-op programs, and other educational related activities. This request must also be approved by the home school principal or designee. Violators may be subject to suspension from school.
- Students are expected to operate their vehicles in a safe, legal manner in accordance with the laws of The Commonwealth of Pennsylvania. In addition, each student must operate and park his/her vehicle in accordance with the rules and regulations established by the school district. The rules and possible consequences are detailed below.

- No transferring of tags from one student to another.
- Students may have their parking permit revoked as a measure of discipline for offenses unrelated to parking/driving.
- Students may have their parking permit suspended or revoked for unsafe driving on or around school grounds.
- Students illegally parked on school grounds will be issued a warning for the first offense. Subsequent offenses will result in the student receiving disciplinary action.

CONSEQUENCES FOR DRIVING/PARKING INFRACTION

LEVEL I

INFRACTIONS	POSSIBLE CONSEQUENCES
1. Unregistered Vehicle 2. Parked in Unauthorized Area A. Contrary to Marking Signs B. Double Parked C. On Grass D. Unauthorized parking anywhere on school grounds/property. Parking must be assigned and approved by administration for a student to park at school.	Warning and/or removal of parking privileges *A vehicle parked in an unauthorized location could be towed at the owner's expense.

LEVEL II

INFRACTIONS	POSSIBLE CONSEQUENCES
1. Excessive Level I Infractions (2nd offense or multiple infractions)	2 nd Offense will result in detention 3 or more offenses will result in ACE and/or Suspension or Removal of Parking Privileges

LEVEL III

INFRACTIONS	POSSIBLE CONSEQUENCES
1. Reckless Driving/Endangerment 2. Failure to comply with Security Officer's Instructions	Suspension of Driving Privileges ACE or OSS

SCHOOL RESOURCE OFFICER (SRO) PROGRAM

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

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

The Stroud Area Regional Police Department will assign one full time police officer to the Stroudsburg High School.

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

The officer is involved in a variety of functions:

- As a visible, active law enforcement figure on campus dealing with any law related issues.

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

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

AUDIO AND VISUAL SURVEILLANCE

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

SEARCHES

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

Guidelines

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

All persons entering a school building or event may be required to submit to a detective scanning device and/or security screen. Notification of the metal detector search and security screening procedure will be provided to each student, student's family and district employee on an annual basis. For more information on metal detectors please refer to board [policy 709.2](#).

Sufficient notice of this search policy has been met by way of inclusion in this handbook.

Personal Searches

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

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

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

Refusal to be searched

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

Locker Searches

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

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

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

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

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

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

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The district retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles located on school property. The interior of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal/Prohibited Materials

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

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

Use of Canines

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

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

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

Metal/Weapon/Harmful Devices Detection Equipment

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

Criminal Charges

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

DISCIPLINARY ACTION

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

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

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

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

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

LEVEL I

BEHAVIOR

Excessive Lateness to School

Late to Class

Failure to provide written notice for absence

Violation/Disruption Cafeteria Policy

Violation of School Rules

Violation of ID Policy/Dress Code

Violation of Parking/Driving Policy (permit may be revoked)

Failure to Report to Office

Disruption of Class/Study Hall/Assembly

Use of Unacceptable or Profane Language

Failure to Attend Detention (additional consequences may be assigned)

Inappropriate use of Electronic Devices on School Property. Headphones may be confiscated by school official and may be returned at the end of the day pending investigation and/or parental conference

Leaving Class Without Permission/Skipping Class/Leaving Assigned Area without Permission

Insubordination

Bus Offense

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

CONSEQUENCE

First Offense: Warning and/or detention

Second Offense: Administrative detention after school and contact with parent

Third Offense: (1 – 3) Administrative detentions after school and contact with parent

Fourth Offense: Alternative Classroom Environment for 1 day and contact with parent

Failure to report to Administrative Detention will result in assignment of ACE and rescheduling of detention. Repeated offenses may result in multiple days of ACE.

LEVEL II

BEHAVIOR

Excessive Level I Offenses

Leaving School without Permission

“Horseplay” (possible out-of-school suspension depending on seriousness of offense)

Intimate Behavior/Inappropriate Affection

Falsification of School Records/Passes

Stealing of School or Personal Property less than \$20.00

Academic Cheating/Plagiarism (Possible OSS, refer to p. 56)

Insubordination

Safety violations (Possible O.S.S. depending on the seriousness of offense)

Violation of After School Detention Procedures

Violation of Restricted Movement

Bus Offense

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

CONSEQUENCES

First Offense: 1 - 3 days Alternative Classroom Environment and contact parent / possible referral to SAP Team / possible suspension of bus privileges if appropriate

Second Offense: 3 days Alternative Classroom Environment and request for parent conference / referral to SAP Team/suspension of bus privileges if appropriate

Third Offense: 5 days Alternative Classroom Environment and request for parent conference/continued work with SAP Team/suspension of bus privileges if appropriate

Fourth Offense: 3 days Out-of-School Suspension/continue work with SAP Team assignment/suspension of bus privileges if appropriate.

Fifth Offense: 5 days Out-of-School Suspension/continue work with SAP Team/suspension of bus privileges if appropriate.

LEVEL III

BEHAVIOR

Excessive Level II Offenses

Disrespect/Abusive Language/Insubordination

Ethnic/Racial Intimidation

Bullying/Harassment of or Threats to Fellow Student (s) (Possible Out-Of-School Suspension Depending on Seriousness of Offense)

Possession/Use/Sale of any Tobacco Products/Vapes (Automatic Citation Issued) *Fore Vapes please refer to the Vaping Policy on page 57.

Minor Verbal Altercation / Threatening School Official or Student (Possible 5 Day Suspension Depending Upon the Seriousness of the Offense)

Inappropriate Physical Contact or Aggressive Posturing with Staff/District Personnel or Fellow Students (Possible 10 Day Suspension Depending Upon the Seriousness of the Offense)

Violation of (ACE) In-School-Suspension Policy

Possession/Use of Substance and/or Device to Disrupt School Routine (Possible Reimbursement for any Damages Assessed AND Possible 10 Day Suspension Depending on Seriousness of the Offense)

Stealing of School Property or Personal Property in the amount of \$20 - \$100.

Vandalism (Possible Reimbursement for Damages)

Insubordination

Bus Offense

Hate Speech (public speech that expresses hate or encourages violence towards a person or group based on something such as race, religion, sex, or sexual orientation) (**POSSIBLE 10 DAY SUSPENSION AND EXPULSION**)

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

CONSEQUENCES

(Note: Any level III offense will carry the possibility of criminal charges)

First Offense: 3 Days of Out-Of-School Suspension and request parent conference/referral to/continue work with SAP Team

Second Offense: 5 Days of Out-Of-School-Suspension and request parent conference/continued work with SAP Team

Third Offense: 7 Days of Out-Of-School-Suspension and request parent conference/continued work with SAP Team

Fourth Offense: 10 Days of Out-Of-School-Suspension with recommendation for expulsion hearing

Fifth Offense: 10 Days of Out-Of-School-Suspension with recommendation for expulsion hearing

LEVEL IV

Excessive Level III Offenses

Fighting (**AUTOMATIC 10 DAY SUSPENSION**)

Ethnic/Racial Intimidation

Posing threats to staff and district personnel

Physical assault on staff, district personnel or fellow students

Possession/use of weapons/look-alikes

Possession/use of drugs/paraphernalia* (Including THC Vapes)

Possession/use of alcohol*

Activating false fire alarm (Referral to proper authorities)

Tampering, misuse, or destruction of emergency equipment

Bomb Threats

Arson

Theft or possession of property exceeding \$100 value

Insubordination

Bus Offense

*Readmission to school pending successful completion of rehabilitation and board approval

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

CONSEQUENCES

10 Days Out-Of-School-Suspension with possible recommendation for expulsion

Referral to Drug and Alcohol Policy as appropriate

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

Placement in Alternative Education program.

In addition to school consequences, certain offenses may result in charges being filed with local law enforcement officials. (Additional information is contained in Appendix 12)

Detention

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

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

Restricted Movement

Students are placed on restricted movement due to misconduct. Pupils so assigned may not be issued passes for any purpose except in an extreme emergency, and then only with permission from an administrator. Teachers are to promptly report to the office and write-up any violation of restricted movement. Failure to adhere to restricted movement will be cause for extension of the program, suspension, and/or parent conference. Being late to class is a violation of restricted movement.

Withholding Privileges

Participation in extracurricular activities and field trips is a privilege rather than a right. Since students who engage in these activities have the responsibility of representing our school, students are obligated to exhibit the behavior and responsibility befitting this privilege. Failure to exhibit expected behavior may result in the loss of these privileges and/or disciplinary action.

Alternative Classroom Environment (ACE)

Students may be assigned to Alternative Classroom Environment for disciplinary infractions. This assignment must be fulfilled regardless of any other absence. Assignment shall be the responsibility of the building administration. Failure to satisfactorily complete this assignment will result in additional disciplinary action and/or rescheduling ACE.

When a student is assigned, notification of the assignment will be given to parents. These students will be listed on the daily attendance sheet. Students are responsible for completing all work that will be taking place in their classes while they are serving ACE. Any work that is not complete upon their return to classes will result in a "0". Students will be responsible for meeting with all of their teachers prior to their ACE dates and receiving all of the work they will be missing. Administration will provide them with an ACE Assignment Sheet that all of their teachers must fill out (work, instructions, etc.) and sign. Any student that shows up to ACE with this sheet not completed in full will receive further disciplinary action. Furthermore, the ACE teachers will provide assignments for the students to complete if they do not come prepared with work of their own. Students who violate ACE rules will receive out-of-school suspension and must complete their ACE when they return to school.

While assigned to the Alternative Classroom Environment program, students may not attend school activities or extra-curricular activities. Eligibility to attend or participate in such activities will be reinstated the day after the suspension has been successfully completed. Vo-Tech students who are serving an ACE assignment may not attend Vo-Tech on those days.

Suspension

Continuous and willful refusal to accomplish tasks, insubordination, disorderly, vicious, illegal, immoral and disruptive conduct, and persistent or substantial violation of school regulations are causes for alternative classroom environment (ACE)

and out-of-school suspensions (OSS). This includes, among other acts, failure to meet obligations, violation of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles on school grounds, use of weapons or illegal fireworks, smoking or violation of any local, state or federal law.

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

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

Alternative Placement

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

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

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

Expulsion

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

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

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

Restitution

Restoration or restitution for any property damaged, marred, broken or removed may be required.

Other Disciplinary Measures

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

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

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

VIII. MENTAL HEALTH PROCEDURES

SITUATIONAL CATEGORY:

A student displaying any behavior that prevents him/her from functioning in class. Example: suicidal or homicidal behaviors, outward loss of control, withdrawing, out of touch with reality.

IMMEDIATE ACTION:

Students taken to the office, nurse or guidance. Building administrator is summoned. Student support team is notified. Student incident report written.

NOTIFICATION OF SECURITY:

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

DISCIPLINE:

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

INVESTIGATION:

The student's locker may be searched for student safety.

NOTIFICATION OF PARENTS:

Parents will be notified and requested to pick up students from school. Parent conference required for re-admission to school. Possible referral to MH/MR for evaluation.

RE-ADMISSION PROCESS:

Mandatory re-entry meeting with administration, guidance, nurse, parent/guardian and/or student in which the following items will be discussed.

- a. Parental concerns and information parents/guardians wish to convey to teachers/staff.
School form available.
- b. Timelines for academic work to be completed. To be arranged with teachers according to handbook.
- c. Update of health records and documentation of any medications and/or side effects.
- d. The follow-up responsibilities of parents/guardian, student and staff will be clarified at this re-admission meeting.

IX. MISCELLANEOUS

One to One Technology Initiative

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

District-Provided Technology

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

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

(See Board [Policy 252](#) for full details and information)

Remote Access, Monitoring and Tracking of District-Issued Devices

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

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

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

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

Guidelines

Repair and Maintenance of District Device

Devices are the property of Stroudsburg Area School District. Students are responsible for the appropriate use of devices. The care of the device is the student's responsibility. If a device needs repair, service or other maintenance, students are to report to the administrator/faculty member in their building. Students should not attempt to repair or service their device. Vandalism

to any device or accessory is strictly prohibited. **There will be tiered discipline for chromebook damages.** Students must present a school issued picture ID when they bring their device in or pick up from repair.
(See Board [Policy 893](#) for full details and information)

1:1 Chromebook Initiative

Please understand that you are responsible for your child's device and that your child will need their Chromebook in the fall. Students will ***not*** be issued a new Chromebook each year, so it is imperative that you ensure the Chromebook is properly used and/or stored in its protective case while school is not in session as per the best practices in policy 252 and AR 252 ([see link](#)); if you need another cover please contact your school. This Chromebook is solely given to your child for academic purposes, so you must help your child understand it is not a personal device and that it is school property that they will need in the future. Chromebooks are issued once at each of the following grade levels K, 5th, and 9th. We expect them to have a full life of use. In other words, the Chromebook your child is issued in Kindergarten will be used by them through 4th grade. Chromebooks Issued in fifth (5th) grade will be used through eighth (8th) grade. And Chromebooks issued in ninth (9th) grade will be used through our students senior (12th) grade year.

Chromebook Care and Requirements

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

General Precautions

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

Carrying Chromebooks

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

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

Screen Care

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

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

Device Charges

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

<u>Common Mistakes</u>	<u>Anticipated Replacement Costs</u>
1. Lost/damaged charger	\$39.95
2. Broken screen	\$99.95 - \$119.95
3. Broken / dirty keyboard	\$17.95
4. Broken / damaged camera	\$18.95
5. Broken touchpad	\$36.95-\$49.95
6. Lost device replacement	\$296.00 - \$359.00

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

Device Coverage Insurance can be purchased from the following link for this school year, please adhere to any deadlines the company has for signing up. <https://schooldevicecoverage.com/>

BICYCLES

Bicycles must be parked in the racks provided. All bicycles should be licensed if applicable and provided with locks. The school is not responsible for damage or theft while bicycles are parked on school grounds.

CIVIL EMERGENCIES

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

Keep private cars out of the area. KEEP STREETS CLEAR FOR EMERGENCY VEHICLES - POLICE, AMBULANCE, FIRE, etc.

Tune radio to WSBG/WVPO, WARM, WFMV, WPCN, WFMZ, HOT 99.9, WLEV and TV stations WNEP, WYOU, WBRE or visit their websites for information on local disasters.

FACULTY LOUNGE

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

FIRE DRILLS

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

It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions.

No one is to return to the building until the signal is given by the principal to do so. This is normally done by a series of signal tones generated via the P. A. system.

SCHOOL CLOSING

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

School closings and delayed starting times or early dismissals shall be announced and repeated hourly on radio stations WSBG/WVPO, WARM, WFMV, WPCN, WFMZ, HOT 99.9, WLEV and TV stations WNEP, WYOU, WBRE or visit their websites.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. DO NOT LEAVE VALUABLES IN YOUR LOCKER OR OUTSIDE YOUR IMMEDIATE CARE!

STUDY HALL RULES

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

- Students are required to report to study halls with all materials needed for a full period.
- Passes for appointments to visit the counselor, the nurse, other teachers or classes, or any other area of the school, must be obtained in advance and submitted to the study hall teacher at the beginning of the period.
- Students not using their time properly may be disciplined by the teacher and referred to the administration after repeated violation of the rules.
- Students wishing to use the library/writing lab in lieu of study hall must sign up for a SmartPass to go to the library/writing lab. If a pass has been issued, the student must report to the library/writing lab during the scheduled time.

SUBSTITUTE TEACHERS

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

LOST AND FOUND

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

THEFT PREVENTION

The best method to stop theft is prevention. The school can not be responsible for items that are lost or stolen. Lockers should be locked at all times. Below are some hints to prevent thefts:

- Never share lockers or locker combinations. Most thefts are a result of students having access to other students' lockers.
- Never leave any valuables in an unlocked locker.
- Do not bring large sums of money to school. Leave valuables at home.
- Never leave personal belongings unattended.

FEEs

Certain laboratory fees for classes such as shop, home economics and photography may be charged. Additional fees are paid by students taking certain courses, requiring the use of expendable materials.

TELEPHONES

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

VISITORS

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

MISCELLANEOUS

The delivery of flowers, balloons, and other items deemed inappropriate by the administration, is prohibited. These items will be refused at the main office.

INTEGRATED PEST MANAGEMENT

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

REQUEST FOR RECONSIDERATION OF MATERIALS

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

EVERY STUDENT SUCCEEDS ACT (ESSA) AND THE ELEMENTARY AND SECONDARY EDUCATION ASSISTANCE (ESEA)

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

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

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

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

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

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

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

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

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

APPENDIX I SCHOOL CALENDAR

STROUDSBURG AREA SCHOOL DISTRICT 2024-2025 CALENDAR

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff 7				Student 5		

August
 20 - First Day for Teachers
 21 - Professional Development (Teachers)
 22 - Act 80 Day (Teachers)
 26 - First Day of School
 30 - Labor Day Holiday (Schools Closed)

February

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Staff 19/122				Student 19/120		

14 - Act 80 Day No school - Students
 17 - Presidents' Day (schools closed)

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff 20/27				Student 20/25		

September
 2 - Labor Day (Schools Closed)
 20 - Act 80 Day No School for Students
 30 - Student 2 hr delay/Act 80 faculty data meeting

March

14 - Closed

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Staff 20/142				Student 20/140		

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Staff 23/50				Student 23/48		

October
 14 - Indigenous Peoples' Day
 No School for Students - Act 80 Day (Teachers)

April

18 - 21 Spring Recess (schools closed)

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Staff 20/162				Student 20/160		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Staff 18/68				Student 18/66		

November
 5 - Act 80 Day No School for Students
 25- Parent Conferences K-12 (12-7:30 PM)
 (Act 80) No School for Students
 26- Parent Conferences K-12 (8 AM - 3:30 PM)
 (Act 80) No School for Students
 27 NOV - 2 DEC - Thanksgiving Recess

May

26 - Memorial Day (schools closed)

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Staff 21/183				Student 21/181		

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Staff 14/82				Student 14/80		

December
 2 Dec - Thanksgiving Recess
 23-31 - Winter Recess

June

4 - Last Day of School
 for Faculty and Students (TENT.)

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Staff 3/186				Student 3/184		

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Staff 21/103				Student 21/ 101		

January
 1 - New Year's Day (schools closed)
 20 - Martin Luther King Day (schools closed)
 27 - 2 hr delay students /Act 80 faculty data meeting

First Day - Students	Act 80 - 2 Hour Delay	First/Last Day Faculty/Students
In-Service - No Students	Act 80 Day - No Students	Holiday/No School
Early Dismissal - Students	Board approved: 02/21/2024 Revised:	

Section 1502 - Official District Holidays:
 12/23/2024, 1/1/2025, 2/17/2025, 4/18/2025, and 4/21/2025

APPENDIX II

BELL SCHEDULE

Normal Schedule

mins	period	start	end
0:11	Hm Rm	7:15 AM	7:26 AM
0:42	1	7:30 AM	8:12 AM
0:42	2	8:16 AM	8:58 AM
0:42	3	9:02 AM	9:44 AM
0:42	4	9:48 AM	10:30 AM
0:42	5	10:34 AM	11:16 AM
0:42	6	11:20 AM	12:02 PM
0:42	7	12:06 PM	12:48 PM
0:42	8	12:52 PM	1:34 PM
0:42	9	1:38 PM	2:20 PM

2 Hour Delay

mins	period	start	end
0:09	Hm Rm	9:15 AM	9:24 AM
0:24	1	9:28 AM	9:52 AM
0:24	2	9:56 AM	10:20 AM
0:24	3	10:24 AM	10:48 AM
0:35	4	10:52 AM	11:27 AM
0:35	5	11:31 AM	12:06 PM
0:35	6	12:10 PM	12:45 PM
0:35	7	12:49 PM	1:24 PM
0:24	8	1:28 PM	1:52 PM
0:24	9	1:56 PM	2:20 PM

Normal PM MCTI

mins	period	start	end
0:11	Hm Rm	7:15 AM	7:26 AM
0:42	1	7:30 AM	8:12 AM
0:42	2	8:16 AM	8:58 AM
0:42	3	9:02 AM	9:44 AM
0:42	4	9:48 AM	10:30 AM
	MCTI	10:34 AM	2:20 PM

2 Hour Delay PM MCTI

mins	period	start	end
0:09	Hm Rm	9:15 AM	9:24 AM
0:24	1	9:28 AM	9:52 AM
0:24	2	9:56 AM	10:20 AM
0:24	3	10:24 AM	10:48 AM
0:35	4	10:52 AM	11:27 AM
	MCTI	11:36 AM	2:20 PM

Normal AM MCTI

mins	period	start	end
	Hm Rm	7:15 AM	7:26 AM
	MCTI	7:35 AM	11:10 AM
0:42	6	11:20 AM	12:02 PM
0:42	7	12:06 PM	12:48 PM
0:42	8	12:52 PM	1:34 PM
0:42	9	1:38 PM	2:20 PM

2 Hour Delay AM MCTI

mins	period	start	end
0:09	Hm Rm	9:15 AM	9:24 AM
	MCTI	9:40 AM	12:00 PM
0:35	6	12:08 PM	12:43 PM
0:35	7	12:47 PM	1:22 PM
0:24	8	1:26 PM	1:51 PM
0:24	9	1:55 PM	2:20 PM

APPENDIX III

SASD High School Educational Trip Form 2024-2025

APPENDIX IV

SASD Health and Safety Plan 2024-2025

Please click on the following to see the updates Health and Safety Plan

 [Health & Safety Plan 2024-25.pdf](#)

APPENDIX V

Stroudsburg Area School District Physician Authorization for Medication Administration During School Hours

The SASD in compliance with the Pennsylvania Department of Health and Education, has established the following rules: **NO medication, including all over the counter medication (e.g. Tylenol, Advil, eye drops, etc.)** , will be administered during school hours without a written authorization from the attending physician and written permission from the parent/guardian.

Medication must be in an original labeled container with pharmacist instructions reflecting current order secured to the container with student name. Medication must be taken to the health office.

Student is responsible to report to the nurse at the appropriate time for their medication to be given. Medication must be administered by the school nurse or principal designee, with the exception of asthma inhalers/EpiPen. Students who choose to carry and self administer asthma inhalers/EpiPen in the school setting, MUST have a signed physician's order specifying permission to carry and self administer the medication and that the child is responsible and capable of self- administration. **Students who carry their own inhalers/EpiPen MUST have a 2nd emergency medication in the nurse's office.** At NO time is medication to be carried by students unless a physician's order states that they must do so.

TO THE PHYSICIAN:

(Name of Student) (Grade/Teacher) (School)

Medication and dosage: _____

Time: _____ Duration (days, weeks) _____

Diagnosis: _____

Special conditions to observe: _____

****PHYSICIAN: PLEASE INITIAL APPROPRIATE SELECTION BELOW FOR ALL DAILY OR EMERGENCY MEDICATIONS (INHALER, EPIPENS, ETC)****

During field trips the medication noted above will:

- 1 _____ Be omitted the day of the trip
- 2 _____ Be given before/after field trip during regular school hours
- 3 _____ Be self-administered on field trip by student under direct supervision of District staff member. The parent/guardian will provide a properly labeled, original medication container from the pharmacy that includes only the amount of medication that will be needed for the trip.
- 4 _____ Be administered by parent/designated guardian accompanying student on trip. The parent/guardian will provide a properly labeled, original medication container from the pharmacy that includes only the amount of medication that will be needed for the trip.

****PHYSICIAN: PLEASE INITIAL APPROPRIATE SELECTION BELOW REGARDING SELF ADMINISTRATION OF INHALER/EPIPEN IN SCHOOL****

- ____ The student **has permission** to carry and self- administer an asthma inhaler/EpiPen during schools hours. This student is qualified and has demonstrated the ability to self- administer an asthma inhaler/EpiPen.
- ____ The student **does NOT have permission** to carry and self-administer an asthma inhaler/EpiPen during school.

(Signature of Attending Physician)

(Date)

(Address of Attending Physician)

(Phone/ Fax No. of Physician)

TO THE PARENT:

I authorize the Stroudsburg Area School District to administer the above medication as prescribed. I do hereby release, discharge, and hold harmless the Stroudsburg Area School District agents and employees from any and all liability and claim whatsoever for the administration / self -administration of the above medication to my child should they develop an adverse reaction from the medication.

Signature of Parent/Guardian

Daytime phone #

Date

Revised: 6/2007

APPENDIX VI

STROUDSBURG AREA SCHOOL DISTRICT

REQUEST FOR FINANCIAL ASSISTANCE

A request for financial assistance with the Standardized Dress Policy based on need shall be considered on completion and submission of the accompanying form. This form must be submitted to the Superintendent within five (5) calendar days of receipt to be considered for assistance. If eligible for assistance, the student is required to be in compliance with the Standardized Dress Policy within seven (7) calendar days.

Stroudsburg Area School District, in partnering with a number of vendors, will provide subsidy/vouchers at a discounted rate for those eligible.

The signature below denotes receipt of a copy of the Standardized Dress Policy and the request for financial assistance form.

Parent/Guardian Signature

Date

Date Issued _____

**STROUDSBURG AREA SCHOOL DISTRICT
REQUEST FOR FINANCIAL ASSISTANCE**

Student's Last Name	First	Grade/School
---------------------	-------	--------------

Parent's Name	Phone Number
---------------	--------------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

Directions: Complete information requested below reflecting economic status and attach your most recent income tax return.

PART A: Food Stamp or TANF Cash Assistance Number

____ - ____
Enter the 9 digit case number assigned by the County Assistance Office
(If you entered a case number, skip to Part C)

PART B: Taxable and Non-Taxable Sources of Family Monthly Income

Name of Household Member	Source of Income	Weekly	Bi-Weekly	Monthly	Yearly
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____	\$ _____

Total number of household members _____

PART C:

I certify that the information provided by me is true and accurate. Further, I consent to allowing the Stroudsburg Area School District to verify this information with any and all employers and/or agencies.

Parent's Signature _____ Date _____

APPENDIX VII

STROUDSBURG AREA SCHOOL DISTRICT

REQUEST FOR WAIVER FROM THE STANDARDIZED DRESS POLICY MEDICAL/SPECIAL NEEDS

A request for waiver of the Standardized Dress Policy based on medical reasons/special needs shall be considered on completions and submission of the accompanying waiver form. This form must be submitted to the Superintendent within five (5) calendar days of receipt to be considered for exemption. The student will temporarily be exempt from the requested elements of the Standardized Dress Policy until a decision has been rendered as outlined in the policy, but must dress within the spirit of the appropriate attire.

The signature below denotes receipt of a copy of the Standardized Dress Policy and the request for a Medical/Special Needs waiver form.

Parent/Guardian Signature

Date

STROUDSBURG AREA SCHOOL DISTRICT
REQUEST FOR WAIVER FROM THE STANDARDIZED DRESS POLICY
MEDICAL/SPECIAL NEEDS

Student's Last Name	First	Grade/School
---------------------	-------	--------------

Parent's Name	Phone Number
---------------	--------------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

1. Set forth in detail your objection to complying with the standardized dress policy as required on the basis of medical or special needs. Indicate the specific elements of the policy for which you request exception.

2. Attach appropriate documentation from your doctor attesting this position. If it is a case of special needs, attach a copy of the I.E.P. and case manager's name. (The administration reserves the right to request additional documentation at their discretion.)

Parent's Signature _____ Date _____

APPENDIX VIII

STROUDSBURG AREA SCHOOL DISTRICT

REQUEST FOR WAIVER FROM THE STANDARDIZED DRESS POLICY RELIGIOUS

A request for waiver of the Standardized Dress Policy based on religious grounds shall be considered on completions and submission of the accompanying waiver form. This form must be submitted to the Superintendent within five (5) calendar days of receipt to be considered for exemption. The student will temporarily be exempt from the requested elements of the Standardized Dress Policy until a decision has been rendered as outlined in the policy, but must dress within the spirit of the appropriate attire.

The signature below denotes receipt of a copy of the Standardized Dress Policy and the request for a Religious waiver form.

Parent/Guardian Signature

Date

STROUDSBURG AREA SCHOOL DISTRICT
REQUEST FOR WAIVER FROM THE STANDARDIZED DRESS POLICY
RELIGIOUS

Student's Last Name	First	Grade/School
---------------------	-------	--------------

Parent's Name	Phone Number
---------------	--------------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

1. Set forth in detail your objection to complying with the standardized dress policy as required on the basis of your religious beliefs. Indicate the specific elements of the policy for which you request exception.
2. Attach appropriate documentation of your religious group's doctrine and a letter from your minister, priest, or rabbi attesting this position. (The administration reserves the right to request additional documentation at their discretion.)
3. Has the student ever worn a uniform to participate in activities such as girl scouts, boy scouts, non-school organized sport teams, school sponsored sports teams, band, choir, or drill teams? If so, explain in detail.
4. Has the student ever worn a uniform to work at a business, at church, or church related activities? If so, explain in detail.

5. Has either parent ever participated in any activities (including, but not limited to the activities set forth in paragraphs 3 and 4 above) that required a uniform? If so, explain in detail.

Parent's Signature_____ Date_____

APPENDIX IX

COLLEGE VISITATION FORM

STROUDSBURG AREA SCHOOL DISTRICT COLLEGE VISITATION FORM

College visitations:

A maximum of three (3) school days may be permitted with advance permission from the principal. *ONLY SENIOR STUDENTS* are eligible to apply for visitation privileges to a college or trade school to which they have applied for future admission.

THIS SECTION TO BE COMPLETED BY THE STUDENT & PARENT(S)/GUARDIAN(S) AND SUBMITTED TO THE ATTENDANCE OFFICE AT LEAST FIVE (5) SCHOOL DAYS PRIOR TO VISIT.

Student Name _____ ID # _____

HR Teacher _____

Dates of visit - From: _____ to _____ Number of missed school days: _____

Name of College/Trade School: _____

Address of College/Trade School: _____

Parents/ Guardian's Signature _____ Date submitted: ____/____/____

THIS SECTION MUST BE COMPLETED BY TEACHERS:

Subject _____ Teacher _____

Subject _____ Teacher _____

Subject _____ Teacher _____

Subject _____ Teacher _____

Subject _____ Teacher _____

Subject _____ Teacher _____

Subject _____ Teacher _____

Subject _____ Teacher _____

THIS SECTION TO BE COMPLETED BY THE PRINCIPAL:

Total number of college visit days to date _____ Total number of days for all college visits: _____

Total number of days absent to date _____ out of _____ days possible = _____ % attendance.

____ Approved/ ____ Not Approved OR ____ Recommended/ ____ Not Recommended

Comments if not approved or recommended: _____

Signature of Principal: _____ Date: ____/____/____

Cv 7/11 am

APPENDIX X

BULLYING POLICY

7/21/23, 10:59 AM

BoardDocs® Pro



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	First Reading
Adopted	October 18, 2017
Last Revised	April 6, 2023
Prior Revised Dates	10/7/2020, 8/8/2021

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board, by this policy, prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:[\[1\]](#)

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

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

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

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

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

good-faith reports of bullying. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct that may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicated a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report (please see attached reporting forms) of alleged potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[4\]](#)[\[5\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with applicable law, regulations, this policy, and the district's legal and investigative obligations.

Retaliation

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

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.[\[1\]](#)

Education

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

APPENDIX XI

HAZING POLICY



Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Second Reading and Adoption
Adopted	October 18, 2017
Last Revised	July 21, 2021
Prior Revised Dates	10/7/2020

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [2]

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

Organizational hazing occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates hazing.[3][4]

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

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

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

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

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

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

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

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall report the student to the threat assessment team, in accordance, in accordance with applicable law and Board policy.[13][14]

Guidelines

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

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

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.[\[7\]](#)

Complaint Procedure

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination, or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing, or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[13\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[15\]](#)[\[20\]](#)[\[21\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[14\]](#)[\[20\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 18 Pa. C.S.A. 2810
14. 24 P.S. 1303-A
15. 22 PA Code 10.2
16. 35 P.S. 780-102
17. 24 P.S. 1302.1-A
18. 22 PA Code 10.21
19. 22 PA Code 10.22
20. Pol. 805.1
21. 22 PA Code 10.25
22. Pol. 218
23. Pol. 233
24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

247-Attach 1 Report Form.pdf (161 KB)

APPENDIX XII
McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youth have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying, even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact the Stroudsburg Area School District Homeless Liaison, Dr. Kerri Ruck, at 570-213-3669 x50066.

APPENDIX XIII

LEVEL IV extension

Level-four offense:

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

ALMA MATER

When the first faint flush of dawn is seen

calmly still, calmly still

Bathed in gleaming gold and crimson sheen

Is our high school on the hill.

Home of all our youthful joys thou art

Happy days, happy days;

And the throb of each devoted heart

Is re-echoed in this song of praise

Though the years quickly fly,

All our loyal friends give place to new,

To our Alma Mater we'll be true-

STROUDSBURG HIGH,

STROUDSBURG HIGH,

When the evening sunbeams gently fall

From the sky, from the sky

Tenderly they gild the western wall

Of our dear old Stroudsburg High

And by fortune though our lots be cast

Far away, far away,

It will come to us throughout the past

As a guide upon our onward way,

In vain we will sigh

For the happy hours that are no more,

And fond memories will linger o'er

STROUDSBURG HIGH SCHOOL

STROUDSBURG HIGH SCHOOL

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NEED HELP?

From time to time, we all need assistance from other people. In addition to your parents, teachers, counselors, minister/rabbi, relative the list below includes some agencies which can offer you assistance.

Children and Youth Services	420-3590
Women's Resources Hotline	424-2093
Alcoholics Anonymous	424-8532
Drug and Alcohol Commission	421-1960
Big Brother/Big Sister	421-2877
Mental Health/Mental Retardation	421-2901
Planned Parenthood	424-8306
Rape Crisis	421-4200
Youth Employment Services	620-2410
Domestic Violence	421-4200
Narcotics Anonymous	421-6618
Child Line (Child Abuse)	1-800-932-0313
Redco Group Behavioral Health Services	420-8070
Monroe County State Health Center	424-3020
Monroe County Assistance Office	424-3030