



**Pocono Mountain
Junior High School
Student / Parent
Handbook 2025 - 2026**

**EAST
PRIDE**



**WEST
PRIDE**



ALMA MATER

To Pocono Mountain praise we sing

That thy hallowed halls might ring

For the knowledge that will guide our lives

We look to thee.

On mountain top poised in majesty

Nature unfolds

The school that in our hearts will always be

PO-CO-NO.

POCONO MOUNTAIN SCHOOL DISTRICT

BOARD OF EDUCATION

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Mr. Nathan Strunk, Vice President	Ms. Anna Lopez
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DISTRICT ADMINISTRATION

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Dr. Catherine Sweeney, Assistant Superintendent for Curriculum and Instruction

Dr. Mark Wade, Assistant Superintendent for Special Education

Dr. Jeremy Sawicki, Assistant Superintendent for Technology and Security Operations

Dr. Courtney Burrus, Chief Human Resources Officer

Mr. Joseph Colozza, Chief Financial Officer

EAST JUNIOR HIGH SCHOOL ADMINISTRATION

Dr. Eric Vogt, Principal

Ms. Jamie Snyder, Assistant Principal

WEST JUNIOR HIGH SCHOOL ADMINISTRATION

Dr. Ann Marie Vaughn, Principal

Mr. Walter Pawlowski, Assistant Principal

TELEPHONE NUMBERS

Central Office	570-839-7121 ext. 1000
Curriculum Directors' Office	570-839-7121 ext. 50365
First Student Liaison Office	570-839-7121 ext. 30421
Security Office	570-839-7121 ext. 40433

EAST JUNIOR HIGH SCHOOL

Main Office	Ext. 50400
Guidance	Ext. 50460
Attendance	Ext. 50419
Nurse's Office	Ext. 50470
Building Fax	570-839-3241

WEST JUNIOR HIGH SCHOOL

Main Office	Ext. 51400
Guidance	Ext. 51460
Attendance	Ext. 51419
Nurse's Office	Ext. 51470
Building Fax	570-839- 7397

The Pocono Mountain School District Mission

The mission of the Pocono Mountain School District is to prepare all students for tomorrow's challenges and opportunities.

The Pocono Mountain School District Vision

The vision of the Pocono Mountain School District is to create a culture of achievement, improve student performance, maintain safe schools and promote strong character.

Belief Statements

The Pocono Mountain School District operates with the following beliefs:

1. All students have value and share in the responsibility for their success in the educational process.
2. All students possess unique strengths and needs.
3. All students need the opportunity to learn in an educational program that maximizes their potential.
4. Teachers foster futuristic thinking and learning among students.
5. Teachers and parents are strategic partners in the success of the student.
6. Teachers continue to grow in their professional development.
7. Teachers recognize individual differences in each child and help each to meet his or her potential.
8. Teachers are humanistic and flexible in their styles and approaches.
9. Administrators utilize community resources and input in the decision-making process.
10. Administrators make decisions consistent with the mission statement of the district.
11. Administrators take a visionary and proactive role in the operation of the district.
12. Administrators are committed to personal and professional growth and development.
13. Administrators plan and implement a safe and positive learning environment.
14. Administrators encourage excellence and innovation as they assist teachers in implementing the district curriculum.
15. Administrators focus on positive communication between families and schools.
16. Administrators maintain a sound fiscal operation.
17. Parents and guardians provide continuous positive involvement in the educational process.
18. Parents and guardians support educators in educational programs and district discipline to enable students to be in a safe environment.
19. Parents and guardians communicate with students and educators.
20. The school community must be respectful and responsive to its diverse composition.
21. The school community creates an environment that supports each student at his or her individual level.
22. The school community is apprised on the inherent worth and financial value of a vibrant public school system.
23. The School Board is accountable to the community for providing a public forum and considering community input in decision making to ensure solutions to educational issues.
24. The School Board pursues all available avenues to encourage longevity among district personnel for the purpose of educational consistency.
25. The School Board develops short and long range plans to provide financial security for the district's future growth and development.
26. The School Board investigates all avenues of funding to increase revenue for public education.

The Pocono Mountain School District Mission and Practice

The Pocono Mountain School District provides an exemplary educational program for the children of our District that includes instruction in all academic areas relevant to their preparation for the future. Pocono Mountain School District is a strong academic community where students build confidence to be college and career ready. All students and staff are active learners engaged in meaningful experiences that promote mutual respect, trust, and character. To promote increased student achievement, Pocono Mountain has developed a rigorous and comprehensive curriculum that is aligned to Pennsylvania State Standards in all core content areas. A rigorous and relevant curriculum is one that is cognitively demanding and challenging to students as they apply the essential concepts and skills to real

world, complex and open-ended situations. The content is not just interesting to students, but involves particular intellectual challenges. An extensive variety of after-school activities in the arts, academics and athletics are provided to enrich our students as well.

Safe School Environment

The Pocono Mountain School District strives to ensure that all students and adults are provided with a safe and effective environment in which to learn and work. This type of environment exists when distractions are kept to a minimum and behavior is orderly and is the responsibility of all members of the community. The school utilizes the services of District and building-level resources to meet this goal. For the safety of our staff, students, and visitors, as well as the protection of our property and equipment, security cameras and metal detectors are used in many Pocono Mountain facilities and parking lots.

In an effort to provide students with a safe and secure school environment, the PMSD works collaboratively with the Pocono Mountain Regional Police Department in adding another layer of security in the district by employing School Resource Officers. PMSD School Resource Officers (SRO's) work cooperatively with elementary, intermediate, junior high and high schools in the district in an effort to promote positive relations between youth and law enforcement, be visible within the school community, attend and participate in school functions, build working relationships with the school's staff, students and parent groups.

Pocono Mountain School District contracts with U.S. Security Care, Inc., to provide dedicated armed security agents as an additional school safety measure. The district now has either an armed School Resource Officer or an armed security agent present at all schools during the school day and at other events to ensure the safety of our students, staff and schools. All armed officers and security agents meet or exceed state and Federal training standards.

In order to create and maintain an orderly environment within the schools, students and guests are required to adhere to the rules and regulations as set forth in the Student / Parent Handbook and to abide by the decisions of the administration in disciplinary matters.

A safe school environment is essential to successful learning. Through the careful use of District resources and the monitoring of student, adult, and visitor behaviors, Pocono Mountain Junior High Schools provide its constituents with an effective and safe school environment.

Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a research-based, highly effective framework to create, teach, and reinforce students' social, emotional, and academic learning skills to improve and sustain academic achievement and mental and emotional well-being of all students. All school staff use the PBIS's framework and positive approach in all school settings. The goal of PBIS is to establish a predictable, consistent, and positive school culture for all students and staff. PBIS schools focus on prevention, intercede to correct individual student behavior "miscues," and acknowledge students who model the expected behavior.

Students and staff spend time at the beginning of the school year, and as needed throughout the year, engaging in lessons on expected behavior and effective ways to demonstrate those behaviors in various locations in the school to make the high school a safe and positive learning environment. Students are expected to model the character traits of the acronym PRIDE: Prepared, Respectful, Involved, Dependable and Empathetic.

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SECTION I: GENERAL INFORMATION

Pocono Mountain Junior High School Philosophy

- Pocono Mountain Junior High Schools seek to prepare all students for tomorrow's challenges and opportunities. We work with the home and the community to enable students to develop the academic, personal, and social skills necessary for our young persons to be responsible, productive, and well-informed citizens.
- We believe that learning is a life-long process and therefore, strive to equip each student with a general knowledge base and the skills necessary to examine and master new areas of interest or concern. Such skills will enable these young adults to apply their knowledge in unfamiliar circumstances and to meet the demands of a rapidly changing world.
- It is our belief that all students can learn. We recognize that students have varied talents and strengths; that they learn at different rates and use a variety of learning styles. We encourage students to develop their individual talents and strengths as they work to attain the required standards of achievement. Within the confines of a trusting, supportive, safe, and healthy learning environment, our students must feel confident to creatively propose new solutions and explore new ideas.
- We attempt to mirror real life in our programs, where learning is multidisciplinary and multidimensional. Ability grouping, therefore, is flexible enough to assure that all students are challenged to the fullest and that students will share varied talents and experiences.
- We enable students to work towards accessible goals and endeavor to ensure that each student reaches those targets. Through their efforts in the pursuit of these objectives, our students learn to measure their progress and skills. We seek to identify those areas where our students require assistance in order to achieve a goal. In all areas - from instruction to assessment - we offer the tools and strategies needed to assist each student in meeting the district outcomes. In doing so, we prepare our students for tomorrow's challenges and opportunities.

Special Education Program

(Refer to Board Policy 270)

The special education program currently operates emotional support, learning support, and speech/language support programs for students deemed exceptional. Mild and moderate academic and/or behavioral needs of our students can be met with these supports. Psychological and educational evaluations are also available through the Pocono Mountain School District.

Student Schedules

1. An individualized schedule is designed for each student.
2. Instructional levels in language arts, mathematics, reading, science, and social studies are assigned to each student based upon these multiple criteria:
 - a. Results of student performance on standardized tests that are based upon national norms
 - b. Teacher recommendations
 - c. Administrative review
3. Should student performance during the school year provide evidence that a change in instructional level is beneficial, an appropriate modification in a student's schedule may be made.
4. Schedule changes may only occur during the first nine (9) days of the school year. Schedule changes are granted on rare occasions and are contingent upon administrative review of all factors.

Requests for Teachers

The classroom placement of a student is the prerogative of the administration. The individual needs of students are given priority. However, the final placement and assignment of students is the sole responsibility and at the discretion of the school principal.

Student Residency

(Refer to Board Policy 200/202)

Students must reside in the Pocono Mountain School District to be eligible to attend school in the district. The district is to be notified immediately of any change in residence.

Power School Student Information System

Power School Student Information System is a web-based software package that enables the Pocono Mountain School District teachers to post each student's grades online. Power School Student Information System allows parents to have access to grades, attendance, assignments, and discipline information regarding their child. For more information on how to access PowerSchool Student Information System, log on to the Pocono Mountain School District website at www.pmsd.org.

Communicating with the Administration

The Administration continues to welcome and respect parent involvement in school matters. In order to effectively manage the building on a daily basis and to avoid experiencing a frustrating waiting time, we ask that parents who wish to speak to an administrator contact the main office. Please indicate to the administrative assistant whether you would prefer a phone call or meeting with an administrator, where you can be reached, and a brief statement as to the topic of your inquiry. We strive to return calls and schedule meetings as soon as possible at a time when we can effectively listen and respond to your thoughts.

Communicating with Teachers

One of the keys to a successful year is having open communication between parents and teachers. If a parent or guardian wishes to speak to a teacher, the parent should call the main office and leave a message. The parent should indicate to the administrative assistant where the call can be returned and a brief statement as to the topic of the inquiry.

If a parent or guardian would like to schedule a conference with a student's teachers, the parent or guardian should contact the guidance office and the guidance counselor will schedule a conference. The most efficient means of communication with any district staff member may be through email communication. Staff member email addresses consist of a person's first initial, last name @ pmsd.org; for example, jdoe@pmsd.org.

Parent Link

Parent Link is a communication tool that has been adopted by the Pocono Mountain School District. Parent Link is a system in which parents may be informed with regard to a variety of districts, as well as building level situations via an automated voice message. The Parent Link system may be accessed by Pocono Mountain School District administrators for the purpose of informing both parents and students in situations including, but not limited to, school delays/closings, parent/teacher conference dates, as well as standardized testing date information. Parent Link is one way, among other means, that the Pocono Mountain School District attempts to keep parents and students well informed.

TalkingPoints

TalkingPoints is a communication tool which has been adopted by the Pocono Mountain School District. Parents and guardians have the option of downloading a free App from the AppStore to use on phones and other devices, or they can communicate via text messaging in response to a message from school staff. This app will communicate with the families in their home language, according to PowerSchool. If you need your language of communication changed, please contact the building administrator. Messaging and Data Rates may apply if communicating via text.

School Closings/Delayed Openings/Local Radio and Television Station Listings

School closings and delayed openings due to inclement weather will be announced on local radio stations WSBG/WVPO, WARM, WGBI/WKRZ, WLEV; and local TV stations, WBRE (channel 28), WNEP (channel 16), and WFMZ (channel 69), BRC (channel 13).

If road conditions in a specific area of the district are, in the reasonable opinion of the parent or guardian, untreated and hazardous, parents and/or guardians should make the ultimate decision as to whether or not their child should attend school on that particular day. Such absence will be recorded as excused when a proper written

excuse is presented for hazardous weather conditions.

Student Drop-Off/Pick-up

Students are not to be dropped off for school before 7:05 AM. We ask parents to avoid interrupting their child's instruction at the end of the school day through frequent early dismissals. Students who are dropped off prior to school will need to report to a designated area for early arrivals. Students are not permitted to walk and/or ride bikes or scooters to/from school. They must ride their assigned bus or be driven by the student's parent/legal guardians or permitted designees.

Parental Custodial Rights

Custody is legally vested in both of the child's natural parents unless there is a specific court order limiting the rights of either parent. It is the parent's responsibility to furnish the district with notarized copies of such court orders in a timely manner. If no such orders are in the child's file, it will be assumed that the natural parents have joint custody and have equal access to the child's records and may both legally take the child home from school. During the school day, visits and phone calls to the child, from a noncustodial parent, are prohibited.

Fire Drills and Exits

Regularly scheduled fire drills will be conducted. Students are expected to exit the building quickly, quietly, and safely following the procedures from staff.

Lockdown

In the event that an incident creates a potential threat to the health, safety, and welfare of the students and staff, Lockdown may be called. Lockdown is a response that indicates something serious has happened, is in the process of happening, or may happen. It is imperative that all students carefully follow the directives provided by school personnel during the lockdown. Lockdown procedures are reviewed throughout the school year.

Periodic drills will be conducted to practice various responses to these emergency situations. Students must take these exercises seriously. Behaviors that inhibit or detract from the successful completion of a lockdown drill may result in disciplinary action.

E-HALL PASS STUDENT RESPONSIBILITIES

E-Hall Pass is a digital hall pass system that has replaced written passes in the high school. Students will use their device to initiate a pass. Faculty/staff will digitally approve student passes. Students are expected to follow E-Hall Pass guidelines and procedures outlined by building administration.

Telephones

The office telephone is a business phone and should not be used by students except for emergencies. Students should not be excused from class to make or receive a call. Incoming emergency messages will be relayed to students as soon as possible. Students making calls from classrooms must be monitored by staff. Student use of the office phones must be approved by a staff member.

Fundraising/Soliciting

(Refer to Board Policy 229)

Only the building principals may authorize student fundraising programs within the building or on school property. Solicitation or sale of merchandise to students or staff is prohibited unless authorized by the building principal.

Use of Facilities

(Refer to Board Policy 707)

School facilities are available for Pocono Mountain residents and communities for use after school hours. Residents who request facilities should contact the principal of the school building they plan to use at least six weeks before the planned activity. The principal will then discuss the availability and regulations of the facility. It will also be necessary to complete an application for building rental use. Copies of the district's policy on rental are available from the main office of each of the buildings.

School Visitors Policy

(Refer to Board Policy 907)

The Board welcomes and encourages visits to schools by parents, guardians, community members or interested educators. To assure that the greatest benefit can be derived from such visits and to ensure order in the schools and the safety of students, the following guidelines shall govern school visitations.

The School Code provides that the sole responsibility to make regular visits to the various schools of the District and to report to the Board concerning such visits is vested in the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

The District Superintendent or Building Principal shall have the authority to allow entry of any person to a school of this District when the following procedures have been complied with:

1. All visitors, upon entering any school district building or school, are to report immediately to the main office or reception area. Visitors not complying with this directive will be escorted from the building. Employees who observe someone entering district facilities who are not wearing proper identification are not required to confront (unless they feel comfortable doing so) that person, but should immediately report this circumstance to the administration or a member of the security staff. School district employees are not permitted to ignore this identification badge policy or allow or assist any person to enter or use school district facilities when such persons do not have a valid I.D. badge.
2. Visitors, after reporting to the main office, will register (name, address, and nature of business) and be given a temporary identification badge through our Raptor System. A driver's license or other suitable means of identification is necessary and will be requested by the principal or his/her designee, unless the visitor is known to the principal or designee, prior to the visitor being permitted to enter the building. Upon checkout, the temporary badge must be returned.
3. The identification badge is to be worn above the waist and in clear view at all times. The temporary badge is valid only for the date of issuance.
4. Visitors are not to wander through the building, but must report or be escorted to the designated area and then back to the main office.
5. Scheduling Appointments – All visitors are to have scheduled appointments. Parent Teacher Organization meetings and building programs where parents receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies.
6. Interruptions – Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according to the guidelines provided herein.
7. Parent Teacher Conferences – Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent or the teacher and should be scheduled during the teacher's preparation time or before or after school. Drop in conferences are discouraged. Conferences will also be scheduled school-wide two times per year. Please refer to the district calendar.
8. Classroom Observations – Classroom observations by parents, community members or interested educators can be valuable, even though they may disrupt the class. It is believed that parents, other community members, and educators can gain a better sense of the instructional process by observing teaching and learning activities. The principal must evaluate the benefit of the visit and compare it with the potential for disruption. Observations may be approved when the following have occurred:
 - A written request to visit has been submitted to the principal on the form provided two school days prior to the visit and is subsequently approved by the Principal.
 - The Principal has consulted with the teacher and has decided that the visit will be beneficial. The Principal will notify parent, guardian, or surrogate parent, by phone, of the appropriateness

of the visit. The decision of the Principal may be appealed to the Superintendent.

The Principal will consider the following factors in deciding whether the visit will be beneficial:

- the purpose of the observation
 - the duration of the observation
 - the activities planned during the observation
 - the number of previous observations of the class
 - the needs of the children in that class
9. When a parent is involved in a special education hearing or other litigation with the district, teacher, or other staff at the time of a requested observation, an administrator will observe the class with the parent if permission is granted.
 10. Speaking With Students – Only visitors who are the parent, guardian, or surrogate parent of a student may confer with a student in school and only with the prior permission of the building principal.
 11. Discussions Of Students – Teachers may not discuss individual students or the performance of those students with any non-school persons except that student's parent, guardian, or surrogate parent without the written permission of such parent, guardian, or surrogate parent. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.
 12. Advocates – Advocates may attend special education conferences if they give a minimum of one school day prior notice. Teachers may not discuss confidential information about a student with an advocate unless the student's parents/guardians are present.
 13. Recording Events – No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and the district superintendent. In general, only Special Education Individual Education Plan conferences may be taped with one school day prior notification of the principal and the availability of an administrator to attend the conference. An exception to this policy shall apply in the case of public meetings or work sessions of the School Board.

School Volunteers

(Refer to Board Policy 916)

It is the intent of the district to involve various community members, especially parents/guardians, in school-sponsored student activities on a regular basis. However, the district also must ensure our students are safe at all times especially when working with the adults.

The frequency and degree of direct involvement and interaction with our students will determine the necessity for criminal history and background checks to be completed. Activities involving handling of money will require clearances as well.

Individuals interested in becoming a volunteer must apply for and acquire Act 151 Child Abuse Background Check and Act 114 Federal Criminal History Check. Copies of clearances must be submitted to the building principal along with a completed Volunteer Application Form. Copies of clearances will be maintained in the principal's office.

Upon review and approval, the individual will be recommended to the School Board for appointment as a volunteer.

Approved volunteers will not be required to renew clearances on an annual basis if there is not a break in service for five consecutive years.

Clearances may be utilized within a year for other school-sponsored volunteer activities. Individuals having difficulty applying for clearances, due to financial concerns, may request assistance in writing to the principal.

Current employees planning to volunteer will not require clearances. However, copies of existing clearances must be requested of the respective Human Resources Department and forwarded to the principal, along with the

completed Volunteer Application Form.

Parents/Guardians will not be approved to volunteer in their child's classroom.

Activities involving volunteers not requiring clearances or the Volunteer Application Form include but are not limited to:

1. Field trip chaperones with the supervision of district staff supervision
2. Field day assistance
3. Book Fairs
4. Musical equipment transportation
5. Concessions stand work

SECTION II: ACADEMIC PROGRAM

Grading

The Pocono Mountain School District believes that every student should be provided as many opportunities as possible to demonstrate achievement each marking period through formal and informal assessments. These assessments are what collectively contribute to the formation of a grade for each individual student.

Assessments should be made in multiple formats and may include homework, tests, quizzes, class work, center work, lab work, final exams, project completion, paper and pencil activities, notebooks, portfolios, participation, and verbal presentations. Homework will not count for more than 10% of the final grade.

Each student receives a formal assessment report eight times per school year. Every 45 days a report card is issued to the student: four per year. At mid-quarter a mid-marking progress report will be constructed and sent home: four per year. Parent conferences may be scheduled to discuss student progress.

Various grade levels reflect student achievement differently, but all grades are based on the scale of 0 to 100.

The scale and designation of alpha and numeric is as follows:

92-100	Distinguished Honors	A - Outstanding	A+/98-100	A/95-97	A-/92-94
83-91	Honors	B - G/Good	B+/89-91	B/86-88	B-/83-85
74-82	Acceptable Work	C - S/Satisfactory	C+/80-82	C/77-79	C-/74-76
65-73	Marginal Work	D - N/Needs Imp.	D+/71-73	D/68-70	D-/65-67
0-64	Failing Work	F - U/Unsatisfactory			

Grade of Incomplete

The "I" or incomplete on a report indicates the student has not completed work for a grade and the teacher or administration has granted an extension for the work to be completed. Any work that needs to be completed as a class assignment needs to be handed in within two weeks after the "I" has been issued. If the work has not been handed in the student will be given a "0" for the assignment and it will be calculated into the current grade average.

Report Cards

Report cards are issued four times per school year. They include grades earned in each subject, teachers' comments, and daily absences. Report cards will be distributed directly to the students except for the fourth (4th) marking period, at which time they will be mailed home. Report cards for the current year are also available online through the Home Access Center.

Standardized Testing

The Pocono Mountain School District utilizes a district wide testing program designed to provide information concerning the proficiency of all students in the district on standardized tests of academic achievement and aptitude. Test results are available in the guidance office. Parents and students are welcome to make an appointment to discuss this information with a counselor.

1. The Pennsylvania Department of Education has established the PA State Standardized Assessment for students in grades 7 and 8.
2. The main purpose of these types of assessments is to provide data for school district and state evaluation.
3. The information gathered will be used to influence in-service training, curriculum revision, and future school programs.
4. All 8th grade students enrolled in Algebra I are required to take the Algebra I Keystone Exam in May. Students must score proficient or advanced on the exam in order to meet state and district graduation requirements. Students who are not proficient or advanced on the Algebra I Keystone Exam will retake the exam after completing required remediation.

Honor Roll Criteria

1. Only courses flagged as "Include in Honor Roll" on the course master are reviewed.
2. Only courses flagged as "Requires a Grade" in the current marking period on the student's schedule are reviewed.
3. All courses are considered individually – there is no marking period GPA or other average calculated.
4. There is no differentiation between course type (i.e. related arts or not).
5. The following is required for a student to make Regular honor roll:
 - a. NO missing grades.
 - b. NO alpha grades of U, NR or I.
 - c. NO numeric grade less than 83
6. The following is required for a student to make Distinguished honor roll:
 - a. NO missing grades.
 - b. NO alpha grades of U, NR, W, W55 or I.
 - c. NO numeric grade less than 92.

Minimum Failing Grade

Grade reporting for the first three quarters in grades 7-8 has a minimum grade of 55 for regular education students and 58 for special education students. The purpose of minimum grades is to allow the student the opportunity to pass the course if they change their current grading trend. Marking Period 4 does not have a minimum failing grade and students will receive their earned grade on their report card.

Weighting of Grades

Grades should reflect the student's performance from a variety of assessment evaluations. A student's grades can go up or down based on the assessment of homework. A student cannot fail the subject based solely on incomplete homework. Homework will not count for more than 10% of the final grade. The assessment of homework can improve or diminish a student's grade within a 10% ceiling. Failure to submit a homework assignment may result in an assessment of zero, but is subject to the 10% ceiling.

ESL – English as a Second Language

ESL students who are indicated as Non English Speaking and Limited English Speaking will receive a numerical grade. Students' grade should reflect their achievement after appropriate accommodations have been made by the content teacher. Grades will reflect the students' performance on a variety of assessments. See district student Handbook for other grading guidelines.

Promotion and Retention

The District believes the placement and grouping of students, as well as promotion policies in all grades should be guided by the academic progress of the student and his/her instructional needs. Promotion from grade to grade is based on assessments/examinations and student performance in classroom activities. Promotion and retention decisions are based on successful completion of course outcomes, student academic performance, and the potential positive or negative effects of promotion or retention on the student. Before retention is considered, every effort must be made to help the student meet the appropriate standards for academic performance. The efforts will include parent conferences and may include remedial classes, counseling, instructional support services, and special help from the classroom teacher. In all cases, promotion and retention will be based on appropriate social, emotional and developmental maturity with the final promotion/retention decision being made by the school principal.

Special Education Students

Promotion is based on the successful completion of an appropriate Individual Education Plan.

Parent Conferences

Parent conferences are recommended not only when a student is academically in danger, but also whenever a question or concern arises. While we provide opportunities for parent conferences to occur on specific dates, parents are encouraged to request a conference with the team of teachers. Our mission will always be to find collaborative solutions. To arrange for a Team conference, please contact the appropriate Guidance Counselor.

Plagiarism

Webster's New World Dictionary defines plagiarism as, "the taking of any idea, writing, or creative work and passing it off as one's own." Some examples of plagiarism include, but are not limited to, copying and pasting content from the Internet, artificial intelligence (AI) generated content, or submitting another student's work. Throughout your secondary education, you will be asked to complete a variety of written assignments for your subject area classes. Many of these assignments will require you to complete academic research prior to writing. Your teachers will utilize class time to teach and review proper research and citation techniques. Pocono Mountain School District believes in holding all students to high ethical standards in order to maintain classroom academic integrity. In the event of an act of plagiarism, teachers reserve the right to deny a student credit for the assignment, and consequences may be assigned. In addition, plagiarism is a violation of the conditions for membership in the National Honor Society and is grounds for removal.

SECTION III: STUDENT SERVICES

Guidance and Counseling

The guidance counselor may be of help to students with concerns such as adjustment to the Junior High School, study habits, social issues, and peer pressure. Parents are encouraged to call with questions or concerns or to make arrangements to meet with the child's team of teachers. If students need to make an appointment to meet with their guidance counselor, they should stop in the office and fill out an appointment request form. A pass from the guidance counselor is sent to the homeroom on the morning of the appointment. If possible, appointments are made during non-academic periods. However, students may see their counselor without an appointment in emergency situations.

Special Services & Programs Available

The Pocono Mountain School District believes that every child should be given an educational program that will permit him or her to be as independent as possible and to be a contributing member of adult society. Teachers or parents who feel a child is exceptional or is experiencing academic, emotional or physical difficulties may request an evaluation to determine special program needs. A parent request form is available through the guidance office in each school. Evaluations are completed throughout the year in every school in the district.

Pocono Mountain School District provides students, based on their eligibility and needs, with the opportunity to receive services through academic, emotional, and physical support. Classes for Gifted Support, Learning Support, Emotional Support, and Life Skills Support are operated by the Pocono Mountain School District. In addition, Colonial Intermediate Unit #20, in cooperation with the school district, operates classes for Life Skills Support, Emotional Support, Autistic Support, Speech and Language Support and Early Intervention for At-Risk Preschool Students.

Student Assistance Program

The Student Assistance Program (SAP) helps identify students who are experiencing behavior and/or academic difficulties that pose barriers to their learning and success in school. SAP offers support to those students and their families. Participation in the Student Assistance Program is voluntary and is offered as a source of help and support for the student and family.

Student Support Programs

One of the most important tasks of a student assistance team is to build a working partnership with families, focusing on the student's success as their common goal. In addition, the team may offer student-centered services such as Behavioral Health Services, Drug & Alcohol Counseling, Check and Connect, educational support groups, in-school mentoring, restorative practices, aftercare resources and the YESS program offered through St. Luke's. The team may also assist families in identifying options for professional support. The goal of a family/student assistance partnership is to encourage and support student success in school.

Homeless Students

(Refer to Board Policy 251)

The Board recognizes its obligation to ensure that homeless students have equal access to the same free appropriate public educational programs and services provided to other district students. The Board shall make reasonable efforts to promptly identify homeless children within the district, encourage their enrollment, and eliminate any district policies, procedures, or administrative regulations that may act as barriers to their attendance and education, in compliance with federal and state law and regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.

The Board prohibits discrimination and harassment on the basis of homelessness, in accordance with applicable law.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which includes:

1. Children and youth who are:

- Sharing the housing of other persons due to loss of housing or economic hardship
 - Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations
 - Living in emergency, transitional or domestic violence shelters
 - Living or abandoned in hospitals
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.
 3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
 4. Migratory children living in conditions described in previous examples.

Educational Stability for Children in Foster Care

(Refer to Board Policy 255)

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts.

Additional costs mean the difference between what the district spends to transport a resident student to his/her assigned school and the cost to transport a child in foster care to his/her school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

School of origin is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

Enrollment/Placement - A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.

Transportation - The district shall ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner.

School Insurance

School accident insurance is offered each year and provides coverage for injuries, which may occur on the way to and from school, during school, including physical education classes, and after school while participating in school-sponsored activities including athletics. Information concerning school accident insurance will be distributed to all students on the first day of school. All payments for this service are sent directly to the insurance company by the parent or guardian requesting the service. Should an injury occur to an insured student, an accident claim form can be obtained from the school nurse and mailed directly to the insurance company.

Students who register in our schools after the first day of school may obtain forms for purchasing school accident insurance from the guidance office.

Members of interscholastic activities, band, and cheerleading are covered by insurance, which is purchased by the school district. This policy covers accidents or injuries incurred while traveling to and from activities and while participating in the same activities. In cases of injuries, all expenses over one hundred dollars which are paid or payable by other valid and collectible group insurance are compensable under the policy subject to the policy limitations.

Nurse and Medications

The School Nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents and guardians are expected to update this information annually or when the student's needs change. In accordance with School Code section

14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions which may adversely affect student learning or present a danger to the student. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of the student. Unless it presents a threat to a student's health, medical information may remain confidential with the school nurse only, upon the written request of a parent or guardian.

Emergency Health Care: A full-time nurse is available for emergency health care. Students must secure a written pass from a teacher before visiting the nurse. The school nurse is the only member of the school staff who can excuse a student from the school during the day because of illness or injury. Illnesses or injuries that occur during the school day should be reported by the student immediately to a teacher or the school nurse. Ongoing health care for student illness or injury is the responsibility of the student's personal physician.

Use of Medications

(Refer to Board Policy 210)

It is recommended that prescription and non-prescription medicines be administered at home whenever possible. However, the district recognizes that some students would be unable to attend school without receiving medication during the school day. Therefore, the district will permit the administration of prescription and non-prescription medication only under the following conditions:

1. Upon entering the building, students in possession of a patent, prescription or other types of drugs will go to the nurse's office and register the drugs with the nurse.
2. Prescription medicines cannot be taken in school without a written statement from the medical provider and a written request signed by the student's parent or guardian. The medical provider's written statement should include:
 - a. Date
 - b. Student's name
 - c. The name of the medication
 - d. The current dosage of the medication with instructions on administration
 - e. The time schedule for administering the medication
 - f. The dates the medication is to be taken including termination date where appropriate
 - g. Reason for administration of medication
 - h. The possible side effects of the medication and procedures to be followed if a reaction occurs
 - i. The telephone number of the doctor
3. Nonprescription medication cannot be taken in school without a signed request from the student's medical provider and the parent or guardian (Following items noted letters A through G).
4. Medications must be brought to school in the original container labeled by the medical provider or pharmacy (prescription medications). This label should contain the student's name, the name of the medication, and the dosage. Non-prescription medications must be in the original container. Medications must be picked up by parents/guardians at the end of the school year, they will not be sent home with the students. If not picked up by parent or guardian, medications will be appropriately disposed of.
5. The District will incur no liability for use of unauthorized drugs.

Student Injury

In the event of a student being injured, every effort will be made to contact the parent by phone. If the parent cannot be reached, authorized persons may make whatever arrangements deemed necessary such as taking the student to a hospital or available physician. The school nurse will keep all incident reports on file. The School District does not assume any liability for student injuries except such liability as specifically allowed by law.

Mandated State Service

During the school year, all students will have vision screening and height /weights taken. Seventh grade students must also have scoliosis and hearing screenings (may be repeated in eighth grades). If parents choose not to have the scoliosis screening done in school, the nurse must be notified in writing within 30 days of attendance. The personal physician will then have to perform these required screenings. State mandated screenings must be completed for entrance into the next grade level. Parents will be notified if the results are below normal as defined by the Pennsylvania Department of Health. Sports physicals are also available to all students participating in school sponsored sports.

Homebound Instruction

When a student is prevented from attending school for longer than two weeks, the school will provide homebound instruction. To be eligible for the service, a student must have a form completed by a physician indicating that health considerations will keep the student out of classes. Arrangements for homebound instruction are made through the counselors and individual-building principals, and approved by the Assistant Superintendent for Special Education.

Suicide Awareness, Prevention and Response

(Refer to Board Policy 819)

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempts; and to promote access to suicide awareness and prevention resources.

Cafeteria/Food Service

(Refer to Board Policy 808)

Pocono Mountain School District participates in the *Community Eligibility Provision* Program (CEP), which allows every student attending district buildings the ability to receive a free breakfast and free lunch everyday at school at no charge and without the need to submit a free/reduced meals application.

Extra servings or a la carte items will be made available for purchase. Payment for these purchases can be made by:

- Depositing money onto your student's schoolcafe.com account. The schoolcafé website gives you the opportunity to monitor your child's purchases.
- Using a pre-printed or any envelope to deposit a check, cash, or money order. Please be sure to include your student name, student ID number, building, and grade.
- All previous debts will remain with the student until paid in full.

Cafeteria Payment Procedure

Each student is issued an ID number. That number will be scanned or entered into the pin pad at the cash register so all cafeteria transactions can be tracked. The student ID number is linked to a cafeteria account in the student's name.

Students with Outstanding Balances

Act 55 prevents food service employees from discussing low or negative account balances with students in grades K-8 unless the student asks the cashier for the status of their balance. Food Service employees are permitted to discuss low or negative account balance information with students in grades 9-12.

Parents/Guardians are responsible for all charges on their student's account and are encouraged to frequently check the account balance to ensure that adequate funds are available.

Letters, phone calls, or emails will come from the Food Service Office alerting the parent of a negative balance when a student owes money on their account. Finally, a school counselor, or building principal may also contact the family about negative account balances. Unpaid charges are due to the District no later than the final day of the school year.

Dining Area

Students are responsible for maintaining a clean area. All trash is to be disposed of properly.

Nutritional Information and Menus

All portion sizes and components for the day's published meals are mandated by the Pennsylvania Department of Education. Please visit <https://pmsd.nutrislice.com/> for monthly detailed nutritional information and both breakfast and lunch menus for all grade levels are accessible by selecting the appropriate building. Menus are subject to change. Although we try our best to serve our menus posted, sometimes last-minute changes may occur.

Food Allergies

All food allergies must be diagnosed and reported by a licensed physician. This information must also be shared with the school's nurse and the cafeteria manager and the Food Service Office.

Board Policy 209.1 Food Allergies and food substitution clearly states the following information about Food Substitutions:

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for the children with qualifying disabilities under federal law whose disabilities restrict their diets. In such cases, *the district shall provide food substitutions where, as required by law, the parent/guardian has provided written documentation by a licensed physician indicating that the student requires a food substitution as a result of a disability.*

Questions regarding food service may be directed to the Meals Administrator 570-839-7121 extension 10164.

A la Carte Items

We offer an ever-changing variety of a la carte items, a price list for which is available on the Food Service website. Additionally, all a la carte items are priced in the café.

Questions regarding food service may be directed to: Food Service Office 570-839-7121 extension 80450.

Questions regarding Free and Reduced Lunch Program may be directed to: 570-839-7121 extension 10164.

Lockers/Valuables

(Refer to Board Policy 226/237)

All students will be assigned a hall locker and a gym locker when available. Hall lockers are to be used for the storage of school items and coats. Students are encouraged to keep lockers clean and organized. Students should keep their lockers locked at all times and keep the combinations confidential. Students may not use personal locks on hall lockers. The school is not responsible for loss or theft of items which are placed in the lockers. Students should not bring large amounts of money or valuable items to school. If a student brings large amounts of money or a valuable item to school for a school project or school activity, it should be deposited in the main office in the morning and picked up at dismissal time. More information about locker contents and locker searches is located in the "Student Entertainment/Electronic Devices" and "Search and Seizure" sections of this handbook.

Search and Seizure

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such school property by students is a matter of privilege and not a matter of right. The reasonable expectation of privacy, which students enjoy, does not extend to lockers. The school district expressly reserves the right to search student lockers, or desks at any time when deemed necessary or reasonable for the protection of the health, welfare and maintenance of discipline in the classroom and on school grounds. This may include random, blanket, or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons or other prohibited articles or materials. Random or sweeping searches of all lockers will be conducted without regard to any individual suspicion.

Students found in possession of illegal substances, weapons or other prohibited articles or materials in their lockers or desks shall be subject to discipline in accordance with the policies, rules and regulations of the school district and shall further be subject to any fines, penalties and/or legal action as may be provided for by State and Federal laws or regulations. Such materials may be used as evidence against the student in disciplinary proceedings.

"Hand-held Metal Detectors" may be utilized to conduct searches of individuals and/or their belongings.

SECTION IV: ATTENDANCE

(Refer to Board Policy 204, 204.1 and 204.2)

Truancy and Habitual Truancy

(Refer to Board Policy 204 and 204.2)

Attending school regularly and providing legal excuses when absences occur are vitally important. All absence excuses must be turned in to the school within three days of a student's return to school. When excuses are not turned in, or when invalid excuses are submitted, a student may be deemed truant.

Current Pennsylvania Law defines a truant student as one who is of compulsory school age and has accumulated three days of unexcused absence during the school year. Additionally, current law defines a habitually truant student as one of compulsory school age who has accumulated six days or more of unexcused absence during the school year. Actions that will be taken for students defined as truant or habitually truant are found in Board Policy 204.2 and include a parent-staff meeting, the development of an Attendance Improvement Plan, referral to an Attendance Improvement Program, referral to Children and Youth and/or the issuance of a citation with the local District Justice.

Credit for Assignments During Absence

The Pocono Mountain School District recognizes the importance of regular student attendance with regard to the attainment of a quality education. Therefore, a procedure to encourage student attendance is in place. Upon the occasion of a student absence, a student will be given the opportunity to complete all course work that would have been completed during the time of absence. The opportunity to complete work missed shall be equal to the total number of days missed.

Unaccounted Absences

Children whose names are on the active membership roll, who are at any time in the school term, absent from school for 10 consecutive school days, may be removed from the active membership roll (as an IMPROPER WITHDRAWAL) unless one of the following occurs:

1. The district has been provided with evidence that the absence may be legally excused; or
2. Compulsory attendance prosecution has been or is being pursued

Note: The Home and School Visitor must be asked to investigate prior to the withdrawal.

Absence for Illness must be supported by a written doctor's note or a personal parent conference. Emergencies of any other nature will be excused at the discretion of the high school administration. Each case will be determined on an individual basis. Parent notes will only be accepted up to 18 days of absences during an academic school year. Beyond 18 days of absence within one academic school year, only doctor's notes will be accepted to excuse an absence.

Early Dismissals will be granted only for doctor and dental appointments, and may be verified by a phone call to the doctor's office, or for any emergency approved by the high school administration.

Educational Trips

(Refer to Board Policy 204)

The school district recognizes that occasionally students may have an opportunity to participate in a trip or educational experience outside of school during the regular school day. This policy establishes procedures to be followed by parents/guardians when requesting approval for such an experience and criteria to be used by the administration in acting on these requests.

A trip may be considered an educational experience if it broadens the student's understanding of social, cultural, or geographic values and concepts.

The Board requires that requests by parents/guardians to have their children excused from school for educational vacation trips or tours must therefore be evaluated under the authority of the law.

1. To be eligible under this section, the student's parent/guardian must make a written application on the form provided by the district at least ten (10) days prior to the trip. It is recommended that district approval for educational trips be obtained prior to finalizing trip plans (i.e., plane tickets, hotel reservations, etc.). Failure to submit the request prior to ten (10) days in advance may result in denial of the trip by the administration.

2. The principal will review the form, the student's attendance record, and teacher recommendations. Approval will be based on the date of submission, attendance record, current student academic standing, the student's previous trips, the educational value of the trip and teacher recommendations. When appropriate, the principal will give permission for such trips.
3. Students in grades K-12 may not spend more than a total of five (5) school days on approved educational trips in any given school year. No approval of non-school district sponsored educational trips or tours will be granted at the following times during the school year:
 - a. During the first or last five (5) days of the school year
 - b. During the administration of achievement tests or statewide assessments tests
4. The student is expected to make arrangements with his/her teacher to obtain and complete work missed. Work is to be presented to the appropriate teacher within five (5) days of the student's return.

Failure to obtain written administrative approval for an educational trip or tour, as outlined in this policy, shall result in the absences recorded declared unexcused and, where appropriate, unlawful.

The student may be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one (1) page in length. Failure to provide the written account within five (5) days of returning to school will result in the absence being declared unexcused or unlawful. Elementary students unable to provide such written statements may be directed to provide an oral statement or discussion with a teacher and/or the principal.

Any student suspended out of school during a scheduled exam will have the opportunity to make up examinations. Failure to make up exams at the scheduled time will result in the exam grade becoming a failing grade. The only exception will be illness, which must be verified by a doctor's excuse, or a family emergency.

Tardiness

If a student is late to school and immediately produces a written excuse acceptable to the building administration, the lateness will be excused. Students are permitted up to two excused tardies per marking period without penalty. Tardies beyond the two-day marking period limit will be treated as unexcused.

Unexcused Tardiness

Unexcused or excessive excused tardiness is not acceptable. In order to discourage such tardiness, students arriving late to school without an acceptable written excuse or who have exceeded the limit of allowable tardies will be subject to consequences. Progressive discipline will begin beyond two excused tardies.

Tardiness, Early Dismissal and Absence Recording

Students attending less than one half (1/2) of the school day, whether due to excused or unexcused tardiness or an early dismissal, will be considered absent for the full day. Written excuses must be supplied for all absences and any unexcused absences count toward truancy determinations. A student **must be present in school prior to 10:45 A.M.**, and **may not leave prior to 10:45 A.M.**, in order to be marked present for the day.

Make-Up Work

The Pocono Mountain School District recognizes the importance of regular student attendance with regard to the attainment of a quality education. Therefore, a procedure to encourage student attendance is in place. Upon the occasion of a student absence, a student will be given the opportunity to complete all course work that would have been completed during the time of absence. The opportunity to complete work missed shall be equal to the total number of days missed. (i.e. one excused absence day allows for one day to complete make-up work). Students who are absent are responsible, upon returning to school, to see each of their teachers and make arrangements to make-up missed work or they will receive a zero for the incomplete work. Teachers may extend the limit to make-up work for extenuating circumstances such as length of absence and/or importance of work missed.

Placement of Students Policy

Grade placement shall be the responsibility of the principal and shall be based on general achievement with consideration being given to the mental, physical, emotional, and social maturity of the child. In general, students transferring into our school will be placed in the same grade level as in the school in which they transferred. Students

transferring, as well as continuing students, may be retained or advanced in grade at the principal's discretion. Parents shall not be permitted to designate their child's teacher or assignments.

Field Trips/ Social Events and Class Trips

(Refer to Board Policy 231)

Field trips are designed and organized to supplement the academic program when fiscally possible. Curriculum enrichment trips are related to specific courses of study. They are organized by teachers of specific academic courses for the purpose of supplementing the curriculum. A permission slip must be provided to the teacher with the signature of a parent or guardian. Students are required to adhere to all district policies and school discipline codes while on a field trip (including district and charter buses) sponsored by the school. Students may be denied field trip attendance, or may be required to have a parent accompany them, if they have exhibited unsafe or uncooperative behavior while in school or on the school bus. Each team/teacher will provide students and their parents with justification for field trip denial prior to the trip. Arrangements need to be made for medications prescribed during the school day, one week prior to the field trip. If, in order to maintain sufficient health to participate in a school sponsored field trip, a student must be given medication, then the following procedure shall be adhered to:

1. Whenever possible, parents shall be requested to administer the medication at home.
2. All medications whether prescription or non-prescription that are to be dispensed during school hours or during a student's participation in a school sponsored field trip must be accompanied by a written authorization signed by the doctor and parents/guardians and follow all requirements of the policy.
3. When a student is to participate on a field trip and requires the administration of medication, every effort should be made to accommodate the child's parent/guardian on the trip so he/she can distribute the medication.
4. If a parent cannot attend the field trip and prescribed medication must be administered, procedures under Delegation of Responsibility must be followed.

Delegation of Responsibility

During a day that a student would be participating in a field trip off of school grounds, medication will be dispensed as follows:

1. By the nurse, at the regularly scheduled time, if the student is in the building either prior to or after the field trip
2. By the parent/guardian, at the designated time, if he/she is a chaperone for the field trip
3. By self-administration by the student (**epinephrine and inhalers only**) in the presence of a teacher in the absence of a nurse, health assistant, parent or administering teacher
4. The timing of the administration of the medications may be adjusted for the day with written consent of the physician, so the student receives his/her medication prior to or return from the field trip; or
5. The medication may be held for the day only with written authorization from the physician and parent
6. The medication, and written directions and authorization for administration will be given to the school nurse prior to the field trip. The authorization will include the name of the student, date of the trip, time of the trip, dosage, and name of the medication, and time to be administered

SECTION V: STUDENT RESPONSIBILITIES

Students and the Media-District/School Websites

(Refer to Board Policy 816)

Students participate in a number of classes and school-sponsored activities during the school year. Certain classes and activities may be photographed, taped or videotaped by the news media, District personnel and/or other students. Likewise, live images may be relayed via cable or satellite connections to other districts or to other classrooms within our District to allow for live interactions between students and teachers at separate locations, and distance learning videotapes may be used to educate others about distance learning at seminars and public places. Additionally, these images may be displayed on District and/or School Websites. Any media interaction with students must be approved in advance by the District Administration, and photographs, tapes or videotapes for commercial use is not permitted by the District.

This involvement by students, and the sharing of educational techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The district's experiences and involvement in these areas has been positive.

Students and parents are advised that students' voices, physical presence and participation in classroom and other activities may be transmitted to distant learning sites, videotaped, recorded, and/or photographed. Parents having objections to the participation of their students in these educational experiences or to their images being displayed on District and/or Web Sites for religious or other grounds must advise the school principal in writing of any such objections in advance and set forth the exact nature and basis of the objections.

Social Media

(Refer to Board Policy 220/815)

Care and Responsibility for School Property

(Refer to Board Policy 224)

The Junior High school belongs to the taxpayers of the Pocono Mountain School District who have provided funds needed for construction and operation. Students are expected to take proper care of the school and to demonstrate responsibility for all school property. Students are responsible for the proper care of textbooks, calculators, and other school property issued to them. Fines will be assessed for damage to any school property.

Lost Property

A location is provided for articles of clothing and personal items, which are lost and found. All books and personal belongings should be labeled. Please report any lost or stolen items to the office personnel.

Every effort will be made to relocate and return your property. The Pocono Mountain School District is not responsible for lost, stolen or damaged items. The staff is not responsible for lost, stolen, or damaged items/property of students brought to school.

Student Entertainment/Electronic Devices

(Refer to Board Policy 237)

Personal devices including, but not limited to: iPods, iPads, MP3 players, PSP players, headphones/earbuds, DVD players, laser pointers, trading cards, smart watches with communication features, and digital cameras should not be brought to school. In the event that any personal device is brought to school, the device must be turned off and out of sight immediately upon entering the school.

The use of cellular phones and any devices that have the capability to take photographs, or record audio or video, or text messaging are prohibited during the school day in district buildings, on district property, and while students are engaged in school-sponsored activities. Students may transport cellular phones to and from school provided that they adhere to the following requirements:

- The cellular phone must be turned off upon entering any school building and remain off until the student is leaving the school building.
- The cellular phone must remain off during a school evacuation, unless otherwise directed by an adult.
- Students are strictly prohibited from taking and/or posting pictures and videos of students and/or staff without permission from staff.

The school staff assumes no responsibility for lost and/or damage to personal devices brought to school by students.

Due to privacy concerns, as well as academic integrity issues, the Pocono Mountain School District recognizes the need to place strong limitations on the possession and/or use of certain electronic devices. Students found to be in violation of a building's electronics procedures during the school day will be subject to disciplinary action.

Security Statement

For the safety of our staff, students, and visitors, as well as the protection of our property and equipment, security cameras are used in many Pocono Mountain School District facilities and parking lots.

STUDENT DRESS CODE FOR EAST JUNIOR HIGH SCHOOL

(Refer to Board Policy 221 - additional information can be found on the district website at: <https://www.pmsd.org/domain/47>)

Bottoms:

- € Dress, casual Docker ® style, or corduroy pants in Khaki, Navy, Grey or Black;
✓ Length: Should meet the top of the shoe, but does not touch the floor, must be hemmed or have a standard cuff
- € Dress or casual Docker ® style shorts in Khaki, Navy, Grey or Black;
✓ Length: No shorter than the top of the knee cap
- € Dress or casual capri style pants in Khaki, Navy, Grey or Black;
- € Dress, casual skirt/skort, maxi skirt/dress in Khaki, Navy, Grey or Black;
✓ Length: No shorter than the top of the knee cap

Shirts/Tops:

- € Traditional 2 or 3 button Polo® style shirts (full-torso with collar) in White, Grey, Primary Red or Black
✓ Logos: Only District or PMSD school logo/emblem permitted
- € Standard oxford style shirt/blouse (with collar) in White, Grey, Primary Red or Black
✓ Logos: Only District or PMSD school/spirit wear logo/emblem and/or school sponsored activity logo/emblem permitted. **No Brand Name logos** (i.e. Nike®).

Dresses:

- € Dresses with collars, short or long-sleeved in Khaki, Black, White, Grey, or Primary Red
✓ Length: No shorter than the top of the knee cap

Belts:

- € Solid-colored buckled belts, worn at the natural waistline in Black, White, Tan, Khaki, Grey or Brown
✓ Belt buckles must be plain, standard, and appropriate length for the waist.

Optional Apparel: For layering purposes only in compliance with identified colors (White, Grey, Black, Primary Red): Spirit apparel with the PMSD/Athletic and/or extra-curricular logo/emblem (polo, shirts, sweaters/vests, etc.) may be worn provided it meets the requirements set forth in the policy.

Sport team's uniform apparel may be worn on game day only and at the direction of the coach of the team.

- € Full-torso T-shirts
- € Full-torso turtlenecks – mock or pullovers
- € Full-torso cardigan sweaters
- € Full-torso sweater vests or fleece
- € Crewneck sweatshirts

Footwear: No heels in excess of 3 inches. No flip flops or bedroom slippers.

- € Shoes
- € Sneakers
- € Boots
- € Sandals with back strap
- € Clogs, or Crocs

Note:

- Sport's Jersey and/or Spirit Wear - no polo needed day of the event and Logos are permitted.
- Standard Dress Code apparel is available at most clothing/retail stores. If you are experiencing difficulty locating any dress code item or have additional questions, please contact the building administrator.
- Oversized bags (bookbags, backpacks, purses) which may cause a safety concern, will be addressed by building administration on a case by case basis.

NO: Hooded sweatshirts, cargo pants, ripped pants, pajama pants, leggings, yoga pants, or pants above the knee

STUDENT DRESS CODE FOR WEST JUNIOR HIGH SCHOOL

(Refer to Board Policy 221 - additional information can be found on the district website at: <https://www.pmsd.org/domain/47>)

Bottoms:

- € Dress, casual Docker ® style, or corduroy pants in Khaki, Navy, Grey or Black;
✓ Length: Should meet the top of the shoe, but does not touch the floor.
- € Dress or casual Docker ® style shorts in Khaki, Navy, Grey or Black;
✓ Length: No shorter than the top of the knee cap
- € Dress or casual capri style pants in Khaki, Navy, Grey or Black;
- € Dress, casual skirt/skort, maxi skirt/dress in Khaki, Navy, Grey or Black;
✓ Length: No shorter than the top of the knee cap

Shirts/Tops:

- € Traditional 2 or 3 button Polo® style shirts (full-torso with collar) in White, Grey, Navy Blue or Black
✓ Logos: Only District or PMSD school logo/emblem permitted
- € Standard oxford style shirt/blouse (with collar) in White, Grey, Navy Blue or Black
✓ Logos: Only District or PMSD school/spirit wear logo/emblem and/or school sponsored activity logo/emblem permitted. **No Brand Name logos** (i.e. Nike®).

Dresses:

- € Dresses with collars, short or long-sleeved in Khaki, Black, White, Grey, or Navy Blue
✓ Length: No shorter than the top of the knee cap

Belts:

- € Solid-colored buckled belts, worn at the natural waistline in Black, White, Tan, Khaki, Grey or Brown
✓ Belt buckles must be plain, standard, and appropriate length for the waist.

Optional Apparel: For layering purposes only in compliance with identified colors (White, Grey, Black, Navy Blue): Spirit apparel with the PMSD/Athletic and/or extra-curricular logo/emblem (polo, shirts, sweaters/vests, etc.) may be worn provided it meets the requirements set forth in the policy.

Sport team's uniform apparel may be worn on game day only and at the direction of the coach of the team.

- € Full-torso T-shirts
- € Full-torso turtlenecks – mock or pullovers
- € Full-torso cardigan sweaters
- € Full-torso sweater vests or fleece
- € Crewneck sweatshirts

Footwear: No heels in excess of 3 inches. No flip flops or bedroom slippers.

- € Shoes
- € Sneakers
- € Boots
- € Sandals with back strap
- € Clogs, or Crocs

Note:

- Sport's Jersey and/or Spirit Wear - no polo needed day of the event and Logos are permitted.
- Standard Dress Code apparel is available at most clothing/retail stores. If you are experiencing difficulty locating any dress code item or have additional questions, please contact the building administrator.
- Oversized bags (bookbags, backpacks, purses) which may cause a safety concern, will be addressed by building administration on a case by case basis.

NO: Hooded sweatshirts, cargo pants, ripped pants, pajama pants, leggings, yoga pants, or pants above the knee.

District Policies – Bus Rules & Regulations

(Refer to Board Policy 810, 810.1 and 810.2)

The following rules and regulations apply on any trip under school sponsorship, daily transportation as well as extracurricular activity trips.

- I. General Regulations
 - A. Students are to obey all requests of the bus driver, including the assigned seating
 - B. To ensure safety for all PMSD students, video cameras have been installed and are being used on district school buses. Video tapes may be shared with parents to review particular incidents.
 - C. The maximum size for a backpack or bookbag is 24"x13"x6".
 - D. Items not allowed on the bus are skateboards, bikes, skis, balloons and scooters. Sports equipment must be in a sport bag, (i.e. bats, and field hockey sticks). Any item brought on to the bus must fit on the student's lap or on the floor. Items brought on the bus are not to take up seat space.
- II. Previous to Loading
 - A. Be on time at the designated bus stop (10 min. prior).
 - B. Stay off the road at all times while waiting for the bus.
 - C. Behave in a safe manner while waiting for the bus.
 - D. Remain at least five feet from the bus when it stops and do not approach it until it has stopped completely and the doors are opened.
 - E. Enter the bus in a single file.
- III. While on the Bus
 - A. At all times, sit in the seat assigned by the driver.
 - B. Arms, heads, and hands are to be kept inside the bus.
 - C. Do not throw anything inside the bus or out of the bus windows.
 - D. For safety sake, place nothing in the aisle of the bus.
 - E. Students are to ride only on their assigned bus and get off only at their assigned stop. Emergency changes will only be permitted when requested in writing by parents and approved by the Transportation Department and the administration.
 - F. Do not participate in horseplay in or around the bus.
 - G. Help look after the safety and comfort of younger students.
 - H. Do not tamper with the bus or its equipment. (Repair costs must be paid by the offender.)
 - I. Do not eat, drink, or smoke on the bus.
 - J. Students are to stay in their seats while the bus is moving and not board or leave the bus while it is in motion.
 - K. Do not carry any object which may be used to inflict injury.
- IV. After Leaving the Bus
 - A. Avoid leaving books, chromebooks, lunches, etc. on the bus.
 - B. After leaving the bus, students who must cross the road, are to walk in front of the bus. Students are to cross the road on signal from the bus driver or bus patrol member.
 - C. Help look after the safety of younger children.
 - D. Be alert to danger signals from the driver.
- V. Failure to adhere to these rules may result in suspension of bus privileges and/or in school disciplinary actions as stated in the behavior policy.
- VI. Parents/students request to ride a bus other than the one assigned by the school district, or be dropped off/picked up at a bus stop other than the one designated will be considered only in the event of an emergency. These requests must be made to the Guidance Department.

Students are not permitted to ride an elementary or intermediate bus in the morning under any circumstances.

Should an accident occur, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials other than the bus driver, may release students to their parent(s) only after the student has been accounted for and examined. Students will not be released to neighbors or friends.

Unauthorized School Bus Entry

An individual commits the offense if he/she: 1) enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver, or 2) enters a school bus without prior authorization of the driver or a school official, who refuses to disembark after being ordered to do so by the driver, will be considered a misdemeanor of the third degree.

Video Cameras on School Buses

(Refer to Board Policy 810.2)

1. Purpose

Student management has as its objective the securing of desirable behavior by all students riding the bus. The School Bus is an extension of the classroom. Although the prime responsibility for a student's conduct rests with the parents/guardians and the administrator of the school, the School Bus Driver is responsible for the health, safety, and welfare of each passenger while in transit. The School Bus Driver has the same type of responsibility for the student as the classroom teacher.

Student behavior on the School Bus and driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. The video camera on the School Bus is but an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials. The basic safe riding rules must be carried out. There will be zero tolerance for violence on the School Bus.

2. Guidelines

Observance of the procedures established by the district will ensure safety, prompt arrivals and departure of buses, and proper attitudes by students. Violations of these rules may result in the suspension of bus driving privileges or some other sanctions. All students shall receive information on good School Bus riding practices. They shall also be advised of the student disciplinary for the school district. Video cameras are installed on buses. All students are subject to being videotaped on the School Bus at any time. The actual taping will be audio and video. Staff and students are prohibited from tampering or otherwise interfering with video camera equipment. If action is necessary, the normal discipline policy is to be followed. The videotape is to augment the driver complaint system.

Parents/guardians may only review that area of the videotape which directly pertains to their child's discipline. The videotape may be used as evidence in that meeting.

School Bus Accident Insurance Provision

The purpose of this notice is to inform you of insurance regulations and procedures in the event that your child or children are involved in a school bus accident. In the Commonwealth of Pennsylvania insurance regulations are established under the No-Fault provisions. Therefore in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or just the school bus itself is involved. There are no options to permit filing a claim directly with the Pocono Mountain School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim which you submit.

If you have questions concerning the No-Fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

SECTION VI: STUDENT PARTICIPATION

(Refer to Board Policy 122 and 123)

Intramurals/Activities: Activities for students are provided, at times, during the school day. Such activities include band, chorus, yearbook, and various clubs and sports. Intramural activities are held after school. Students may sign up for and participate in any intramural activity offered. The offering of an intramural sport is based on interest. Please check our web sites for up to date information on clubs/activities/intramurals.

After School Activities: The after school program is designed to offer students organized activities in which to participate during after school hours. The activity bus has a modified version of the regular bus stops. Please make sure your child checks the bus stop locations posted in the school or office area.

Students who remain after school for extracurricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. All students who ride the activity bus must have a valid activity bus pass. Activity bus passes can be obtained from supervisors of activities. When loading activity buses, the following procedure will be followed: Coaches, advisors, etc., will wait with their respective student groups until all students have entered the bus.

Sports: The District has an interscholastic sports program (grades 7 and 8). Students play a limited series of games both at home and away against teams from other area schools. Some of the sports offered include: basketball, wrestling, soccer, field hockey, football, and others to meet students' needs.

Student Government: The student government is an active organization of elected student representatives. The council's main goal is to establish itself as an effective student voice in developing a healthy school atmosphere both academically and socially. Each homeroom will have an elected representative, an assistant, and an alternate.

To participate in the activity program, students must have parental permission. To ride the activity bus, students must have a pass from the activity advisor. To participate in the activity program, students must be in good standing academically and behaviorally.

Dances and Activity Nights: Dances and activity nights may be held throughout the school year. All Pocono Mountain school rules and regulations must be adhered to at these events. Arrangements for transportation must be made by parents. Students must be in good standing in order to attend dances, and are required for admission. Teachers may deny students dance passes for academic, behavior reasons or obligations.

Supervision of Students Following Dismissal

Students are not permitted to remain in the building or on school property following dismissal unless directly supervised by a staff member.

Interscholastic Athletics

(Refer to Board Policy 123)

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all students of the district and to the community. For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games or events or sport exhibitions involving individual students or teams of students of this district when such events occur between separate schools within this district or with any schools outside this district. It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with state regulations. The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program whether or not the property of this Board properly safeguard both players and spectators and are kept free from hazardous conditions. The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum Student Accident Insurance available, or its equivalent, be in good physical condition, be free of injury and shall have fully

recovered from illness, as determined by a licensed physician, before participating in any interscholastic athletic event. The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this district. The Board further directs that no student may participate in the program of interscholastic athletics who has not maintained a record of academic proficiency, attended school regularly, and returned all school athletic equipment.

Requirements for Co-Curricular Participation:

Academic

In order to participate in extracurricular activities (interscholastic sports, clubs, etc.) students must be passing a minimum of 4 classes as of each Friday during a grading period. In order to be eligible to begin participating in the fall season, a student must have passed a minimum of 4 credits the preceding academic year.

Students who do not meet these requirements are not eligible to participate in any practices, games, contests, rehearsals, or performances. Students must attend tutoring sessions and raise their respective grades to passing in order to have eligibility restored.

A list of all students participating in each extracurricular activity/interscholastic sport will be distributed to all faculty for their review and reference. A weekly eligibility list will be generated by the District and reviewed by the athletic director and faculty advisors. In-eligible students and their parents will be notified of this status.

Attendance: Students who participate in extracurricular activities are expected to attend school each day. It is also understood that on occasion students will need to see a doctor, dentist, or physical therapist. The following procedural guidelines relate to attendance and are consistent with P.I.A.A. regulations. Students must be in school in order to participate in practices, rehearsals, contests, or performances. If a student has an unusual occurrence, such as a funeral, he/she can appeal to the athletic director for a waiver of this rule. Students who have medical or other emergency reasons for being late to school must bring a note from a physician or other appropriate excuse in order to participate on the day of return. Students who are under the care of a physician must bring a note from the doctor giving permission for the student to participate or an indication when the student may return to practice. Students who are new to the district must abide by the P.I.A.A. regulations regarding transfer and age limits.

Behavior: In order to be eligible to participate in extracurricular activities, students must maintain a satisfactory disciplinary record. Students who are suspended in-school or out-of-school are not eligible to participate until the suspension is lifted. Students who are being referred to the Board of School Directors for possible expulsion are ineligible until after results of the hearing are announced. Students are not allowed to be driven to and from an athletic contest in a private vehicle. In unusual circumstances, when a student may come or return with a parent, the student may request permission from the coach for a waiver of this rule. The coach must notify the athletic director of these requests. Students who violate this rule will not be allowed to participate in the particular contest or in the case that the violation occurs following the contest, the next contest. Student athletes incurring drug and alcohol violations will receive appropriate consequences as stated in the school district drug and alcohol policy.

Sunday Participation

The Board recognizes the importance of extracurricular activities to a comprehensive educational program. It is imperative, therefore, that parameters be established to operate and manage that program. It has been determined that Sundays be declared as a day of rest, without practice, rehearsal or performances for students involved in the district's extracurricular and interscholastic programs.

However, with the approval of the Superintendent or his/her designee, and the recommendation of the building principal and athletic director, a practice or event may be scheduled on Sunday providing one (1) day of seven (7) (a continuous seven-day period in which the Sunday in question is included) has been designated for rest, without practice or a scheduled event.

Code of Conduct for Students Involved In All Interscholastic Athletics and All Other Extra- Curricular Activities

(Refer to Board Policy 122.1)

Purpose: The Board of School Directors, coaches, advisors, musical, chorus and band directors, athletic trainers, and administrators recognize the value of extra-curricular activities. Extra-curricular activities are an important supplement to the total education process. The code of conduct will guide student participation in both intramural and

interscholastic activities.

Board Position: The Board of School Directors of the Pocono Mountain School District believes that participation in extracurricular activities is a privilege, which is subject to rules of good behavior. It is, therefore, the policy and position of the Board that the athletic director, and/or building administrators direct coaches and other advisors of extra-curricular activities to establish rules and regulations in addition to those in the student handbook that will promote and encourage proper conduct, and guide student behavior in extra-curricular activity participation. It is the expectation of the Board that disciplinary measures, which may include exclusion from participation in extracurricular activities, will be the result of improper student conduct whether in school or in the community. Those students involved in extracurricular activities that bring dishonor upon themselves or the school district by their actions or associations will be dealt with accordingly. It will be the responsibility of the athletic director to collect and review these rules and regulations on a yearly basis.

Family Educational Rights and Privacy Act Students Records Policy Notice
(Refer to Board Policy 216)

Amendment of Education Records

A parent/guardian or eligible student has the right to request an amendment of a student's educational file if it is believed that any information is inaccurate, or in violation of a student's rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record it shall notify the parent/student of the right to and arrange an informal hearing. The hearing will be conducted by an official of the District without an interest in the outcome, who will be either the Assistant Superintendent for Elementary or Secondary Education or their designee. The parent may present relevant evidence. The District will issue a written decision based on the hearing.

Complaints regarding violation of rights Accorded parent(s)/guardian(s) and eligible students with respect to student records are to be submitted to the Assistant Superintendent for Professional Development and Compliance, Pocono Mountain School District, P.O. Box 200, Swiftwater, PA 18370-0200 in writing. All complaints will be investigated and responded to in writing within a reasonable period of time. If complaints can be filed with the following:

**U.S. Department of Education 400
Maryland Avenue, SW
Washington, D.C. 20202-4605**

Questions regarding the above information or requests for a copy of the records policy may be referred to: Assistant Superintendent for Professional Development and Internal Compliance, Pocono Mountain School District, P.O. Box 200, Swiftwater, PA 18370-0200

Confidentiality

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

Ethnic Intimidation and Institutional Vandalism Act

1. In June, 1982, the Ethnic Intimidation and Institutional Vandalism Act was signed into law. The Crime Code provisions regarding institutional vandalism were amended in 1983 and 1988.
2. Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited to, crimes against persons like harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson.
3. Vandalism causing damage or defacement to a church, synagogue, cemetery, mortuary, memorial to the dead, school, educational facility, community center, municipal building, courthouse, or juvenile detention center grounds surrounding such places, or personal property located within such places, is an offense now

punishable as a felony of the third degree if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000. Otherwise, the offense is a second degree misdemeanor.

Adjudication

Act 30 of Special Session 1 of 1995 (PA Legislature) requires the court, through the juvenile probation department, to provide the building principal of any school information concerning the adjudication of an enrolled child. Such reports would include a list of descriptions of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan for the student, or any other information deemed necessary. The principal is required to share this information with the child's teacher or with the principal of another school to which the child may transfer. Any such information must be maintained separately from the child's official record. For more information, contact the Executive Director of Human Resources at 839-7121 ext 1000.

Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Pocono Mountain School District to prevent disruptions to school district operations, school sponsored functions, and the instructional process. Thus, all persons, including but not limited to, students, parents, employees, visitors and members of the general public are prohibited from the use of loud, foul, profane or abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is viewed by school official, as being disruptive or causing annoyance, harassment or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from school district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to penalty under appropriate laws of the Commonwealth of Pennsylvania.

Nondiscrimination on the Basis of Sex in School and Classroom Practices

(Refer to Board Policy 103.2)

Discrimination on the basis of sex is a special category of discrimination prohibited by the federal civil rights law Title IX. Therefore, the Board has adopted this separate Program Policy, Policy 103.2, which prohibits discrimination on the basis of sex, sexual orientation, or transgender status in school and classroom practices, in order to comply with the U.S. Department of Education Title IX Regulations, *Nondiscrimination on the Basis of Sex in Education Programs or Activities*, published in the Federal Register on May 19, 2020 after notice and comment rulemaking, and effective August 14, 2020.

Non-Discrimination in School and Classroom Practices

(Refer to Board Policy 103)

The Board of Directors declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in these schools regardless of race, color, age, creed, religion, ancestry, national origin, marital status, pregnancy or handicap/disability.

Bullying/Cyberbullying

(Refer to Board Policy 249)

The Pocono Mountain School District recognizes that bullying/cyberbullying of students has negative effects on the educational environment of its schools. Bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying/cyberbullying can also escalate into more serious violent offenses.

The district has an obligation to promote mutual respect, tolerance, and acceptance, and will not tolerate any behaviors that infringe on the safety of any student. Therefore, it shall be a policy of the school district to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

Toward that end, bullying and cyberbullying are prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation and at school bus stops.

Tobacco and Nicotine Use/Possession and Vaping Devices

(Refer to Board Policy 222)

The Pocono Mountain School District recognizes the need for a commitment to providing a tobacco-free learning environment. Board Policy 222 addresses the use and possession of tobacco, nicotine, and vaping products by students within the Pocono Mountain School District. The policy strictly prohibits students from using, possessing, or distributing any tobacco or nicotine-related products—including cigarettes, e-cigarettes, vaping devices, and smokeless tobacco—on school property, at school-sponsored events, and on school transportation.

Terroristic Threats/Acts

(Refer to Board Policy 218.2)

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

Delegation of Responsibility

The District, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, in addition to any immediate action taken, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Staff members shall be made aware of their responsibility for informing their building administrator, and/or the Superintendent as well as the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.

The District may report incidents involving terroristic threats 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 board policies.

The District shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately. The District 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 District shall document attempts made to reach the parent/guardian.

In accordance with state law, the District shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.

Controlled Substances/Paraphernalia (Refer to Board Policy 227)

Preface - This Policy, including the rules, regulations, and guidelines, is a concerted effort by the Pocono Mountain School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

Statement of Policy - Through the use of a progressive curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Pocono Mountain School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances, and alcohol related situations.

Rules and Regulations - Any student under the jurisdiction of the school found to be in possession of or under the influence of a mood-altering substance, alcoholic beverage, prescription drug (other than something that has been prescribed by a doctor and registered with a nurse according to the school policy), Pseudo-drug (look alike), or drug related paraphernalia, is subject to this policy adopted by the Pocono Mountain Board of Education. This policy is effective regardless of the amount of the substance or paraphernalia in the student's possession.

Definition of Terms - Drug/Mood-Altering Substance/Alcohol - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abuse substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with school district's policy for the administration of medication to students in school.

Distributing - deliver, sell, pass, share, or give any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - possess or hold without any attempt to distribute, any alcohol, drug, mood-altering substance, or drug related paraphernalia, as defined by policy or as determined to be illegal.

Cooperative behavior - shall be defined as the willingness of a student to comply with requests and recommendations of the staff and school personnel in a reasonable and helpful manner.

Uncooperative behavior - is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the request or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

Drug Paraphernalia - includes any utensil or item which in the school's reasonable judgment can be associated with or is usually associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, bowls, rolling papers, small plastic bags, pacifiers, and glass vials.

School Guidelines - As an integral part of the Pocono Mountain School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to be consistent and to provide the minimum disciplinary means to respond to drug, mood-altering substance, and alcohol related events. In order for the Pocono Mountain School District to provide a safe and healthy environment for students with due consideration for the legal rights and responsibilities, the Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

SECTION VI: DISCIPLINE PROCEDURES, POLICIES AND GUIDELINES

Junior High School Behavior Policy

(Refer to Board Policy 218)

The goal of the Pocono Mountain School District is to educate each child to the best of his or her ability. To reach this goal, it is necessary that the school function within a disruption free environment. The primary means by which the District can provide this environment is to alleviate the causes of misbehavior in efforts to prevent its occurrence. The main purpose of this behavior policy is to help teach students appropriate behavior, responsibility, and accountability for their actions. All teachers and staff will enforce school rules. Teachers will strive to solve most behavior problems in their own manner through a team process. Their methods will include conferences with the student, parental phone calls, as well as other consequences. Serious behavior problems will be referred to the building administration. Students may not receive a consequence from the office unless the student has been informed of the reasons for the consequence and has been given an opportunity to respond before the consequence becomes effective. Every teacher, vice principal and principal is "in loco parentis" with every student.

This means that District staff have the right to exercise the same authority over a student's conduct and behavior, during the time the student is attending school, traveling to and from school and attending school sponsored events, as the student's parents or guardians may exercise over the student.

Consequently, District staff may enforce the disciplinary rules and regulations adopted by the School Board. This includes, but is not limited to, the investigation of disciplinary infractions and the imposition of sanctions for disciplinary violations. During the investigation process, District staff may legally question a student regarding a disciplinary infraction without parental consent and in the absence of the student's parents or guardians.

The following list is not all-inclusive. Behavior of children is unique and individual; therefore no list can be all encompassing.

Hazing

(Refer to Board Policy 247)

For the purpose of maintaining a safe, positive environment for students and staff hazing is prohibited at all times. For the purpose of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in affiliation with any organization recognized by the Board of School Directors. Examples of physical health include, but are not limited to: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substances or any other physical activity which could affect the physical, mental health, and safety of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates and will result in disciplinary actions.

Fighting

The Pocono Mountain School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school- sponsored activities will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight or engage in any act of violence may be reported to law enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault and/or other appropriate charges may be filed at the discretion of administration.

Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult authority. If assaulted, students have the right to self-defense by avoiding, blocking, or restraining the aggressor with reasonable physical force. Students actively engaged in fighting or who attempt to inflict bodily injury with a weapon or otherwise will be disciplined and may be subject to criminal charges.

Weapons/Dangerous Items Policy and Student Discipline

(Refer to Board Policy 709.2 AND 218)

Any student found to be in possession of or harboring a weapon (as defined below) will immediately be suspended from school for ten (10) days and referred to the District Magistrate or the State Police. Expulsion proceedings will be initiated, and the student will be excluded from school until the disposition of the hearing.

Except as otherwise stated in this policy, the district shall expel, for a period of not less than one (1) calendar year, any student who is determined to have brought a weapon on to or is in possession of a weapon on any school property, at any school activity, (whether on or off school property) or on any school bus or public conveyance providing transportation to or from a school or school sponsored activity.

Weapons shall include, but not be limited to, any knife; cutting instrument and cutting tool; nunchaku (nun-chuck stick); brass or metal knuckles; taser device; firearm; shotgun; rifle; pellet gun; look-alike gun; chemical agent, such as mace, pepper spray; explosive device; and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted.

Weapon does not include any device which is authorized by the district for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for art class, and the like, or any device or object which has been given prior approval by the building principal in connection with any educational program or extracurricular activity. However, any individual using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

The Superintendent may recommend modifications of these expulsion requirements on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and any other applicable laws and regulations.

For the purpose of this policy, the term "school property" shall mean any public-school grounds, any school-sponsored activity, or any conveyance providing transportation to a school entity or school-sponsored activity.

THE GUN-FREE SCHOOLS ACT

The Gun-Free School Act (GFSA) requires that local educational agencies "expel from school for a period of not less than one year a student who is determined to have brought a weapon to school."

For the purposes of the GFSA, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas
 - Bomb
 - Grenade
 - Rocket having a propellant charge of more than four ounces
 - Missile having an explosive or incendiary charge of more than one quarter ounce (1/4)
 - Mine or similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

ACT 26 OF 1995

Act 26 of 1995, which amends Pennsylvania School Code, was signed into law by Governor Ridge on June 30, 1995. Several sections of Act 26 impact upon the Safe and Drug-Free Schools and Communities program. Section 1317.2, Possession of Weapons Prohibited, implements the federal Gun Free legislative mandate. Section 1302-A requires the Department of Education to set up an Office of Safe Schools. Section 1303-A to Section 1308-A, requires the Office of Safe Schools to conduct a statewide data collection of the scope of violence problems in the schools. Section 1304-A to 1308-A sets record keeping standards for the maintenance, retention and transfer of students' disciplinary records. Only the relevant sections of the Act are included for your information. The Act of March 10, 1949, (P.L. 30, No. 14), known as the Public-School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62) is amended to read:

SECTION 1317.2 POSSESSION OF WEAPONS PROHIBITED

- A. Except as otherwise provided in this section, a school district or area vocational-technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.
- B. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
- C. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act (Public Law 91-230-20 U.S.C. § 1400 et seq.)
- D. Nothing in this section shall be construed as limiting the authority or duty of school or area vocational- technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
- E. All school districts and area vocational-technical school shall report all incidents involving possession of a weapon prohibited by this section as follows:
 - a. The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials.
 - b. The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A.
- F. As used in this section, the term "Weapon" shall include, but not limited to, any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury, or expelling a projectile.

Procedures Regarding Arrest Warrants

If a warrant for the arrest of a student has been issued, due to a default of their responding to a citation or summons and a constable has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

Classification of Student Misconduct

The Pocono Mountain School District is committed to the belief that all students are entitled to the best education possible. The Pocono Mountain School District has developed the following discipline guideline in order to ensure that all students receive their education in a positive educational environment that is safe, orderly, and conducive to learning.

Violent behavior includes, but is not limited to the following: unwanted physical contact such as pushing, grabbing, or restraining; fighting between two or more individuals; an act of aggression which results in the destruction of property or personal injury; possession and/or misuse of any item which may cause alarm to individuals or disrupt the educational process; any other behavior which is determined to be destructive and/or dangerous by the administration.

Additional Information

- Establishing the level of an incident and assigning appropriate consequence is at the discretion of the administration.
- Administrators, at their discretion, have a variety of techniques they can use to prevent future incidents. This includes, but is not limited to the following: Telephone conferences, parental conferences, group meetings, and referral to outside agencies.
- The severity of an offense may necessitate acceleration of the procedure to a subsequent level and immediate action by school officials and law enforcement authorities if warranted.

Level I Infraction Description:

Level I infractions include minor misbehavior on part of the student, which is disruptive to the learning environment and/or unstructured settings within the school environment. Examples of unstructured areas include: school corridors, hallways, lavatory, cafeteria, bus (during arrival or dismissal), educational trips, and after-school activities. Misconduct which meets the definition of a Level I infraction will be handled by the referring staff member; however, may periodically require additional support from administrative personnel.

Examples:

Examples of Level I Infractions may include: Cheating/Forgery/Lying, Defiance/Non-Compliance - refusal to follow directives, Disrespect -verbal/ non-verbal, Disruption, Physical Contact - no intent to harm (horseplay), Inappropriate Language or Gestures, Out of Assigned Area, Property Misuse, Tardy to Class, Inappropriate Display of Affection, Cafeteria Misbehavior, Abusive Language, Misuse of School Property or Equipment.

1. Each classroom teacher will provide students with a list or description of expected student behavior and/or prohibited student behavior within the class and consequences for failing to adhere to the procedures established.
2. Students who violate the classroom regulations will be provided with consequences by the classroom teacher according to the procedures previously outlined.
3. Students will be referred to an administrator when, in the view of the teacher, the student has developed a pattern of disruptive behavior or the student refuses or neglects to follow the directions of the teacher.
4. Any behavior within the classroom which meets the description of a Level III infraction must be immediately referred to an administrator for proper action.

Level II Infraction Description:

Level II Infractions are repeated minor behaviors or serious misbehavior that is disruptive to the learning environment and/or unstructured settings within the school environment. Examples of unstructured areas include: school corridors, hallways, lavatory, cafeteria, bus (during arrival or dismissal), school trips, and after-school activities. Misconduct which meets the definition of a Level II Infraction may be referred immediately to an administrator for proper action as these infractions typically result from repeated Level I behavior(s) where prior interventions were found to be unsuccessful. Thus, repeated violations of Level I Infractions will result in a Level II offense and be handled by administration.

Examples:

Examples include, but are not limited to: Lying/Cheating -repeated occurrence, Disrespect/ Defiance - repeated occurrence -stops educational process, Bullying -direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling -repeated occurrence, Harassment -gender, ethnicity, sex, race, religion, disability, physical features, or other protected class, Abusive language - racial taunting -High-intensity -directed towards individual, Dress Code Violation, Technology Violation.

Level III Infraction**Description:**

Level III infractions include behaviors, which cause an immediate danger or represent a willful excessive disruption of the learning environment. All Level III infractions must be referred to an administrator.

Examples:

Examples of Level III infractions include but are not limited to the following type of behavior:

1. **Activating False Fire Alarm** - In addition to the school penalty imposed, students may also be prosecuted under Section 4905 of the Pennsylvania Penal Code.
2. **Aggravated Assault** - exists when a person:
 - a. Attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.
 - b. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
3. **Arson** - The malicious burning of another's property.
4. **Assault with a Weapon** - Should a student commit an assault with a deadly weapon, the student will be referred immediately to civil authorities and the maximum school penalty will be imposed.
5. **Defiance** - Willful failure or refusal to follow instructions or directions of an adult school district

- authority on school property or during school-sponsored activities.
6. **Disorderly Conduct** - Exists when a person if, with intent to cause public inconvenience, annoyance alarm, or recklessly creating a risk thereof, he/she:
 - a. Engages in fighting or threatening, or in violent or tumultuous behavior.
 - b. Uses obscene language, or makes an obscene gesture.
 - c. Creates a hazardous or physically offensive condition.
 7. **Gang Affiliation / Activities**
 8. **Disrespect** - Willful behavior, which without reasonable cause attempts to lessen the reputation, honor, or public opinion of any individual.
 9. **Drugs/Alcohol** - The use, possession, sale, or distribution of drugs and/or alcohol or substances purported to be drugs and/or alcohol. In addition to the school penalty imposed, the student will be referred to the proper state or local authorities should the student behavior violate the laws of the Commonwealth of Pennsylvania. Students may also be referred to and/or required to obtain treatment from proper medical or health facilities before receiving permission to re-enter school. Students who have been determined to have violated the policies, rules and/or regulations of the District concerning the use, sale, possession or distribution of drugs, alcohol and/or substances purported to be drugs and/or alcohol shall be subject to random drug and/or alcohol testing upon their return to school. Students who fail or refuse to cooperate with such random testing shall be subject to further disciplinary action and/or placement in an alternative school setting. Any drug and/or alcohol products found on school property or during school-sponsored activities will be confiscated.
 10. **Endangerment** - Willful, improper behavior which may have caused injury or harm to another individual or created an environment where injury or harm would be more likely to have occurred. Should injury or harm actually occur, the behavior will be considered as an assault.
 11. **Extortion** - Willful behavior which causes any individual to relinquish a personal possession or individual right as a result of threat or fear of violence, personal injury, or other action.
 12. **Fight** - Argument, angry disagreement: Diversion in which participants hit or pelt each other. Note: Self-defense is limited to the deflection of physical contact.
 13. **Fraud** - Willfully providing false information to or about school personnel, deceit or trickery used for profit or to gain unfair or dishonest advantage or to avoid disciplinary action.
 14. **Institutional Vandalism/Destruction of School and/or Personal Property** - exists when a person knowingly desecrates, vandalizes, defaces, or otherwise damages:
 - a. The school facility
 - b. The grounds adjacent to and owned or occupied by the school facility
 - c. Any personal property located in the school facility
 - d. Willful behavior which damages or destroys property belonging to the School District or to any students, employees, or visitors of the school (s). When it is determined that students are responsible for the destruction of school property, the full cost of materials and labor to repair or replace the damaged property will be the responsibility of the student (s) responsible.
 15. **Intentional Mischief** - Exists when a person damages or tampers with the property of another intentionally, recklessly, or by negligence.
 16. **Insubordination** - Should a student disobey, or fail to submit to the directions or the request of an adult school district authority on school property or during school sponsored activities, that student demonstrates insubordination.
 17. **Physical Assault of a District Employee/Volunteer** - Any behavior which purposely attempts to cause physical harm or injury to a District Employee/Volunteer. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
 18. **Possession of a Weapon** - Possession of deadly weapons such as knives, firearms, fireworks, smoke bombs, explosives, live ammunition, chains, bracelets which are potential items of violence, certain rings, look-alike firearms (toy guns), and all items which, in the discretion of the Administration, could or would be a threat to the students, him/herself, or the school community, which have the potential to inflict serious injury is prohibited for students in school, attending school activities, or traveling to or from school. In addition to the school penalty imposed, the student **will be** referred to civil authorities. When knives or other sharp instruments are required for instructional purposes, they will be provided by the teacher and their use will be supervised closely.
 19. **Profanity/Obscenity** - Any behavior which visually and/or verbally presents ideas which are considered offensive to and/or inappropriate for maintaining an effective school environment.
 20. **Sexual Misconduct** - Inappropriate behavior of a sexual nature (by consenting individuals).
 21. **Simple Assault** - Exists when a person:

- a. attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another.
 - b. attempts by physical menace to put another in fear of imminent serious bodily injury.
22. **Theft/Larceny** - The taking of property belonging to the school district, employees of the school district, students of the school district, or visitors to the school district without permission. In addition to the school penalty imposed, the student may be liable for restitution as well as referral to civil authorities.
23. **Threats/Harassment** - Exists when a person with intent to harass, annoy or alarm another person:
- a. Strikes, shoves, kicks or otherwise subjects him /her to physical contact, or attempts or threatens to do the same.
 - b. Follows a person in or about the school.
 - c. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.
24. **Tobacco** - School Board Policy prohibits smoking and use of tobacco products in any form. The use, possession, sale, or distribution of tobacco products (including electronic cigarettes or cigars) or assisting in the use, possession, sale, or distribution of tobacco products on school property or school-sponsored activities is strictly forbidden. In addition to the school penalty imposed, all tobacco products found on school property or during school-sponsored activities in the possession of students will be confiscated. In addition to the school penalty imposed, the Anti-Smoking Ordinance prohibits smoking in school buildings, facilities, grounds and buses. Any person violating this ordinance is subject to a fine of not more than \$50.00 in addition to the costs of prosecution or up to 30 days imprisonment. It is a summary offense under the amended Section 6305 of the Crimes Code to sell or furnish any form of tobacco to a minor under age 18. The penalty for these offenses is a fine of not less than \$25.00 for the first offense and no less than \$100.00 for a subsequent offense.
25. **Trespassing** - Being on school grounds without permission.
26. **Chronic Truancy/Unexcused Absence** - In addition to actions previously described, students found to be truant from class or absent unlawfully will be required to make up all school time by serving detentions.

At Pocono Mountain the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities. Consequences for Level III infractions include, but are not limited to: suspension, expulsion, prosecution and/or fines.

Referral and Administrative Action

Referral Procedure

1. The adult will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the student's referral.
2. Students referred for an alleged violation of the disciplinary policy will be informed of the charges and given an opportunity to state their view(s) of the event(s) which took place.
3. An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
4. If it is determined that the student has violated the discipline policy, appropriate disciplinary action will be taken by the administrator.
5. Consequences or disciplinary actions may include, but are not limited to:
 - Warning
 - Parental contact
 - Referral to counselor
 - Restricted movement
 - After-school detention
 - In-school Academic Program
 - Out-of-school suspension
 - Alternative placement
 - Expulsion
 - Civil and/or criminal prosecution

Consequences – Alternative Actions – Level I, II, III

1. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the School District, and/or the employees of the School District.
2. Alternative actions which may be taken include but are not limited to:
 - Parental conference

- Referral to counselor
- Denial of privileges
- Design of a student behavioral contract
- Design of a student work or service program
- Restricted movement
- Referral to psychological service staff
- Referral to appropriate local, county, and/or state agencies and/or institutions
- Liability for damages or financial loss
- Civil and/or criminal prosecution
- Bus suspension

When referred to an administrator for violating the discipline policy, students should not expect to receive warnings or alternative actions. Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

Discipline of Students with Disabilities (Refer to Board Policy 113.1)

The Board directs that the district shall comply with provisions of the *Individuals with Disabilities Education Act* (IDEA) and state and federal regulations when disciplining students with disabilities for violations of district policy and school rules and regulations.

Suspensions

A disabled student may be suspended without parental consent for no more than 10 consecutive days or an aggregate of 15 days of school per year, regardless of whether the student's behavior is a manifestation of his/her disability.

A disabled student may be suspended only to the extent that such suspensions are consistent with discipline that is applied to students without disabilities.

During any period of disciplinary action that constitutes a change in placement for a student, the student shall continue to receive a Free and Appropriate Education (FAPE), in accordance with federal law.

Reporting Crimes to the Law Enforcement

School principals, when notifying or reporting crimes to local law enforcement officials, shall ensure that copies of the special education and discipline records of the eligible student(s) are transmitted to the appropriate authorities only to the extent such transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

Manifestation Determination

A student with a disability whose behavior is found not to be a manifestation of his/her disability may be suspended or expelled pursuant to district procedures. During the period of suspension or expulsion, the student shall continue to receive FAPE.

If the student's behavior is found to be a manifestation of a disability, the IEP team shall conduct a Functional Behavior Assessment (FBA) and implement a Behavior Support Plan (BSP), if the IEP team had not conducted one before the behavior, or review and consider revising the BSP as necessary to address the behavior. If the behavior is found to be a manifestation of the child's disability, the student shall return to his/her placement from which he/she was removed unless the IEP team, including the parent/guardian, agrees that a change in placement is appropriate for the student.

Request for a Hearing

The district may request that a hearing officer order removal of the disabled student to an alternative setting for 45 days where the district demonstrates in a hearing by substantial evidence that maintaining the disabled student's current placement is substantially likely to result in injury to the student or others.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

Weapons, Drugs, or Serious Bodily Injury

A disabled student who carries a weapon to school or a school function may be removed from his/her current placement regardless of whether the weapons offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty- five (45) school days.

Pol.709.2 According to statute, a **weapon** shall be defined, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, including but not limited to, sparklers, fireworks, smoke or stink bombs, explosives, live ammunition, chains, including wallet chains, bracelets, or other devices which are potential items of violence, certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives), and any item which could or would be a threat to the student himself/herself or the school community.

A disabled student who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement regardless of whether the drug offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

A disabled student who knowingly inflicts serious bodily injury upon another person while at school, on school premises, or at a school function may be removed from his/her current placement regardless of whether the offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

After School Detention

Detention(s) will be assigned as a consequence of violating school regulations. Detention will be held after school. Detention will not be held the day proceeding vacation days. Students can ride the activity bus home. Students who, without permission, do not report to a scheduled detention, will be considered guilty of defiance and are subject to further disciplinary consequences.

Exclusion from School – Expulsions and Suspensions

(Refer to Board Policy 233)

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms:
- Suspension - exclusion from school for a period of up to ten (10) school days.
- Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
- A hearing is not required prior to a suspension of up to three (3) days.
- An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.
- Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
- The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- Students who are suspended are not permitted to attend any school functions during or after school hours during the period of the suspension. Any suspended student who is on school property without

permission of the administration is subject to prosecution under trespass laws.

- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Upon returning from suspension, the student may be requested to report directly to an administrator at which time a conference will be held or scheduled.
- Before being readmitted to class the student may be expected to complete a behavioral contract.
- The contract will be reviewed at time intervals specified in the plan.
- If a student is excluded from school due to a suspension, it is the responsibility of the student/parent to maintain their academics by contacting the school's Attendance Office. When this contact is made, the student's teachers will have a 24 hour timeframe in which to prepare and forward academic work to the Attendance Office, which will then be made available for parent pick-up during the normal operating hours of the school.
- If a student, for any given reason, must be excluded from school for more than ten (10) days he/she will be provided with alternative instruction.
- A student will be excluded from school for more than ten (10) days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
- The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
- If the student is unable to be accepted at a private school, the Pocono Mountain School District will make provision for some form of education through alternative instruction at the discretion of the school district.

The In-School Alternative/Academic Program (ISAP)

1. The purpose of the In-School Academic Program is to provide a highly structured, supervised learning environment for students who demonstrate an inability or unwillingness to adhere to established standards, school procedures and/or regulations. The decision to place a student in ISAP shall be made by an administrator.
2. Students are offered an opportunity to continue their academic program, analyze the causes for their removal from the regular academic program, and establish individual goals for personal development and a return to the regular academic program.
3. Upon initial assignment of the student to the program, the parent(s) or guardian(s) will be advised of the student placement and reason(s) for the placement.
4. Students assigned to the program may bring their own lunch or purchase lunch from the cafeteria. Students qualifying for the free or reduced lunch program will be provided with an appropriate bag lunch.
5. Students absent when scheduled to participate in the program will complete all program requirements upon returning to school.
6. Placement Guidelines:
 - a. The parent shall be notified in writing of the placement.
 - b. The number of days a student is placed in ISAP will depend on the infraction.
 - c. Any disruption, misbehavior, or willful destruction of property while in the ISAP room will result in an immediate out-of-school suspension until a parent conference is held. All original time assigned in ISAP must be completed. In the case of property damage, restitution must be made.
7. ISAP Rules
 - a. Students will report immediately to the ISAP room upon arrival at school.
 - b. Students shall remain in the room for the entire suspension period. Permission to use the lavatory, or see the nurse will be on a restricted basis and under teacher supervision. Guidance counselors may meet with students during the day.
 - c. Students shall be expected to stay abreast of all studies and make-up any missed tests.
 - d. Students will be obligated to bring sufficient and necessary supplies, text-books, or other appropriate materials.
 - e. Students will not sleep or snack in the ISAP room.

Reasonable Physical Force

Reasonable physical force may be used by administrators, teachers, and other school personnel in the following situations:

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

Student Complaint Process

1. Purpose: The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.
2. Definition: For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.
3. Authority: The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly. For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth: the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes s/he has been adversely affected; the relief sought by the student; and the reasons why the student feels s/he is entitled to the relief sought. The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board. At each step beyond the first, the school authority hearing the complaint may call in the student's parent/guardian.

The student may seek the help of a parent or guardian at any step.

DIRECTORS OF CURRICULUM & INSTRUCTION

Ms. Amy Catalano	Mathematics and Science
Ms. Amy Buffington	Social Studies and Humanities
Dr. Beth DeLay	Health, Physical Education, Guidance and Nursing Services
Dr. Bethann McCain	ELA/Reading
Ms. Melissa Petrilak	Instructional Coaching and Professional Learning
Dr. Stephen Spengler	Instructional Technology
Ms. Stacy Kulics	Federal Programs

SPECIAL EDUCATION SUPERVISORS

Dr. Marsha Kloss	Mr. Jonathan Reifer
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HIGH SCHOOL ATHLETICS

Ms. Jessica Johnson	East Athletic Director
Mr. Gerald Greeley	East Assistant Athletic Director
Ms. Katherine Doll	East Assistant Athletic Director
Mr. Michael Delgrosso	West Athletic Director
Mr. Bruce Yerk	West Assistant Athletic Director
Mr. William Poole	West Assistant Athletic Director

The Pocono Mountain School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap in its activities, programs, or employment practices as required by Title VI, Title IX in Section 504. For information regarding civil rights of grievance procedures contact the Human Resources Office, Title IX, Section 504 coordinator, Administration Building, Pocono Mountain School District, Swiftwater, PA 18370-0254, 570-839- 7121. For information regarding services, activities, and facilities accessible to and usable by handicapped persons, also contact the Human Resources Office.

24 HOUR EMERGENCY NUMBERS

<i>American Red Cross</i>	570-476-3800
<i>Emergency Services</i>	570-992-4113
<i>Pocono Search and Rescue, Inc.</i>	570-421-8424
<i>Salvation Army</i>	570-421-3050
<i>Pocono Medical Center</i>	570-421-4000
<i>Alcoholics Anonymous</i>	570-424-8532
<i>Area Agency on Aging</i>	570-420-3735
<i>* Cancer Information</i>	800-227-2345
<i>* Child Abuse</i>	800-932-0313
<i>Career Link of Monroe County</i>	570-620-2850
<i>Catholic Social Services</i>	570-476-6460
<i>* Crime Stoppers</i>	800-342-7700
<i>Crisis Pregnancy Center</i>	570-424-1113
<i>Domestic Violence</i>	800-799-7233
<i>Drug and Alcohol Abuse Program Carbon-Monroe-Pike Counties</i>	570-421-1960
<i>Legal Services</i>	570-424-5338
<i>Mental Health-Mental Retardation Carbon-Monroe-Pike Counties</i>	570-420-1900
<i>Monroe County Assistance Office</i>	570-424-3030
<i>Monroe County Children & Youth</i>	570-420-3590
<i>Monroe County Youth Employment Services</i>	570-620-2850
<i>Monroe County Juvenile Probation</i>	570-420-3685
<i>Narcotics Anonymous</i>	570-421-6618
<i>New Perspectives</i>	570-992-7590
<i>* Office of Consumer Advocate</i>	800-684-6560
<i>Office of Vocational Rehabilitation</i>	800-947-4941
<i>PA Department of Public Welfare</i>	800-424-3030
<i>Planned Parenthood</i>	570-424-8306
<i>Rape Crisis</i>	570-421-4200
<i>RedCo Group Behavioral Health</i>	570-420-8070
<i>Tri-County Helping Hands</i>	570-424-6221
<i>Slate Belt Pregnancy Crisis Center</i>	610-588-8400
<i>* Suicide Prevention</i>	800-273-8255
<i>United Way Helpline</i>	800-543-7709
<i>Women, Infants and Children Nutrition Program</i>	800-942-9467
<i>Women's Resources of Monroe County</i>	570-421-4200