POTTSGROVE HIGH SCHOOL

STUDENT HANDBOOK 2025 - 2026

1345 Kauffman Road Pottstown, Pennsylvania 19464

Phone: 610-326-5105 Website: <u>www.pqsd.orq</u>

Fax: 610-340-2111

FOREWARD

The Handbook is published as a guide for students, parents, and teachers. The thought behind this publication is to furnish a source of information as a guide for students as they navigate through their high school years. The content is also useful for parents and guardians for them to better understand the underlying philosophy, expectations, and practices of the school.

ALMA MATER

Words by Kenneth Gambone – Faculty Member, 1957 Tune – American Hymn

Hail Alma Mater!
Your praises we sing.
Welcome Alumni, so loyal and true,
Thunders of cheers fill the oldest hallowed halls.
Toast to the Falcons, who wear the Maroon and White.
Hail Pottsgrove High School, your praises we sing.



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POTTSGROVE SCHOOL BOARD

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Principal Assistant Principal

Michael Zacharda Steve Anspach
Dean of Students Director of Athletics

GUIDANCE COUNSELORS

Jill BosslerA - EStephen KincaidF - LeKyra EbertLi - RorLisa ChildsRos - Z



WELCOME

Welcome to Pottsgrove High School.

This handbook is designed to help both students and parents/guardians become a successful and engaged part of our school community.

We encourage you to embrace your academic journey and dive into the many activities we offer this school year. Remember, the more effort you put in, the more you'll get out of your high school experience.

Pottsgrove High School is like a family, and we hope you'll always uphold our traditions and requirements. Your time here will truly be what you make of it! Let's work together to continue making Pottsgrove High School outstanding.

EXPECTATIONS OF HIGH SCHOOL STUDENTS

As teenagers approach adulthood, it is important that they assume more personal and academic responsibility. The following are expectations of **all** high school students.

Students will:

- treat all students, staff, faculty, and quests with DIGNITY AND RESPECT
- live out the Falcon Four Be Safe, Be Responsible, Be Respectful, and Be Positive
- be a contributing member of our Pottsgrove school community
- celebrate the differences of our Pottsgrove school community
- come prepared with the mindset and supplies to actively engage in learning
- give back to their community by serving and supporting others
- celebrate academic progress and achievements
- be responsible to complete their own work, seeking support when necessary
- be responsible and ask their teachers for make-up work on the day they return after being absent
- notify teachers in advance to receive assignments for a planned absence from school
- approach their teacher directly with questions when they recognize that they are having difficulty with material

POTTSGROVE TOGETHER - WE ARE STRONGER TOGETHER

As a safe and supportive school community, we value each person and believe that our differences make us stronger and more resilient. Our school is a community that accepts each person for who they are and it's our goal to help each other live out our dreams in order to make our world a better place.

We stand against any and all acts of hate, bigotry, prejudice, racism, disrespect and the inequitable treatment of people. Additional information regarding Discrimination can be found in <u>Board Policy 103</u>.

COMMUNITY RELATIONS POLICY & EQUAL OPPORTUNITY POLICY

The Federal and State governments as well as the State Board of Education have enacted laws and issued directives protecting and granting equal opportunity to students and employees within the Commonwealth.

In like manner, the Board of School Directors of the Pottsgrove School District reaffirms its commitment to a policy of providing equal educational and employment opportunities for all pupils and employees commensurate with their needs, abilities, and diverse cultural backgrounds.

The Board endorses the principle of equal educational and employment opportunities and prohibits discrimination on the basis of sex, handicap, race, color, religious creed, national origin or age. Information about rights or grievance procedures, contact the Title IX coordinator, Amy Thompson or the Section 504 coordinator, Dr. Ann Marie Lucas, Pottsgrove School District, 1301 Kauffman Road, Pottstown, PA 19464. Phone: 610-327-2277

OPENING EXERCISES/MOMENT OF SILENCE/FLAG DISPLAYS

The Board has adopted a policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises and the moment of silence on the anniversary of September 11, while respecting the rights of individuals. A United States flag shall be displayed on or near each school building during school hours, inclement weather and at other times determined by the Board. A United States flag shall be displayed in every classroom. District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate. The Board directs the district to annually provide, during instructional hours, a moment of silence for students and staff to observe the anniversary of September 11, 2001

MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS)

Pennsylvania's Multi-Tiered System of Support (MTSS) is a standards-aligned, comprehensive school improvement FRAMEWORK for enhancing academic, behavioral and social-emotional outcomes for ALL students. Response to Intervention (RTI) refers to the methodology that is used to determine how slow is slow (rate of growth) and how low is low (student's level of performance) and to provide appropriate support to all students to achieve adequate progress.

Cross-disciplinary teams represented at the district, school, grade and individual levels use a problem-solving process to integrate evidence-based academic, behavioral and social-emotional practices matched to student needs and with fidelity of implementation. A continuum of support and services exists at all Tiers and is sustained by high-quality professional learning, cultural responsiveness, partnership and meaningful involvement with families, and dynamic decision-making that rests on the use of reliable and valid data sources. Sustainability (transformational change) is the ultimate implementation goal of a Multi-Tiered System of Support (MTSS) and is very much contingent upon Leadership, Organization and Competency.

STUDENT ASSISTANCE PROGRAMS

Pottsgrove faculty and staff are trained to support students in both academic and social/emotional situations. Pottsgrove Secondary Schools have two teams designed to identify and implement these supports.

SAP: The Student Assistance Program (SAP) Team is designed to identify, refer, and assist students in crisis concerning known and suspected drug and alcohol abuse, depression and suicide identification. Students may be referred by teachers, parents/guardians or other students.

PBIS: The Positive Behavior Intervention and Supports (PBIS) Team is designed to ensure school-wide implementation of interventions and supports for behavior. The PBIS Team clearly defines behavioral expectations and instruction, establishes a school-wide system for student recognition and behavioral supports, reviews student data and action plan based on results and creates a positive, safe school culture.

PBIS SCHOOL WIDE EXPECTATIONS





- . Be Safe
- . Be Positive
- . Be Respectful
- . Be Responsible

Caring for our school, community and each other

SPECIAL EDUCATION

The Pottsgrove School District has procedures to locate and identify students who are in need of special education services under the IDEA 2004 (Individuals with Disabilities Education Act) regulations. Identified procedures are implemented to make available education and programs for eligible students with disabilities for the provision of FAPE (Free and Appropriate Public Education). Additional information regarding Special Education can be found in <u>Board Policies (113, 113.1, 113.2, 113.3, 113.4, 114)</u>.

SCREENING/EVALUATION SERVICES

The Pottsgrove School District operates, or has available, special education programs for all students who require special education services. These programs are available to those students who meet the eligibility requirements as proposed by the Special Education Standards in Pennsylvania. These programs address student needs in the following areas: Learning Support, Emotional Support, Physical Support, Life Skills Support, Gifted Support, Autistic Support and Speech and Language Support. Other programs are also available to students such as: Services for Hearing and Vision Support Services, Early Intervention programs and programs for other health impairments.

To assist/identify children who have academic/behavioral/physical needs, each building in the Pottsgrove School District operates programs for instructional support. The Instructional Support Team may be composed of the following professional educators from each building: principal, counselor, reading specialist, nurse, school psychologist, classroom teachers, speech/language clinicians and the Supervisor of Special Education or the Director of Pupil Services; as well as the input of the parent. Parent participation in this process is highly recommended. It is the responsibility of the team to identify the student's need by using screening assessment devices and using those results to discuss strategies to assist the child within the regular education environment. Parents and students have a right to be notified and informed

Speech, Vision, and Hearing Support Services

Children who demonstrate speech and language difficulties that interfere with their academic performance and/or their social development receive specially designed instruction.

Gifted Screening

As part of determining eligibility for the Gifted Support Program, a comprehensive screening process is completed. The screening process includes the following steps: Administration of the Otis Lennon Tests of Gifted Abilities Cognitive Screener, achievement assessments, parent input and teacher input. Students may be referred for a comprehensive evaluation to determine eligibility for the gifted support program based on the results of the screening.

504 Service Agreement

There are times when a student may need additional support during the school day but they do not qualify for an IEP. In these cases, students may be eligible for what is referred to as a 504 plan. A 504 plan can provide accommodations for students within the scope of the regular education program.nnln accordance with Section 504, you are notified of the following:

1. **Definition of Protected Handicapped Student**: Protected handicapped student are students who:



- a. Are of school age;
- b. Have a physical or mental disability which limits or prohibits access to an aspect of his or her school program; and
- c. Are not eligible for special education services.
- 2. **Non-discrimination Policy**: It is the express policy of the Pottsgrove School District that there will not be any form of discrimination against students who have been properly labeled as protected handicapped students.
- 3. **Responsibilities**: The District has the responsibility to provide specific aids, services, or accommodations to students identified as protected handicapped students. The implementation of these responsibilities is spelled out in the District Policy/Procedure.
- 4. **Right to obtain full copies of policy**: You have the right to obtain a full copy of the written District Policy/Procedure adopted by this institution in compliance with Section 504 and the regulations. A copy may be obtained in person or by mail from the Director of Pupil Services, Pottsgrove School District, 1301 Kauffman Road, Pottstown, PA 19464 (610-327-2277).

TRAUMA-INFORMED APPROACHES

The Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. The Board desires to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. The purpose of this policy is to direct district staff to develop and implement a plan for trauma-informed approaches to education throughout the district. Additional information regarding Trauma-Informed Approaches can be found in <u>Board Policy 146.1</u>.

CONFIDENTIALITY & FERPA

The District shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.[22][23][24]

Recording of Meetings

Except as specifically provided for within this policy, the District prohibits audio, video, and electronic recording of meetings between parents/guardians and District teachers, instructional assistants, program specialists, consultants or administrators.

The District shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

- Participant has a disability that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.
- 2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.
- 3. The District may permit videotaping of a meeting when written consent is given by all participants at the meeting.

When an exception to recording a meeting is granted, the District employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and subject to relevant law and regulations.

PGHS SCHEDULES

PGHS SCHEDULES

*Click Here to view all PGHS Building Schedules

DISTRICT BROADCAST

Pottsgrove uses a district broadcast system that will provide telephone, email, and text notifications of important announcements such as weather-related school closures, late opening and early dismissals. Please <u>CLICK HERE</u> to visit Pottsgrove's PowerSchool Parent Web Portal where you can access video and PDF tutorials/instructions on how to create your account. You will also be able to customize how and to which phones and/or email accounts you would like to receive these notifications. You can change your preferences as often as you wish through this self-service portal. Should you have any questions, you may call our district technology department or email pgsdparentportal@gmail.com. These alerts will appear as 484-524-0100 on your caller ID.

ATHLETICS & CO-CURRICULAR ACTIVITIES

Athletic Eligibility

Pennsylvania Interscholastic Athletic Association (PIAA), the governing body for all interscholastic sports, requires students to be passing four major subjects or their equivalent. Eligibility is determined every week. Class standing is defined as the grade or mark in a given subject for all work covered from the beginning of the semester or year to date.

Eligibility is reported weekly from Power School by the Director of Athletics and Student Activities.

Teachers are encouraged to maintain up-to-date grades in PowerSchool. The Director of Athletics & Student Activities and/or their Coach will notify any student athletes who are ineligible.

In order for a boy/girl to compete in interscholastic athletics and all programs defined as co-curricular he/she must fulfill all the regulations and requirements set forth by the P.I.A.A. and the Pottsgrove School District. The major requirements are as follows for all athletes, and students who participate in co-curricular programs, including but not limited to clubs, theater, dance, musical and service programs:

- A. Must be amateurs
 - 1. Cannot play under an assumed name.
 - 2. Cannot receive money
 - 3. Cannot sign a contract to play for a professional team.
- B. Must receive a cumulative passing grade in four credits as per Article X, Section I, P.I.A.A. How to Ascertain Class Standing
 - Scholastic eligibility shall be determined by ascertaining the pupil's class standing in each subject, at intervals of one week, during the current marking period. Class standing is defined as the grade or mark in a given subject for all work covered from the beginning of the marking period to the current week in that marking period to date. Weekly marks shall be effective for a period of one

- week from the date of issue. If the official report as recorded on the pupil's report card shows that a pupil is ineligible, he/she shall remain ineligible until his/her back work has been made up, in conformity with the requirements of this article.
- C. How Academic Ineligibility Affects Participation. A student/athlete must have a minimum of a 65% grade for the current marking period in at least 4.0 credit subjects as per the P.I.A.A. Where required, this curriculum or its equivalent must be approved by and conform to the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local School Board. The student must be passing at least 4.0 credit subjects, or the equivalent, Eligibility is cumulative from the beginning of a grading period, must be reported on a weekly basis, where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the minimum standards, the student is ineligible from the immediately following Sunday through Saturday immediately following the next Friday as of which the students cumulative work from the beginning of the grading period.

In addition:

- 1. <u>High School Students.</u> All students who participate in co-curricular programs may not be failing 2 or more major subjects, while maintaining a minimum of passing 4.0 credits.
- 2. <u>Middle School Students</u>. All students who participate in co-curricular programs may not fail more than a total of 2 subjects, whether they are major or elective classes.
- 3. Academic Probation. Both HS and MS Students will be permitted one week of a probationary period to improve their grade by the following Friday at 3:00 pm. Academic probation only applies to students that are passing 4.0 total credits but not not passing 2 major subjects. If after one week and they have not met the academic criteria and are not passing the required 4.0 credits per PIAA By-Laws, they will be ineligible for the following week. If a student does not meet the academic standard after 3 consecutive weeks, they will be removed from the program for a period of 15 school days for yearly co-curricular programs and/or the remainder of that season for an athlete.
- 4. How Academic Ineligibility Affects Participation in Contests:
 - a. A student/athlete who is ineligible will not be able to participate in a contest and:
 - Will not be dismissed early from school to attend a contest of his/her particular team.
 - 2. May attend a home game after the conclusion of the regular school day and any additional academic assistance that may be assigned to them. Students/athletes are not permitted to dress in uniform, however, they may wear their team jersey.
 - 3. Participants may attend an evening contest provided they have completed the regular school day, if the game is an away contest and the athletes are not dismissed early, the student-athlete may attend via team bus. Student athlete is not permitted to dress in uniform, however, they may wear their team jersey.
 - 4. All students who are ineligible must attend at least 3 sessions of additional classroom and/or tutorial sessions to return to their respective team or program.
 - b. Students that are ineligible are unable to participate in contests from that Sunday through the following Saturday.
- D. How Absence Affects Eligibility and Participation (Article III, Section II)
 - Contests: A pupil who has been absent from school during a semester for a total of twenty or
 more school days, shall not be eligible to participate in any athletic contest until he/she has been in
 attendance for a total of forty-five school days following his/her twentieth day of absence.
 Exceptions are death in immediate family, confining illness or injury; such excused absences may
 be waived by the P.I.A.A. District One Committee at a hearing.
 - 2. Practices: A pupil may practice during this ineligible period due to absence
- E. Must attend school the day of the game/practice. Any exception to the rule must have the prior approval of the Director of Athletics and the Principal. In the case of illness, the high school participant/ athlete must be in school by 8:30 am. If the nurse sends the participant / athlete home, they may not participate that day. Doctor's appointments are legitimate excuses for tardiness, however, appointment cards must be presented to both the attendance desk and the athletic office prior to the event/practice.

- F. Behavior unbecoming a participant / athlete, could result in the Athletic Director/Principal revoking the privilege of a student to participate in an athletic event.
- G. If the age of 19 is attained on or after July 1st, the pupil shall be eligible to compete in athletics through that school year.
- H. Athletes must return all equipment for a sport or they cannot participate in the next season. Example: football equipment returned before the start of wrestling.
- The P.I.A.A. provides a student the opportunity to participate in interscholastic athletics for a period of not more than 8 consecutive semesters beyond the eighth grade and 4 consecutive semesters beyond sixth grade.

Non-Athletic Co-Curricular Activities & Events

In addition to the PIAA guidelines for eligibility, the Pottsgrove High School imposes the following requirements on all students. We expect all students to represent themselves, their families, their organization and their school favorably at all times. The following basic rules apply to all students:

- A. Any student suspended from school is ineligible for participation in activities during the time of the suspension.
- B. Coaches, faculty advisors, or club sponsors of any organization may establish additional rules and procedures for members. They may also establish disciplinary action for a breach in rules and procedures.
- C. Students who are absent or tardy unexcused after 8:00 am will be ineligible for that day's activities.
- D. Students with ten or more disciplinary infractions, 10 unexcused absences or 10 unexcused tardies may not be permitted to participate in activities/events such as: Color Day, class trips, proms, etc.
- E. Passing courses in alignment with the PIAA Rules and Regulations (See above guidelines)
- F. School activities are for Pottsgrove students only unless the activity has a procedure for allowing guests.
- G. All school rules are to be followed and consequences will be issued for violations.

Participation in After School Events

In order to attend or participate in an activity/athletic event scheduled after the close of any day, it will be necessary for the student to be in attendance the full day, at both the morning and afternoon session of that particular day, unless the office for exceptionally urgent reasons excuses him/her.

Pioneer Athletic Conference - Code of Conduct

In the interest of good relationships in the field of athletics, all spectators are asked to:

- 1. Show respect for their country by standing attentively when the American Flag passes and during the playing and singing of the National Anthem.
- 2. Show their respect by standing for the Alma Maters of both schools.
- 3. Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes, by not booing participants on the playing areas and by respecting property.
- 4. Show respect for the game officials and refrain from booing their decisions or interfering with their control of the contest.
- 5. Refrain from vulgarity and indecent gestures, which are reflections of immaturity.
- 6. Cheer under the organized guidance of the cheerleaders. Cheers to interfere with opponents' cheering are prohibited. Foot stomping in stands is to be eliminated.
- 7. Refrain from using noisemakers and signs in any gymnasium or at indoor contests.
- 8. Refrain from littering premises, throwing confetti or paper and tossing objects onto the playing areas.
- 9. Support musical groups for indoor activities. However, such groups must be organized, school-sponsored and supervised to play only before games and during half-time.
- 10. Do not bring to any indoor contest any type of radio or audio tape player.
- 11. Follow the Code of Conduct for promoting good sportsmanship, adults and students alike.

Pioneer Athletic Conference schools reserved the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

Any student-athlete who has been ejected from a PIAA sanctioned event for unsportsmanlike behavior or misconduct will be suspended from participating in the next (2) PIAA sanctioned game contests and/or events. If the ejection occurs at the end of the season, the suspension will carry over to the next season in which the student-athlete participates.

Any Pottsgrove student spectator who is removed from a PIAA sanctioned event by a representative of the school, an opponent's school, and/or a PIAA referee/umpire will be subject to a 90-day suspension from events in which Pottsgrove is a participating school. Consequently, a second ejection will result in a 180-day suspension from said activities.

Starting a New Club/Activity

In order to begin the development of a new school-based club, the interested student(s) must submit an application to the building Principal or Athletic Director. Once received the application will be reviewed and a meeting will be scheduled to discuss the foundation of the club and the steps necessary to move forward.

FIELD TRIPS

The purpose of field trips is to afford a first-hand educational experience not available in the typical educational setting, forming and/or strengthening bonds between students and the adults that accompany them; as well as the opportunity to become familiar with real things/concepts in their actual environment(s). The field trip is an instructional opportunity to enrich and extend the educational experiences of School District students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved individual(s), which is accessory to an approved course of study in accordance with the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own without parental permission. Teachers must never send a student home alone, even for disciplinary reasons without parental permission. Parents/Guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. Additional information can be found in board policy regarding field trips.

ARRIVAL AND DISMISSAL

All bused students will enter the cafeteria and remain until dismissed. All students that drive will park in the student lot and enter through the gymnasium lobby and remain in the main lobby until dismissed. Those students that are driven by parents are to be dropped off at the main entrance and remain in the main lobby until dismissed. Only those students having made prior arrangements with teachers are allowed to proceed to other parts of the building before **7:23** a.m. All students are dismissed from school promptly at **2:17** p.m.

Visitors

All visitors must register at the school office upon arrival and will be required to wear an identification badge. Meetings and classroom visits should be scheduled in advance. People who enter the school building without reporting to the office and registering or who disturb or interfere with school activities will be prohibited from

remaining on school property and may be reported as trespassers. Students are not permitted to open or prop exterior doors for entry during the school day or any other time.

ATTENDANCE

Student attendance is critical for success. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefit of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. (PGSD Policy #204)

Absence

- 1. Each time a student is absent from school, he/she must present a written excuse signed by the parent or guardian to the attendance clerk within three school days of his/her return. The written excuse should include the following: student's full name and grade, date of absence, reason for absence, and parent contact information and signature. This written excuse is required even if a parent or guardian has contacted the school regarding the absence. The absence is recorded as unexcused until the student provides an excuse note. This note is expected within the three days immediately following the absence.
- 2. Absence notes can be sent to the email address: hsabsent@pgsd.org
- 3. It is essential that the reason for absence be clear and well defined. Lawful excuses are granted for the following reasons: religious holiday, sickness, quarantine, death in the family, impassable roads, educational trips (when requests have been approved), "exceptional urgent reasons." Excuses of a doubtful nature will be investigated. Claims of continued or repeated illness justify an administrative request for a doctor's excuse.
- 4. For periods of three days or more, excused absences may only be granted based upon a doctor's certificate of illness justifying the absence.
- 5. After a student is absent for a total of 10 school days for any reason, he/she may be required to present a doctor's excuse for every absence because of illness.
- 6. Make-up tests for excused absences will be administered after school or at the teacher's convenience and discretion. (See "Making Up Work" in the handbook for further guidelines.)
- 7. Students who are out because of an illness, injury or other extenuating circumstances for over 10 school days must request homebound instruction through their school counselor. Homebound will be approved on a case-by-case basis. A doctor's note should accompany this request. Students receiving homebound instruction may not attend extra curricular activities based on obvious health concerns.
- 8. Students will not be permitted to attend virtual counseling appointments, with organizations outside of the school community, during school hours. Similarly, outside agencies, serving our students may not pull a student from the academic day to hold such meetings on school grounds. All outside service providers are expected to coordinate and collaborate with either the guidance counselor or the students IEP team case manager. See policy (hyper link here)

Absence for College Visits

An absence from school to attend a college admissions interview will be excused providing prior arrangements have been made with the Guidance Department

Absence for Educational Trips

Upon receipt of a written parental/guardian request, students may be excused from school to participate in an educational tour or trip with the approval of the High School Administrators and the District Superintendent. The following procedures should be followed:

- 1. A request form must be on file from the parent/guardian one week before the trip. Click HERE for the form.
- 2. The responsibility to obtain makeup work and to satisfy academic requirements lies directly with the student and parent/guardian.
- 3. There is a (5) day limit on educational trips during any school year. Requests to be absent during the first and/or last week of the school year will not be granted.
- 4. Additional information can be found in <u>Board Policy 204.1</u> regarding Non School Sponsored Educational Trips and Tours.

Early Dismissal

- If at any time a student's parent or guardian finds it necessary to have the student leave school before
 the end of the day for a reason other than personal illness or death in the family, the student must bring
 a request written and signed by the parent or guardian, stating the time the student is to leave and the
 reason for leaving.
- 2. All students being excused early for a doctor's appointment must take their note to the front desk by first period. School officials reserve the right to verify the appointment with parents and/or the medical practitioner.
- 3. Under normal circumstances students will not be allowed to leave school for haircut appointments or other commitments that can be scheduled on weekends or after the school day.
- 4. Only in emergencies will students be permitted to leave the school premises without the note and then only by personal application of the parent or guardian to the proper school official.
- 5. A student who becomes ill during the school day may not be excused from school unless permission is obtained from the school nurse.
- 6. At the designated time for the student to leave school he/she must report to the front desk to sign-out. Upon the student's return to school he/she again reports to the front desk and signs in on the same sheet and then reports to his/her class.
- 7. If the dismissal was due to a medical appointment, the pupil will be excused for the appointment and travel time only and is expected to return to school with a verification card or note from the doctor. If deemed necessary by the doctor or dentist that the student remain absent for the remainder of the school day, the verification card from the doctor must be returned to school the following day. Failure to return the verification card within three (3) school days of the appointment will result in an unexcused absence.
- 8. Proper identification must be shown by the parent/guardian in order for the student to be released from the school. No student is permitted to leave school at any time without the permission of the school nurse or an administrator.

Tardiness-Late to School

Lateness to school, tardiness, negatively impacts learning due to loss of instructional time and classroom disruption. Tardiness is not excused for missing the bus, oversleeping, car problems, weather conditions, traffic, etc. In order to promote punctuality, the following rules apply:

- 1. A student coming to school late must receive a late pass from an office staff member.
- 2. Any student arriving unexcused to school greater than 20 minutes late will have their lateness recorded as a class cut with appropriate behavioral and academic consequences.
- 3. A student who is tardy but excused must see their teachers to make up all class work. If a test, quiz, or other graded activity was missed, a student must complete that work the next school day.
- 4. A student who is tardy but unexcused will not have an opportunity to make up any missed work.

5. Discipline will be administered for students that are chronically tardy unexcused to school. (See Below)

If a student arrives late to school without a valid excuse, he/she will be considered tardy. Below is the course of action to be taken. (Tardy counts will be reset at the beginning of each quarter)

- Tardies #1-2
 - No Consequence. Lateness will be documented
- Tardies # 3 4
 - Student assigned "A" level detention. Lateness will be documented. Parent contact on fourth occurrence.
- Tardies # 5 6
 - Student assigned "B" level detention. Lateness will be documented. Parents will be contacted.
 Student will meet with their guidance counselor and/or social worker to create a plan regarding time management. Student drivers will have parking privileges revoked for two weeks.
- Tardies # 7+
 - Student assigned 1/2 day ISS. Lateness will be documented. Parent meeting will be scheduled and SAP referral will be made. Student drivers will have parking privileges revoked for four weeks.

Appointments During School

Students will be granted permission for medical appointments, religious events, funerals, etc. if they present a written request to the attendance secretary on the day of the appointment. These appointments should not require missing a full day of school. **Verification from the doctor's office, time of the appointment, duration of the visit, and the reason for the visit** will be required upon the students' return to school.

Students leaving for or arriving from appointments should report to the main office before being picked up or upon checking in. It is necessary that parents/guardians "sign-out" their child from school as well as sign them in. Identification will be required by the adult picking up the student.

Students will not be permitted to attend virtual counseling appointments with organizations outside of the school community, during school hours. Similarly, outside agencies serving our students may not pull a student from the academic day to hold such meetings on school grounds. All outside service providers are expected to coordinate and collaborate with either the guidance counselor or the student's IEP team case manager. See <u>Board Policy #916</u>

Students who must leave school during school hours will follow this procedure:

- 1. Bring a written and signed note including a parent's/guardian's daytime telephone number.
- 2. Submit the note to the attendance secretary and pick up an early dismissal slip.
- 3. Meet your parent/quardian in the main office. Your parent/quardian will sign-out there.
- 4. Report to the office upon your return to school to be signed in and to obtain a re-entry pass.

Truancy

Pennsylvania Department of Education defines truancy as accruing 3 or more unlawful absences in a given school year and compels school districts to implement plans and procedures for students that meet the definition of truant. In accordance with state attendance laws Pottsgrove may implement the following truancy procedures (this information is more detailed in <u>Board Policy 204</u>):

- Students with 3 unlawful absences will be sent a First Legal Notice to inform parents/guardians of the absences.
- Students with 6 unlawful absences will be sent a Second Legal Notice to inform parents/guardians of the absences and invite the family to participate in a School Attendance Improvement Conference (SAIC) with the Home and School Visitor and other school team members.

Students with 10 or more unlawful absences may be referred to the Montgomery County Office of Children and Youth Truancy Diversion Units, as well as referred to a Magisterial District Judge for intervention.

Any questions regarding attendance should be directed to the Attendance Secretary (x7397), hsabsent@pgsd.org

TARDINESS TO CLASS

Students will be dismissed promptly from all classes to avoid tardiness. Students tardy to classes for unexcused reasons will be addressed by the classroom teacher. Excessive tardiness will result in higher levels of discipline.

EMERGENCY CLOSING NUMBER - 290

When snow, ice or other adverse weather conditions require Pottsgrove schools to be closed, announcements will be made via WBYN (107.5 FM), and WFMZ (cable channel 15, 69 and 100.7 FM), School Code Number 290.

If schools are closed or dismissed early, all extracurricular activities and evening education activities are canceled. For further information, check the school's website for updates.

HOMELESSNESS (McKINNEY VENTO ELIGIBILITY)

About Homeless Act-McKinney Vento Act

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. <u>B.E.C. 42 U.S.C. 11431</u> outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear. With the huge number of homeless children currently attending Philadelphia public schools, we must provide proper educational support and services.

McKinney-Vento Act Basics At-a-Glance:

What is the definition of a "homeless youth" under McKinney-Vento?

"Homeless" is defined as "anyone lacking a fixed, adequate, regular nighttime residence."

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents

- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

Where can I find more information for Pennsylvania?

You can visit the PA Education for Children and Youth Experiencing Homelessness site.

Each school district is required to designate a liaison to ensure that students experiencing housing instability are properly identified, enrolled, and have full and equal opportunity to succeed in school. Students who lack a fixed, regular and adequate residence or are not in the care of their guardian are eligible for McKinney Vento support. Examples of this may include: families facing eviction, runaway youth, victims of domestic violence, fire, loss of employment or hospitalization/incarceration. If you feel your student is experiencing any difficulties accessing their education because of concerns relating to housing stability, please reach out to our homeless liaisons:

Amy Brennan (Pottsgrove Middle and High Schools) amy.brennan@pgsd.org
Tiffany Wagner (Lower, West, and Ringing Rocks Elementary Schools) twagner@pgsd.org

Enrollment/ESSA Foster Care Enrollment

The Board requires that a school age student shall be entitled to attend the schools of the District of residence. If residency is a concern there are specific guidelines the district follows. Please click <u>HERE</u> to view residency procedures.

Home Education Programs

Parents/Guardians who intend to keep their children home for home education should review the following updated policy. Click <u>HERE</u> to view policy. In addition, if you would like your child to participate in co-curricular activities and academic programs please view the following policy: <u>Participation in Co-Curricular Activities and Academic Programs by Home Education Students Policy 137.2</u>

Enrollment

The Board requires that a school age student shall be entitled to attend the schools of the District of residence. If residency is a concern there are specific guidelines the district follows. Please click <u>HERE</u> to view enrollment/residency procedures (Board Policy 200) and <u>Board Policy 201</u> for information regarding age requirements for the admission of beginning students.

Eligibility of Nonresident Students

The Board shall operate District schools for the benefit of students who reside in this District who are eligible for attendance. For additional information, click <u>HERE</u> to view Board Policy 202.

Educational Opportunity for Military Children

The Board recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parents/guardians. The Board is committed to eliminating barriers to student attendance, education and graduation; and to providing additional supports to children of military families in compliance with federal and state laws, regulations and <u>Board Policy 254</u>.

AUTOMOBILES & PARKING

Parking on the PGHS campus is a privilege. On-campus parking spaces and permits are limited and are **reserved for students that are in good standing**. These parking permits will be assigned on a first come first served basis. All vehicles on school property are subject to search by school officials at any time and without additional prior notice as outlined in the student handbook.

Parking Permit Procedures

- 1. Any students driving to school and wanting to park on school grounds must complete an application to register their cars in the high school office and receive a Parking Permit. Students will need to show evidence of a valid driver's license, vehicle registration, and insurance card.
- 2. Parking permits will cost \$20.
- 3. If a student changes vehicles during the school year, the student must report the change to the office and complete a new parking permit registration at no additional cost.
- 4. All parking permits are subject to availability. Students with approved applications will receive a parking permit that must be hung from the rear-view mirror or displayed on the window anytime the car is parked on school property.
- 5. Students must park in their assigned space. Cars parked illegally may be ticketed and/or towed.
- 6. Parking permits may be revoked for persistent violations of the school discipline code, excessive (5 or more) lateness to school or if a student falls out of good academic standing.

Parking Permit Guidelines

- The school is not responsible for any theft or vandalism of vehicles or their contents while parked on school grounds.
- All vehicles on school property are subject to search by school officials at any time and without additional prior notice as outlined in the student handbook.
- Once automobiles arrive on school campus, students are not permitted to sit in their cars for any
 reason. All students are expected to vacate the parked vehicle upon arrival at school and proceed into
 the high school building.
- All Career and Technical Center students will park in the south lot and must ride the bus to the Career and Technical Center each day unless granted specific permission by the administration.
- Student vehicles must be parked in their designated numbered spot that corresponds to their parking permit.
- Students who park on school property without a valid parking permit are subject to disciplinary consequences. Repeat offenders will be treated as trespassers and the vehicle will be towed at the owner's expense.

Safe Driving

- All driving laws established by the state of Pennsylvania are in effect. Any acts of speeding or other unsafe/reckless driving will result in disciplinary consequences and revocation of parking privileges.
- The posted speed limit on all roads and parking areas on school grounds is 10 MPH.
- Students who drive to school are expected to report to school on time and stay until dismissal. Student drivers who are habitually tardy or leave school unauthorized will have their parking privileges revoked.
- Student drivers must enter and exit the South Parking Lot via the Athletics Entrance on Kauffman Road.
- The driveway and parking lots in front of the High School Main Office are designated for district personnel and visitors and are thus off-limits to student drivers.
- Parking in an unauthorized area may result in the vehicle being towed at the owner's expense.

BOOK BAGS

Students are **NOT** permitted to carry book bags during the school day. Students should not leave book bags unattended in common areas. All book bags should be kept in the students' locker.

BUS BEHAVIOR

- 1. The bus driver is in charge of all students assigned to his/her bus.
- 2. No student is permitted to board or transfer to any bus other than the one in which he/she is assigned.
- 3. The school discipline code will be enforced from the time a student arrives at a bus stop in the morning until the student returns to his/her bus stop in the afternoon.
- 4. A bus driver may assign student(s) to a specific seat due to inappropriate or disruptive behavior.
- 5. The bus driver should be treated in the same manner as any other adult in the school community and in turn has the power to submit referrals accordingly.
- 6. Each bus is equipped with video and audio cameras to ensure the safety of all students on the bus.
- 7. As per the Pottsgrove School District Discipline Code, misconduct such as moving about the bus while in motion, placing one's arms, head or legs out of the bus windows, throwing of objects, refusing to properly identify yourself to the driver when requested to do so, profane or vulgar language, disrespect directed at the bus driver, and insubordination or similar offenses not permitted at Pottsgrove High School will result in disciplinary action.
- 8. Disciplinary actions will be at the discretion of the Assistant Principal/Dean of Students and may include verbal warning, assignment of detentions, temporary suspension of riding privileges, and/or removal of riding privileges for the remainder of the school year.

CAFETERIA

The lunch period should be an enjoyable experience for all. Students are expected to regard the cafeteria as their dining room and behave accordingly. The following procedures should be followed:

- Lunch is an assigned period. All students are required to report to the cafeteria as scheduled and on time.
- 2. No food or drink is to be taken out of the cafeteria.
- 3. A student not assigned to a specific lunch may not pass through the cafeteria or purchase food to take out of the cafeteria.
- 4. Students buying food will line up at the desired serving line so as not to block walkways in the cafeteria.
- 5. Students must remain in their seats. They are not permitted to wander about the cafeteria.
- 6. Talking and socializing is, of course, permitted. However, yelling and/or loud talking will not be tolerated.
- 7. Students must seek permission to use the lavatory. All students granted permission will be directed to use only the lavatories located adjacent to the cafeteria.
- 8. Weather permitting, students are allowed to use the outdoor tables adjacent to the cafeteria during their assigned lunch periods.
- 9. Other than lavatory use, no student is permitted to leave the cafeteria during lunch time unless they have a pre-signed pass by a faculty member.
- 10. Students are to keep their areas clean. Food or any item dropped on the floor must be picked up. After eating, students are to carry trays to the dishwashing area. Students are to return to their seats and remain seated in the cafeteria until dismissed by the lunchroom monitors.
- 11. Remember classes are in session please be considerate of others and keep the noise down in the hallways when passing to your class from the cafeteria.
- 12. Students not abiding by the above regulations or rules will be referred to the Assistant Principal/Dean of Students.
- 13. Students are not permitted to have food delivered to the High School.

NUTRITION AND WELLNESS EDUCATION

Pottsgrove School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. Pottsgrove School District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences. Nutrition education in the District shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives. Nutrition education lessons and activities shall be age-appropriate. Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness. Nutrition education may be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity. The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The District shall develop standards for such training and professional development. Nutrition education may extend beyond the school environment by engaging and involving families and the community. For additional information, please see board policy regarding school wellness.

COURSE CHANGES AND WITHDRAWALS

Adjustments to student schedules must be addressed prior to the start of the academic year. Student schedules may only be changed for reliable academic reasons. Unfortunately, modifications to accommodate lunch/classes with friends or to change teachers will not be honored. **Schedule changes after the first 10 days of school will not be permitted unless approved by the principal.** Due to enrollment and program constraints, some sections are closed to additional students and the flexibility in changing schedules is limited.

Students may only withdraw from a course with prior approval by administration and are subject to the following stipulations: Withdraw from a full-year course after the 10th school day and prior to the 30th school day will result in the recording of a —withdraw passing (WP) or a —withdraw failing (WF) grade, whichever is applicable. The cumulative grade point average will be determined at the date of withdrawal.

Withdrawal from a full-year course after the 30th school day will result in a —withdrawal failing (WF). Students may not withdraw from a full-year course after the end of the second marking period of the course.

DISCRIMINATION/HARASSMENT/BULLYING/CYBER BULLYING

PGSD is committed to providing a safe, positive learning environment for District students and recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Students are encouraged to report bullying. More information on reporting and the policies concerning bullying can be found on the website in the <u>Bullying Prevention section</u>. A copy of the forms are available from the building principal in the main office, in the guidance office, or the District website. Reporting can also be done through oral complaints to staff members. The person accepting the complaint shall handle the report objectively, neutrally and

professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. Reports may be made openly or anonymously. Students may also use anonymous reporting sites, such as the Safe2Say Something program to make such reports.

Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective and preventive action be taken when allegations are substantiated. Reports made to staff must be forwarded to the building principal or school counselor to ensure prompt investigation.

Students who are found to be victims of bullying shall have their parents/guardians notified of the situation and the steps taken to resolve the situation. Students who are found to engage in bullying behavior will have their parents/guardians notified and informed of the situation and of any discipline or police involvement that has taken place.

Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

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

Education

The District may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide District staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][6][7][8]

DISCIPLINE CODE FOR STUDENTS - POLICIES AND PROCEDURES

Statement of Purpose

The Board has the authority to adopt fair, reasonable and necessary rules governing student conduct at all times when students are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation.

The administration has the authority to implement the adopted rules, including the Code of Student Conduct and Board policies, and to assign consequences for violations of established rules.

Application of rules and assignment of consequences will also apply to student conduct that occurs off school property or off-campus or during nonschool hours to the same extent as outlined in the Board policy on student discipline.

Corporal Punishment



The Board prohibits the use of corporal punishment as a form of discipline for students in the district. In situations where a parent/guardian or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Procedure

A rule is generally considered reasonable if it uses a rational and neutral means of accomplishing some legitimate school purpose. School rules are assumed to be reasonable. Students who believe a rule is not reasonable still must obey such rule until it is amended, rescinded or waived.

Student and staff awareness of established rules minimizes student conduct problems and helps to provide students with an understanding of the boundaries of acceptable conduct. School rules and the Code of Student Conduct will be published and distributed to students and parents/guardians through the student handbook, district website, and other appropriate methods. Rules may be posted in prominent locations throughout the schools.

District employees will recognize and safeguard a student's rights to due process.

The primary goal of disciplinary and other measures is not to punish misbehavior, but instead is to correct breaches of the rules, achieve compliance and reinforce within the school community that misbehavior will result in consequences. Nonexclusionary disciplinary actions such as in-school or after-school detentions should be considered before disciplinary actions such as suspension, expulsion or other measures that remove a student from school. Restorative or corrective approaches that may be adequate to address a student's breach of the rules should be considered prior to initiating formal disciplinary action. Special consideration should be given to counseling and student assistance as an alternative to or in conjunction with assigned discipline.

The Board, administration, staff and parents/guardians are interested in the welfare, rights and educational success of district students. Confrontations, individual incidents of misconduct and violations of the established Code of Student Conduct create disruptive and potentially harmful situations. A consistent and cooperative effort by the school community must be exercised to prevent such occurrences. It is vital that all members of the school community realize the importance of sound relationships that are based upon mutual support and respect.

Restorative Practices and School-Wide Strategies

The district will integrate student discipline strategies with the Multi-Tiered System of Supports (MTSS) framework to address student conduct and behavior. Restorative practices in schools focus on building and repairing relationships within the school community, emphasizing reflection, dialogue and a collaborative problem-solving approach over punitive discipline. This approach fosters a more positive and inclusive school climate, reducing conflicts and improving student behavior and well-being.

The following types of restorative practices will be integrated with the Code of Student Conduct. Staff will be trained on appropriate consideration and implementation of these practices in the school environment:

1. Activities focused around reflection- understanding one's choices, resetting- making better choices, committing- creating a plan for the future.

- 2. Conferences with the student, which include creation of supportive measures and approaches that promote restorative practices to the discipline displayed.
- 3. Reassignment of seating, peer work group, transportation or other school environmental change related to student behavioral concern.
- 4. Functional behavioral assessments that support the development of proactive positive behavior support plans.
- 5. Contact and conference with parent/guardian.

Building Administration Responsibilities for Student Conduct

As the educational leaders of the school, building administrators must set the climate for appropriate conduct for the students and staff. The building administrators are expected to:

- 1. Know all the rules and regulations for student conduct established by the Board and administration, and seek interpretation of items not understood.
- 2. Promote a school climate of mutual support and respect and assume responsibility for dissemination, explanation and enforcement of the Code of Student Conduct and other established school rules.
- 3. Ensure that new students enrolling in district schools receive the Code of Student Conduct.
- 4. Implement the district Emergency Preparedness Plan and school rules related to health and safety, to ensure the health and safety of all members of the school community.
- 5. Be available to staff, students and parents/guardians to promptly address discipline problems and prevent problems where possible.
- 6. Comply with pertinent laws, regulations and Board policy governing hearings, suspensions and student rights.
- 7. Recommend to the district administration and Board appropriate policies or policy revisions and implementation to achieve optimum conditions for a positive learning environment.
- 8. Provide orientation, assemblies and/or inservice programs to implement and maintain the Code of Student Conduct and established school rules.

The Superintendent may directly handle referrals of disciplinary cases, where appropriate, or may advise the building principal in the proper disposition of the case. If expulsion is indicated, the Superintendent will refer the case to the Board, in accordance with Board policy.

Training for School Administrators and Staff

The Superintendent will ensure that building principals, administrators and school staff receive training regarding applicable standards and procedures for implementation of student discipline in accordance with Board policy, the Code of Student Conduct and applicable laws and regulations.

Special emphasis will be given to understanding the limitations on school officials' authority to regulate off-campus student conduct, as well as the need to articulate in detail the nature and extent of a disruption to or interference with the school environment thought to be caused by on or off-campus student conduct and the specific manner by which the student conduct involved is thought to have caused it.

Staff will be trained on assessing possible miscommunication between staff and students regarding expectations for student conduct, as well as identifying the impact of cultural differences between expected and exhibited behavior.

Remedial Programs

Restorative Management – A meeting with your school counselor related to decision making, behaviors, and or time management.

Conference – Meeting with students, teachers, guidance counselors, administrators, and parents to create a behavior plan.

Mediation – A student to student meeting to address conflict or disagreement led by appropriate staff members.

SAP Referral – Referred to the SAP (Student Assistance Program) Team

Student Code of Conduct

It is the responsibility of the school to provide an atmosphere that supports the educational program and protects the right of its students to receive an education. Part of this charge requires the development and administration of a discipline component. We recognize and accept our responsibility in this area. Violations of school rules and regulations may necessitate disciplinary action in the form of reflective/restorative practice, privilege suspension, time out, in-school suspension, or out-of-school suspension.

General Rules

- 1. Eating food anywhere in the building is not permitted, except at lunch. The selling of any food related items are prohibited.
- 2. Students are encouraged to carry very little money to school. Students are not to exchange money with any fellow peer during the course of the school day.
- 3. Book bags/other large bags are to be used for carrying materials to and from school. They are not to be carried by students during the school day. This rule is in effect as a safety precaution.
- 4. Students are not permitted to use a cell phone/electronic device during instructional time. The school encourages students to leave all non-school issued electronic devices at home.
- 5. Items described above (#5) will be confiscated, if used inappropriately during the school day.
- 6. The district is not responsible for items brought to school. Any item confiscated by a staff member will be returned to the student at the end of the day on the first offense.
- 7. Disrespect toward or failure to follow the directions of a quest teacher will result in disciplinary action.
- 8. Disruption to the Educational Environment Any student disrupting the learning of other students will be disciplined by the school and may be cited by the Police for Disorderly Conduct.
- 9. Students riding bikes to school may only do so with written parent/guardian permission. A note must be submitted to the main office. Bikes may ONLY be locked and stationed at the bike rack near the main office.. At dismissal, bike riders will be dismissed by staff members following departure of all buses.

Suspensions

Certain breaches of discipline may lead to suspension and/or expulsion from school. Suspension may be either "temporary" suspensions (*not to exceed three school days*), "full" suspensions (*not to exceed ten school days*), or suspension of privileges.. No combination of suspensions may exceed ten cumulative school days for the same offense. Expulsion is an exclusion from school which exceeds ten days and may result in a permanent exclusion from district rolls. District administrators may suspend students, but expulsion requires Board of Education action.

- 1. Suspensions include in-school and out-of-school varieties as well as privilege suspension.
- 2. If a temporary suspension is under consideration, the student will be informed of the reasons prompting the suspension and will have an opportunity to respond to these reasons before the suspension takes effect. The parents of the student receiving a temporary suspension will be notified in writing of the reasons for the suspension. A personal contact from the administrator to the parents will be attempted, if possible.
- 3. In cases of out-of-school suspensions for 3 days, a student will not be reinstated to class until a parent/guardian-administrator conference occurs. A parent/guardian must participate in this process.
- 4. For an out-of-school suspension between exceeding 3 days, an informal hearing will be held with an administrator before reinstatement can occur. At the informal hearing, the student and administrator has the opportunity to present any additional information. Based on the evidence and the level of infraction, the suspension can be extended up to 10 days..
- 5. Misbehavior of any kind during the serving of in-school suspension will result in immediate out-of-school suspension.
- 6. A student who is suspended (in-school or out-of-school) may not participate in any school activities for the duration of the suspension. This also includes evening activities through the last day of the assigned suspension and beginning the day that the suspension is issued.
- 7. Any student serving an out-of-school suspension is to remain off school property for the duration of the suspension. Failure to do so will result in a trespass citation.
- 8. Out-of-school suspension days can only be served when school is in session. Scheduled dates will not include holidays or weekends. Also, if school is canceled for any reason on assigned out-of-school suspension dates, the dates will be reassigned so that the full suspension is served.
- 9. While on a period of suspension (in school or out of school), students are responsible for the work demanded from their assigned classes. Students are expected to engage with assigned work through online means and/or physical work may be gathered for parent/guardian pick up; if applicable.

Fighting

It should be noted that fighting is never considered to be an acceptable way to settle differences. In a vast majority of situations, where a fight occurs, one or both of the parties involved has an opportunity to avoid the physical aspect of the confrontation. Because of this, it is safe to say that in most instances, both participants in a fight are to receive a suspension.

When a situation is escalating toward a physical confrontation, the expectation for a student is that they try to de-escalate the situation by: walking away, going to a nearby classroom, getting the attention of an adult nearby, yelling for assistance, or immediately going to the guidance or main office. There is never a time during school hours that a teacher or other adult is not readily available to assist a student. We have consistent expectations that student bystanders are expected to alert adults to a situation that is forming (unfolding). Student bystanders who escalate a situation by encouraging fighting, verbally engaging with a student(s), or recording/sharing an altercation, may also receive consequences from our discipline code. Lower Pottsgrove Police will be contacted when deliberate physical contact is made.

Parent/Guardian

We ask that you follow up at home with an effort to work with your child to address and adjust the behavior that resulted in any disciplinary assignment. Your support is essential in order to bring about the desired change for the students' benefit and community.

Disciplinary Consequences



Restorative Practices

Focuses on building and repairing relationships within the school community, emphasizing reflection, dialogue and a collaborative problem-solving approach over punitive discipline. Upon completion of the restorative practice, students return to their regular schedule.

Detention

- "A" level detentions are 30 minutes in length: Assigned during the student's assigned lunch period.
- "B" level detentions are 60 minutes in length: Assigned for Tuesdays, Wednesdays, and/or Thursdays starting at 2:25 pm. Detention locations are TBD and vary by day.

ISS- In-school-suspension

Students should report directly to the ISS Room at the beginning of school (7:30 AM). PGHS employs a full-time In-School Suspension monitor to work with and support students.

OSS- Out of School Suspension

One to ten days out of school under the supervision of the parent/guardian. It is the student's responsibility to maintain pace with their work while suspended out of school. During the period of suspension, the student is not permitted on school property.

Alternative Education Placement

Alternative education are services that might be delivered in a separate setting as deemed appropriate by the students' school team. This includes the Evening Academy. Alternative education placement is considered for excessive inappropriate behaviors in which other interventions have not proven successful.

DISCIPLINE STRUCTURE

STUDENT MISCONDUCT/RESPONSE GUIDELINES

LEVEL I

Minor misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other support personnel and/or an administrator; especially if the student is unresponsive to teacher redirection/intervention.

- Bus disturbance
- Cheating
- Classroom tardiness
- Disobedience
- Disrespectful language or gestures
- Disruptive behavior
- Failure to complete assignments or carry out directions

- Inappropriate attire
- Inappropriate display of affection
- Obscene language or gestures
- Vulgarity
- Being sent out of an instructional setting more than two times in one day
- Violation of our student issued computer policy (see tech manual)

PROCEDURES

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Possible written/verbal parental/guardian notification. Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

POSSIBLE DISCIPLINARY RESPONSES

- Academic consequences
- Administrative detention
- Administrator/parent conference (person/phone)
- Behavioral contract
- Teacher/parent conference (person/phone)
- Suspension of privileges
- Special assignment
- Verbal reprimand
- Temporary removal from class
- Lunch detention

LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I the administrative misbehaviors, require the intervention of personnel on level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

- Continuation of Level I misbehavior
- Abusive/threatening language
- Bullying
- Cutting Class
- Disrespect
- Disruptive classroom behavior
- Verbal/Physical Altercation (shouting, screaming, pushing, kicking, taunting)
- Failure to serve detention
- Forgery
- Harassment of students
- Hazing
- Insubordination
- Minor Theft- Value under \$10
- Truancy

Unlawful/unexcused school tardiness (repeat instances)

PROCEDURES

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and decides the most appropriate response.

The teacher is informed of the administrator's action. Parents/Guardians are notified verbally or in writing. A parental/guardian conference may be scheduled. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

POSSIBLE DISCIPLINARY RESPONSES

- Behavioral contract
- Confiscation and refer to smoking policy
- In-school suspension
- Parent-teacher/parent-administrator conference
- Suspension of privileges
- Referral to outside agency
- Suspension (up to 3 days)
- Administrative detention
- Temporary removal from class
- Lunch detention
- Referral to the local police department.

LEVEL III

Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like directed against persons or property but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school. These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake; however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

- Continuation of Level II misbehavior
- Gambling
- Inappropriate behavior/language toward staff
- Leaving school without authority (Local police contact)
- Obscene behavior (mooning, pantsing, wedging)
- Possession / use / transfer of electronic devices i.e. laser pens, beepers, etc...
- Possession / use / transfer of fireworks or other explosive devices legal for sale under state law.
- Racially Inflammatory Conduct
- Reckless driving on school property
- Sexual harassment
- Telephone pranks
- Theft/shoplifting- Value over \$10
- Threats to others
- Throwing rocks or other harmful objects
- Vandalism
- Possession/use/transfer of tobacco and smoking materials

• Possession/use/transfer of vaping materials

PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent/guardian about the student's misconduct and the resulting disciplinary action. School officials may contact law enforcement agencies and assist in prosecuting the offender. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

POSSIBLE DISCIPLINARY RESPONSES

- Charges under PA Criminal Code
- Homebound instruction or alternative program
- In-school suspension
- Out-of-school suspension (not to exceed 10 days) under proper adult supervision.
- Parent/guardian conference and/or hearing
- Suspension of privileges
- Refer to drug-alcohol policy and guidelines
- Restitution of property and damages
- Confiscation
- District-wide Policy
- Referral to the building local police department.

LEVEL IV

Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and the like which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. The acts are clearly criminal and/or so serious that they always require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board of School Directors.

- Continuation of Level III misbehavior
- Actions that occur under the influence of drugs, alcohol or other controlled substances
- Assault toward student or staff
- Arson
- Ammunition
- Bomb threat or false alarm
- Disorderly Conduct
- Striking a staff member
- Extreme disruption to school program
- Extortion
- False imprisonment
- False reporting
- Fighting
- Possession/use/transfer of drugs, alcohol, or other controlled substances
- Possession/use/transfer/sale of weapons, replicas, and/or look-alikes
- Possession/use/transfer/sale of fireworks or other explosive devices legal for sale under State Law.

- Possession/use/transfer/sale of fireworks (those not legal for sale under state law)
- Possession/use/transfer/sale of propellants manufactured for self defense
- Sexual Assault
- Sexual Misconduct
- Theft/possession/sale of stolen property
- Threat(s) to other (life threatening)
- Threat to staff member
- Vandalism
- Violation of D & A Policy This includes prescription and over the counter drugs.

PROCEDURES

- The administrator verifies the offense, confers with the staff involved, and meets with the student.
- The student is immediately removed from the school environment.
- Parents/guardians are notified.
- School officials contact law enforcement agencies and assist in prosecuting offenders.
- A complete and accurate report is submitted to the superintendent for Board action.

POSSIBLE DISCIPLINARY RESPONSES

- All verified offenses in Level IV may have a mandatory 10-day full suspension under proper adult supervision with an informal hearing.
- Charges under PA Criminal Code or referral to appropriate law enforcement agencies.
- Other board action which results in appropriate placement.
- Alternative school, parent/guardian hearing, restitution of property and damages
- Refer to drug/alcohol policy and guidelines
- Possible recommendation for expulsion

Weapons

The Board recognizes the importance of a safe school environment relative to the educational process and thus prohibits students from possessing and bringing weapons and replicas of weapons into any School District buildings, onto school property, a school zone, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The School District shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

Definitions:

School property means all buildings, facilities, and grounds on the school campus, school buses and other conveyances providing transportation to or from school or school related functions or activities, school parking areas, and any facility being used for a school function or activity.

School zone means in, or on the grounds of a public, parochial or private school, or within a distance of one thousand (1,000) feet from the grounds of a public, parochial or private school.

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, metal knuckles, poisons, drugs, ammunition firearm, shotgun, rifle, and any other tool, instrument, substance, or implement capable of or designed to harm, threaten or harass students, staff members, parents and patrons of the District.

Firearm means any instrument 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 such instrument, any firearm muffler or firearm silencer; or any destructive device.

Destructive device means any explosive, incendiary, or poison gas, including, but not limited to, any bomb, grenade, rocket, missile, mine, or device similar to any of the aforementioned instruments.

(Reference PGSD Policy # 218 for Student Discipline and #218.1 for information pertaining to Weapons.)

Athletics and Co-Curricular Activities

Any situation when a coach or school official has received credible information that a student athlete or co-curricular activity member has admitted to or has been involved in the use of alcohol, drugs or a violent criminal act on or off school grounds, during or after the school day. All consequences for athletics and co-curricular activities will be handled by Mr. Steve Anspach in conjunction with Dr. Jeff Smith.

First Offense: (Includes Athletics and all Co-Curricular Programs)

- a. Suspension from the program will be for the remainder of that athletic in-season intramurals, and all co-curricular programs and/or thirty (30) school days, whichever is longer. Individuals may not practice and/or participate in any co-curricular program at this time.
- b. School days missed will not count unless a doctor's excuse has been handed into the Director of Athletics upon returning from the absence.
- c. If the offense is alcohol and/or drug related, the student will be referred to the School Assistance Program and must follow the program suggestions of the SAP Team. Failure to complete the program suggestions will result in the continuation of the suspension.
- d. Student must complete twelve (12) hours of community service, as assigned by the assistant principal and/or Director of Athletics.

Second Offense: (Includes Athletics and all co-curricular Programs)

- a. Suspension from the program will be for the remainder of that athletic in-season, intramurals, and all co-curricular programs and/or (45) school days, whichever is longer. Individuals may not practice and/or participate in any co-curricular program at this time.
- b. School days missed will not count unless a doctor's excuse has been handed into the Director of Athletics upon returning from the absence.
- c. If the offense is alcohol and/or drug related, the student will be referred to the School Assistance

- Program and must follow the program/suggestions of the SAP Team. Failure to complete the program suggestions will result in the continuation of all co-curricular program suspensions.
- d. Students must complete twenty-five (25) hours of community service, as assigned by the assistant principal and/or Director of Athletics.

Third Offense: (Includes Athletics and all Co-Curricular Programs)

- a. Suspension from the athletic program, intramurals, and all co-curricular for the remainder of the school year and/or (60) days. Individuals may not practice and/or participate in any co-curricular program at this time.
- b. School days missed will not count unless a doctor's excuse has been handed in to the Director of Athletics upon returning from the absence.
- c. If the offense is alcohol and/or drug related, the student will be referred to the School Assistance Program at Pottsgrove High School and must follow the program/suggestions of the SAP Team. The student must also enter an approved remediation/counseling program prescribed by a certified agency. Failure to complete the program suggestions will result in the continuation of all co-curricular program suspensions.
- d. Follow the program/suggestion of the SAP Team and enter an approved remediation/counseling program prescribed by a certified agency.
- f. Students must complete fifty (50) hours of community service, as assigned by the assistant principal and/or Director of Athletics.

Fourth Offense: (Includes Athletics and all Co-Curricular Programs)

 a. If an individual has a fourth offense, they may not participate in any Pottsgrove athletic or co-curricular programs for the duration of their career as a student in the Pottsgrove School District.

General Information and Definitions

Co-Curricular - Co-Curricular activities include, but are not limited to, those activities defined as: athletics (including PIAA-sanctioned sports, cheerleading, intramurals, club sports), theater performances, select band and choruses, National Honor Society, Key Club, student government, , Art Club, Audio Visual Club, Color Day, Dance Team, DECA, Homecoming Activities, Maximi, Pep Club (Falcon's Nest), Stage Crew, Video News Team, Senior Class Play and others that exist or potentially form throughout the school year. Co-Curricular activities do not include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content.

In-Season - Is defined as commencing with the first practice or activity meeting and ending with the elimination of the team and/or individual from the final tournament series or the last official meeting of the activity. For some co-curricular activities the beginning and end dates are seasonal (fall, winter, spring), while others are in-season for the duration of the school year. Behavior, incidents, and violations which occur beyond the in-season parameters will be viewed as out of season occurrences.

Administrative Guidelines

DEFINITION OF TERMS

- **Ammunition** any projectile, along with its fuse and primer, that is fired from a gun or otherwise propelled as well as any chemical or explosive material used for defense or offense such as a rocket, grenade, mine, or the like.
- **Arson** the crime of maliciously burning a building or property of another or burning one's own property for some improper purpose.
- **Assault** an attack and/or unlawful attempt or threat to injure another person physically or verbally. Local police intervention will be required for physical assaults.
- **Expulsion** the expulsion from school by the Board of Education for a period exceeding ten school days and which may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing in accordance with the procedures outlined under Policy #233.
- **False Imprisonment** the unlawful detention or confinement of another. Key to the concept is submission to authority. (A common practice is hazing.)
- **False Reporting** any seeming crisis signal or warning given that is groundless or lacks authenticity (e.g. a bomb threat, a fire alarm, or 911 call where no bomb, fire, or emergency exists).
- **Fighting (Level IV)** a physical conflict between two or more individuals which is minor in nature and where serious bodily injury has not occurred, a conflict easily resolved by a staff member.
 - (Level IV) a brawl or physical conflict between two or more individuals where initial staff member intervention did not suppress the situation, significant disruption to the school environment occurred, and/or serious bodily injury has occurred. Local police intervention may be required for any and all fights.
- **Fireworks (Level III)** any various combinations of explosives and combustibles used to generate colored lights, smoke, or noise; those devices legal for sale under the state law. (Level IV) those devices not legal for sale under the state law.
- **Forgery** the making, completing, executing, authenticating, issuing, altering, or transferring of any writing of another without his/her authority.
- **Gambling** placing a wager or betting money on the outcome of a game, contest, or other event.
- **Harassment** to disturb or irritate someone with annoyances, insults, taunts, threats, or demands in order to gain a desired end or create worry and/or other mental suffering.
- **In-School Suspension** removal of a student from the regular school program while providing him/her with planned and supervised instruction under the supervision of a school employee.
- **Insubordination** a rebellious attitude which implies open defiance or refusal to submit to authority.
- **Out of Assigned Area** the intentional act of being in a building location other than the one that was granted for permission.
- **Propellant** a device used to emit a substance which may or may not be used for self-defense including but not limited to mace, pepper spray, breath spray, and hair spray.
- **School** include the distance a student travels to and from a specific district building within the time parameter of that student's school responsibilities (e.g., sports, detention, and other school-sponsored activities); school bus; school buildings or surrounding property owned by the school district; and school-sponsored events (e.g., athletic events, trips, concerts, dances, meetings, etc.).
- **School Property** shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school-sponsored trip.
- **Sexual Harassment** unwanted or uninvited sexually oriented words or actions that hurt or humiliate someone and/or behavior which causes a person to feel uncomfortable or offended. Sexual harassment may be

- physical, verbal, and/or nonverbal and is illegal in schools and workplaces because it violates federal and state laws.
- **Smoking** use of tobacco in any form (including a vape device) is strictly prohibited in all district buildings and on all school property twenty-four hours a day as set forth under Policy #5502. Offenders will be disciplined in accordance with procedures outlined under each school's behavioral practices.
- Student any individual enrolled in the Pottsgrove School District.
- **Suspension of Privileges** exclusion of a student for a stipulated period of time from activities which include but are not limited to extracurricular activities, recess, attendance at school functions such as dances or sporting events as a spectator, use of passes during the school day, attendance at assembly programs, and/or lunch in the cafeteria.
- **Suspension** the exclusion from school for a period of time from one to ten consecutive school days during which time the student is not permitted to participate in any extracurricular activities to be held on school property. Prior to a "full suspension," an informal hearing must be offered to the student and his/her parent or guardian in accordance with informal hearing procedures set forth under Policy #233.
- **Theft/Shoplifting** the taking and removing of another's personal property with the intent of permanently depriving the owner.
- **Threat -** a statement (verbal, written, electronic) of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
- **Truancy** being absent from school without permission or violation of acceptable reasons for absence as outlined in the attendance section of this handbook.
- **Vandalism** the willful or malicious destruction of public or private property which requires restitution of property and damages.
- **Weapon or Dangerous Instrument** any tool or instrument which is employed to get the better of another and is capable of causing death and/or inflicting serious bodily injury upon a person. This includes but is not limited to any knife, cutting instrument, slingshot, firearm, nunchuck, metal knuckles, straight razor, explosive, poisonous gas, poison, or any other item fashioned with the intent to use, harm, threaten, or harass another person.

VIDEO SURVEILLANCE

To ensure the safety of our students, staff, and building, the school is equipped with an array of video surveillance devices. This video surveillance records 24 hours a day, 7 days a week.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late.

Students can report anonymous tips by calling 1-844-SAF2SAY, via the website at www.safe2saypa.org, or by downloading the mobile app.

SEARCHES

Students are hereby informed that their hall lockers, gym lockers, band instrument storage cases, book bags, cars located on school property and other "publicly" accessible locations are subject to search by school officials at any

time and without additional prior notice. In addition, upon reasonable suspicion a student's person may be searched by school officials.

SMOKING & VAPING

No one is permitted to vape, smoke, or use tobacco in any school building, on school buses, or other district-owned vehicles or on school property. Smoking is defined as any use of tobacco products (cigars, cigarettes, pipes, chewing tobacco, snuff) and includes possession of a lighted cigarette, cigar, pipe or other smoking equipment. Possession of any tobacco product – lit, unlit, or smokeless – is not permitted. This includes electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, hookahs (water pipes) and other equipment related to these systems. Smokers will be issued a fine in addition to other disciplinary consequences which will include suspension from school.

Any devices containing THC or other illegal substances will be treated as a drug violation.

Students who smoke and/or vape are encouraged to join self-help programs which are available by asking the nurse, a guidance counselor, or member of the principal team.

DRUGS

Students possessing, taking or being under the influence of nonprescription drugs, synthetic drugs, prescription drugs, including over-the-counter drugs and alcohol, or drug paraphernalia while under the school's jurisdiction are in violation of school policy as well as state and federal statutes. This will be considered a Level IV violation and law enforcement will be contacted immediately.

Students demonstrating abnormal behavior will be examined by the school nurse and will be searched by school personnel if there is reasonable suspicion the student is under the influence or in possession of illegal substances. Parents/guardians will be notified to take their child to a physician for physical examination.

(Reference PGSD Board Policy #227 for information pertaining to Controlled Substances.)

DRESS & GROOMING GUIDELINES

Proper dress and grooming are marks of good citizenship and determine, in many cases, the behavior and attitude of a pupil. When attending school or school functions, a good citizen will wear properly fitted clothing that does not attract excessive attention or reflect discredit upon the school.

Pottsgrove School District administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizing the health, welfare or safety of a student or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extracurricular activities such as band, athletics, etc.

The following are specifics to the Dress Code for Pottsgrove High School.

General Guidelines

1. Underwear should not be exposed in any way.

- 2. All dress and grooming should be appropriate. Students are expected to dress in accordance with good taste and personal pride. Students have the responsibility to keep themselves, their clothes, and their hair clean.
- 3. Blankets, covers, or other types of bedding are prohibited.
- 4. <u>Sunglasses, Hats and/or Hoods are not permitted to be worn during the school day unless an accommodation is necessary.</u>

Tops

- 1. Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.
- 2. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts that show the torso, chest, or ribs (i.e. Basketball jersey without a t-shirt)
 - b. See-through/mesh blouses or shirts.
 - c. Tube tops/crop tops/half-shirts.
- 3. Any top that allows the midriff to be exposed is not permitted. All shirts must meet or extend beyond the waistband.
- 4. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

Pants, Shorts, Skirts

- 1. Pants, shorts, skirts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
- 2. Boxer shorts worn as outerwear are not permitted.
- 3. Shorts, skirts, and/or dresses are to be fitted for both comfort, appearance, and appropriate length.

 Appropriate length is defined as having an in-seam of at least 3 inches. Shorts with pockets hanging below or longer than the shorts are not permitted.

Offensive Dress, Appearance, and Belongings

- 1. Clothing, symbols, face masks, stickers, magnets, decals, patches, buttons, pins, jewelry, and other accessories are not permitted if they:
 - a. Promote hate, divisiveness, bigotry, prejudices, and/or racism
 - b. Have sexually suggestive writing/pictures.
 - c. Advocate violence.
 - d. Advertise or promote the use of tobacco, alcohol or drugs.
 - e. Have double meaning wording or obscene language.
 - f. Include slogans or symbols designed to be provocative or offensive to others.
- 2. A tattoo (permanent or temporary) must be covered if it:
 - a. Promotes hate, divisiveness, bigotry, prejudices, and/or racism
 - b. Has sexually suggestive writing/pictures.
 - c. Advocates violence.
 - d. Advertises or promotes the use of tobacco, alcohol or drugs.
 - e. Has double meaning wording or obscene language.
 - f. Include slogans or symbols designed to be provocative or offensive to others.

Footwear

- 1. Some sort of shoe must be worn at all times.
- 2. Any shoe that poses a safety hazard is not permitted.

Jewelry

1. Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard is not permitted.

Disciplinary Response for Violations

Students violating the Dress Code shall be subject to the following discipline:

- 1st offense- Warning and change to appropriate dress
- 2nd offense- Call home, change to appropriate dress
- 3rd offense- Call home, change to appropriate dress, A detention assigned
- 4th offenses and subsequent Call home, change to appropriate dress, B detention assigned
- 5th and higher offense- Call home, parent/guardian meeting, change to appropriate dress, becomes insubordination, ISS will be assigned

ELECTRONIC DEVICES

The use of any electronic devices should be consistent with the greater use of technology outlined in the district's Board Policies 237, 237.1 and the district's Acceptable Use Policy. Each student will be issued a Chromebook for academic purposes. Students are expected to arrive in class each day with a properly charged laptop. Failure to have a charged laptop for class can create a disruption to the educational environment and impede the learning of the student.

At Pottsgrove High School, students are expected to have their cell phones and other personal electronic devices out of sight, silenced, not visible or in use in all learning areas which include: all classrooms, library, auditorium, and gyms. These devices must be away and out of sight upon entry to any learning area. This expectation extends to wireless/Bluetooth earbuds and headphones. All students will be assigned a locker on the first day of school, it is STRONGLY recommended that all personal electronic devices be stored in lockers during the school day.

Students are permitted to use these devices in the hallways during transition times and in the cafeteria during lunch periods.

The consequences for having a cell phone visible or in use, as well as other personal devices, during the school day in learning areas are outlined below:

First Offense: The student will be sent to the main office, the device will be confiscated and the student's parent/guardian will be notified. The device will be returned to the student at the end of the school day.

Second Offense: The student will be sent to the main office, the device will be confiscated and the student's parent/guardian will be notified. The parent/guardian must appear at the school to collect the device (High School Main office is open from 7:00 AM - 4:00 PM).

Third and Subsequent Offenses: The student will be sent to the main office, the device will be confiscated and the student's parent/guardian will be notified. The parent/guardian must appear at the school to collect the device (High School Main office is open from 7:00 AM - 4:00 PM). The third and subsequent offenses will be treated as disruption to the learning environment, disobedience, and or defiance with consequences ranging from detention to suspension.

In addition to instructional areas, cell phone/smart phone use is absolutely prohibited:

- In bathrooms, locker rooms, nurse's office, and/or any other changing areas.
- For unauthorized audio/video recording or photography.
- During any assessment environment. This includes but is not limited to a mid-term examination, final examination, state assessment, or any other "testing" environment.
- In a manner that creates a safety issue for the user and/or for those around them (i.e. on stairwells, while navigating crowded hallways).

Students, staff, and guests bring electronic devices onto school property and to school functions at their own risk. The school district is not responsible for lost, stolen, or damaged property. Nor will the school exude much time investigating these lost or stolen items.

Digital Learning PROCEDURES

The Pottsgrove School District supports student learning through a digital platform that is why the district has issued personal electronic devices to each student in grades 6-12. It is imperative that both students and parents understand the board policy, procedures, and acceptable use policy (AUP) before, during, and after use of these devices. Below is a link to the school district approved technology related policies.

https://www.pgsd.org/Page/297

In the event that a student's device is lost, stolen, or damaged there will be a financial obligation for the repair and/or replacement of the device. If a student finds themselves in this situation they should report it to a member of the technology department immediately. If these obligations are not resolved it may result in the loss of privileges.

In the event of a student withdrawal before the end of the school year, the device must be immediately returned to the technology department prior to or on their last school day. In the event that this does not occur the district may pursue legal means to regain the device or its value.

EVENT POSTERS AND FLYERS

Any posters or flyers for school events are to be approved by the administration prior to being hung up. Those approved posters/flyers are only to be hung on the designated bulletin boards throughout the building. Posters/Flyers will be stamped with a date and will be removed after two weeks. Any poster/flyer that has not been approved, is not hung on the designated bulletin board, or is left up beyond two weeks will be removed.

DISSEMINATION OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.[1]

<u>Board Policy 220</u> addresses student expression in general and distribution and posting of materials that are not part of District-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the School District's educational program.

FIRE DRILLS & EMERGENCY EVACUATIONS

Fire drills are held once a month. Students should note the Fire Exit posting in each room. All teachers and students are expected to evacuate the building by the nearest exit and move away from the buildings. Prior to leaving the room students should cautiously check the hallway to determine the safest route for evacuation. The teacher should be the last person to leave the room. All lights should be out and all windows and doors closed. Students must pass quickly and quietly while complying with directions issued by staff members. Students must remain with their class upon arriving outside. Teachers will remain with their students and return to the building when directed by the administration

In the event of an emergency evacuation, students are expected to follow the directions of all teachers and staff members. Failure to comply with faculty and staff directives will be treated as a level III or higher discipline offense.

Other drills required for the safety of all students can include but are not limited to the following: weather drills, earthquake drills, lockdown drills, lockdown drills and evacuation drills.

FOOD DELIVERY SERVICES

In our local towns, food delivery services have become very popular (DoorDash, GrubHub, UberEats,etc.) These services, and others, allow us to get our favorite meals and specialty drinks just about anywhere, at any time.



Although these may be convenient services, it is not appropriate for school. Having food delivered to PGHS, from food delivery services or directly from restaurants, is prohibited during the school day.

Please note, it is absolutely 100% acceptable for a parent or family member to bring a forgotten lunch, sporting equipment, a musical instrument, or some other school related item that was left at home, to the main office.

THE GIVE BACK

Pottsgrove High School launched The Give Back community service program in 2019, patterned after similar community service programs in high schools throughout the country. Its purpose is to recognize those members of the PGHS student body that engage with our community through volunteer work and to provide students a streamlined process to officially document their service hours (for college entrance applications, resumes, scholarship applications, etc.).

The Give Back provides students with an authentic context of volunteer service allowing them to focus on genuine community needs that they find meaningful. This type of service has been shown to positively impact students' personal development in areas such as communication, problem-solving skills, confidence, and self-esteem. Although not a requirement for graduation, all students in grades 9-12 are encouraged to participate in The Give Back in order to experience the many benefits that partnering with the community affords.

Important Dates

- 25 hours must be completed, documented, and uploaded by 4:00PM on the last full school day of December.
- All Give Back hours must be submitted by 4:00 PM on the last Friday in April
- 8th grade students can begin to document hours on May 1st of the 8th grade year for credit during their 9th grade year.
- Volunteer hours will NOT be carried over from year to year.

For more information on The Give Back program and the required forms please go to the Quick Links on the PGHS or contact your guidance counselor.

GRADING PRACTICES

The purpose of grading is to measure and communicate student performance, progress, achievement, and mastery of core concepts and skills to students, parents, and teachers while providing students with multiple opportunities to demonstrate mastery of learning. Listed below are the guidelines and procedures for assignment completion and grading.

Marking System

Please refer to the PGSD grading policy for grade reporting information. Grade level and accelerated course weights vary. Percentages that are used to determine final grades are listed below:

Grade Retention/Promotion

Parents/guardians are kept well informed of their child's progress through access to powerschool, progress reports, report cards, and parent/guardian teacher conferences. Parents/Guardians are encouraged to monitor grades online and can contact the school at any time to ascertain their child's progress.

Minimum credit attainment: In order to be eligible to graduate within 4 years (9-10-11-12) at PGHS it is required that you carry and pass the following minimum number of credits, accumulating them as follows:



PROMOTION POLICY GUIDELINES

Progression	Minimum	Maximum
9th to 10th Grade	6*	7
10th to 11th Grade	12*	14
11th to 12th Grade	17*	21
12th to Graduation	23.49**	28

A student is eligible for graduation at the end of his/her twelfth grade school year when all graduation requirements are fully completed. Graduation Requirements include earning 23.49 credits, successful completion of required classes as detailed previously, proficiency on Keystone State Testing in Biology, English and Algebra as determined by the state of Pennsylvania, and completion of College and Career Readiness Tasks (ACT 339).

If a student fails to accumulate the above requirements set forth by the state of Pennsylvania and PGHS by the end of the twelfth grade school year, they will not receive a diploma. If a student fails to meet the recommended credits necessary for promotion, they will be retained in the grade level based on credits earned.

Students that will need to go through the Summer School program will need to provide transportation to and from Pottsgrove High School, or designated building, on the designated class dates. Transportation is not provided by the district.

Late Assignments

Homework (Building Knowledge)

- Students may earn partial credit for these assignments if they are completed before the final summative assessment of the unit. 10% will be deducted per class period for late work until the value depletes 0%.
- Students will not have the opportunity to submit late homework for credit once the teacher has reviewed the answers to the assignments in class.
- If the assignment is not submitted prior to the final assessment of the unit, it will receive a zero.

Homework (Demonstrating Knowledge)

- 10% will be deducted per class period for late work up to five days after the assignment's due date. Students may receive up to 50% of the earned grade after five days.
- If the assignment is not submitted prior to the final assessment of the unit, it will receive a zero.



^{*}There are a **limited** number of circumstances where students will carry 5.5 credits.

^{**}Students in satisfactory credit standing may carry under 6 credits in senior year as long as the credit total will be a minimum of 23.49 upon completion of senior year.

Assessment (Demonstrating Knowledge)

- All final unit assessments must be taken in the order assigned.
- If a student fails to complete the final unit assessment before the end of the next unit, the student will receive 70% of the earned grade once it is completed.
- All assessments are considered course requirements and must be completed before the end of the marking period.
- Failure to complete an assessment will result in an incomplete for the marking period. Students will then have two weeks to complete the assignment or a zero will be entered for that assessment.

Missed Work

Due to Absence:

- A student will be allowed two class period days to complete all missed formative activities due to illness (extensions may be granted to extenuating circumstances).
- A student shall be required to make up all summative and formative activities within a two-week period from the date of absence.
 - o All final unit assessments must be taken in the order that they were assigned.
 - o If a student fails to complete the final unit assessment before the end of the next unit, the student will receive 70% of the earned grade once it is completed.
 - o All assessments and assignments considered course requirements must be completed.
 - o Failure to complete a course requirement will result in an incomplete for the marking period. Students have two weeks to complete the assessment before credit denial.
- If the final summative activity is assigned prior to a student's absence and no new material is covered, the student is expected to complete the assessment or submit the assignment upon his/her return.

Due to Class Cuts

- First offense: 70% of the earned grade can be attained.
- Second and subsequent offenses: Zero for the assignment, student meeting with their guidance counselor and/or administrator.

Extra Credit

- Extra credit may only be provided for work that is related to the subject area or subject specific academic content standards.
- Extra credit is NOT non-academic work such as bringing in classroom supplies, attending extracurricular events, and charitable donations not related to the course objectives.
- No more than 2% of the total quarterly grade can come from extra credit. Maxing out at 100%.
- All students to provide evidence of learning through a variety of means.

Multiple Opportunities to Demonstrate Evidence of Learning

- Students should be provided multiple opportunities to demonstrate evidence of learning. There is not a
 predetermined number of opportunities that needs to be provided; rather teachers have flexibility to
 determine this based upon each student. However, teachers of the same content area should strive for
 consistency across the department/or team and provide a balance of assessments, assignments or
 projects.
- Currently, it is up to the teacher's discretion to determine whether a student can retake a test or redo an assignment (extensions may be granted for-extenuating circumstances).

Final Course Grades

- For every course, a 55% is the lowest quarterly grade a student can earn, except in the 4th quarter. As such, the grade reported would be the grade earned. This is to ensure the opportunity for the student to show improvement and receive credit by passing.
- Every course will include, and develop if not already developed, both a mid term and a final exam or equivalent assessment.
- There will be six (6) data points for each yearlong course. This includes the four marking periods, the mid term, and the final assessment. AP students who have earned exemption from the final will have five (5) data points.
- All courses will be further developed to include minimum course requirements. The minimum course
 requirements will identify the assignments, tests, and projects that must be completed by the student in
 order to receive a grade for the class. If the minimum course requirements are not met by the student, the
 student will receive and "I," or incomplete, for the course.
- Midterm and final examinations are semester summative assessments. As such, the grade reported would be the grade earned.
- As with quarterly summative assessments, if the student is absent, s/he will receive an "I," or Incomplete. The student will have two weeks in order to make up the exam or a zero will be entered.

Grade Weighting

	Assessments	Learning Activities	
	Summative	Formative	
	Demonstrating Knowledge	Building Knowledge	
AP	90%	10%	
Core Courses/Honors	80%	20%	
Non-Core Courses	70%	30%	

Grading Scale

Percent	Grade	GPA	Percent	Grade
100% - 97%	A+	4.33	79.9% - 77%	C+
96.9% - 93%	Α	4.00	76.9% - 73%	С
92.9% - 90%	A-	3.67	72.9% - 70%	C-
89.9% - 87%	B+	3.33	69.9% - 67%	D+
86.9% - 83%	В	3.00	66.9% - 65%	D
82.9% - 80%	B-	2.67	64.9% or below	F

^{*} In the first three marking periods the minimum grade that will be awarded will be a 50%. The grade in the fourth marking period will represent the grade a student earns.

Academic Integrity – Cheating/Plagiarism

Definitions:



- Plagiarism is the act of copying someone else's work and passing it off as one's own, or the work or ideas
 of another taken and passed off as one's own (Including AI produced materials). This includes any work
 copied or dictated by others. Copying electronically generated information without proper citation will also
 be considered plagiarism.
- Cheating is using any other method but your own ability and materials to complete an assignment/assessment.

Demonstrating Knowledge

- First Account The student will receive 70% of the earned grade upon resubmission of the plagiarized/cheating assessment.
 - o Teacher will contact the parent/quardian.
 - o Student must redo the assignment.
 - o Office Referral
- Second Account The student will receive a zero for the plagiarized/ cheating assessment.
 - o Teacher will contact parent.
 - o Student must redo the assignment to meet course requirements.
 - o Office Referral

Building Knowledge

- Any Building Knowledge Activity that a student is caught plagiarizing on will result in a zero (i.e. copying homework, assignments in class).
- All students involved in the act of copying will receive a zero for the Building Knowledge Activity.

EXAMS - MIDTERMS & FINALS

Several days will be set aside at the end of the second marking period for the purpose of administering midterm examinations and at the end of the fourth marking period to administer final exams. Each student will be required to take both exams in all subject areas. However, scheduled exam days are reserved for the major subject areas.

Exam Day Transportation

- Transportation will be provided on exam days to the high school for the normal start time and home from the high school at the conclusion of the day's testing sessions.
- Students do not need to attend an exam session if they are not taking that exam.
- If a student only has one exam on a day, they may come late or leave early if they can provide their own transportation.
- If a student has a conflict in their testing schedule (i.e. two math courses) they are expected to communicate with their teacher and report during the make-up day to complete the needed exam.

Senior Final Exams

Each spring, seniors exams will take place earlier than underclassmen exams in order to provide time to process grades for graduation. Seniors who earn an overall course average of 90% or higher, inclusive of the midterm exam, will be exempt from their final exam.

ARTIFICIAL INTELLIGENCE

Purpose



The board's purpose of implementing a policy on Artificial Intelligence (AI) is to ensure the ethical and responsible use of AI technologies to enhance teaching, learning, and administrative processes while safeguarding student privacy and data security. By establishing clear guidelines and procedures, this policy aims to promote transparency and accountability, while fostering a safe learning and working environment.

Definitions

Artificial intelligence (Al) refers to computer systems and algorithms that mimic human cognitive functions, such as learning, reasoning, problem-solving, and decision-making. Al encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.

Delegation of Responsibility

The Superintendent shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.

Guidelines

Instruction on AI Tools

The board directs that students at all grade levels receive age-appropriate instruction on the proper use of Al tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of Al technologies in their academic and personal lives. By fostering a culture of responsible and informed use, students will be better equipped to navigate Al tools effectively while understanding their limitations and ethical implications.

CIPA Compliance

The Director of Technology shall ensure that the District's internet content and message filters prevent users from accessing any AI website, tool, or application that is capable of generating obscene or pornographic material on both school district owned devices and on the school provided internet.

FERPA Compliance

All teachers, administrators, and staff are required to adhere strictly to the regulations outlined in the Family Educational Rights and Privacy Act (FERPA) when utilizing any Al resources.

The District prohibits the use of the personally identifiable information of students while using Al websites, tools, or applications that have not been pre-approved by the Director of Technology or his/her designee. The Director of Technology shall establish a process by which teachers and administrators can request the approval of new Al resources. The vetting process shall include a review of the tool's privacy policy, data handling practices, and compliance with FERPA. The Director of Technology or designee shall maintain a list of all such approved resources.

The District shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.[22][24]

Academic Honesty

The Board recognizes the capacity of AI to complete many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards.

It is the responsibility of the teacher to prohibit the use of Al tools for assignments or projects; however, should an exception occur and permission is granted, the teacher will specify the appropriate time(s) and to what degree the Al tool(s) may be permitted on a particular assignment or project.

Teachers should use the following scale for guidance in the event such permission is granted:

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

Having received such notice from a teacher, any student who violates these standards is subject to discipline including detention, suspension, or expulsion depending on the nature of the violation.

Acceptable Use

All Students and employees shall comply with the District's Policy on the Acceptable Use of District Technology when using Al tools on school district technology. Violations of the District's Acceptable Use Policy may result in disciplinary action against the student or employee.

Student use of Al tools while using District technology or engaged in District activities is also governed by the Student Code of Conduct, which is hereby incorporated by reference.

Grading Student Work

Approved AI websites and applications may be used to assist with the grading of student work products, but final decisions on assignment grades shall be determined by teachers and not solely by AI technology. Teachers shall ensure that personally identifiable student records are kept secure when using such grading technology. Students should fact-check AI results. Similar to search engines, AI tools of varying sources, may provide varying results which should, therefore, be verified.

GRADUATION REQUIREMENTS

Graduation from secondary school is the goal of all youth. Completion of a program of studies approved by the Pennsylvania Department of Education is the basis for awarding the high school diploma. Pottsgrove School District, in compliance with regulations of the State Board of Education, has established graduation requirements for grades 9-12 which include specific planned courses required by the state. Students are required to earn 23.49 credits for graduation. Students graduating from the Western Center are required to earn 23.34 credits.



In addition to the credit requirements students are also required to meet the requirements for graduation that are laid out by the State Board of Education related to Keystone Exam Proficiency(Act 158) as well as College and Career Readiness(Act 339).

Credit Requirements

Units of Credit	Course Areas
4	English
4	Social Studies
3	Mathematics
3	Science
2	Arts* and Humanities**
1.49	Health & Physical Education***
6	Electives***

- * Include Visual Arts, Music, Dance, Theater, Film Studies, Practical Arts and Crafts
- ** Include subjects that embrace literature, history, philosophy, or additional courses in English and Social Studies.
- *** Candidates graduating from the Western Center shall earn 1.34 credits
- Students select additional courses from among those approved for credit toward graduation by the School District, including approved career technical education courses.

Keystone Exam Proficiency Requirements

The Pennsylvania Department of Education has outlined the following pathways to meet the state Keystone Exam Proficiency Requirements. Students beginning with the Class of 2023 must complete the requirements laid out by **ONE** of the following pathways in order to achieve graduation from high school.

Keystone Proficiency Pathway

• Proficient or Advanced in Algebra I, Biology, and Literature

Keystone Composite Score Pathway

- Composite Keystone Score is 4452 or greater
- Proficient or Advanced in at least 1 Keystone Exam
- No Score is Below Basic

Career & Technical Education Concentrator (WMCTC Students)

- Earn a 70% in the Keystone content course in which student did not earn proficiency (Algebra I, Biology, and English 10)*
- Industry-based competency certification
- Likelihood of industry-based competency assessment success
- Readiness for continued engagement in Career and Technical Education (CTE) Concentrator program of study

Alternative Assessment Pathway

• Earn a 70% in the Keystone content course in which student did not earn proficiency (Algebra I, Biology, and English 10)*

And 1 Piece of Evidence from the list below

- Attainment of one alternative assessment score or better:
 - o PSAT = 970 SAT = 1010 ACT = 21 ASVAB AFQT = 31
- Attainment of Gold Level or better on ACT WorkKeys
- Attainment of a 3 or better on AP Exam(s) related to each content area in which the student is less than
 proficient
- Successful completion of dual-enrollment course(s) related to each Keystone content area in which the

- student is less than proficient
- Successful completion of a pre-apprenticeship program.
- Acceptance into a 4yr Institution of Higher Education (IHE) for college-level coursework

Evidence Based Pathway

• Earn a 70% in the Keystone content course in which student did not earn proficiency (Algebra I, Biology, and English 10)*

3 Pieces of Evidence from the list below: (ONE or more from the first five & No more than TWO from the last five)

- Attainment of Silver Level or better on ACT WorkKeys
- Attainment of 3 or better on any AP Exam
- Successful completion of any dual-enrollment or postsecondary course
- Industry recognized credentialization
- Acceptance into an other-than-4yr Institution of Higher Education (IHE) for college-level coursework
- Attainment of Proficient or Advanced on any Keystone Exam
- Successful completion of a service learning project
- Letter guaranteeing full-time employment or military enlistment
- Completion of an internship, externship, or cooperative education program
- Compliance with NCAA Division II academic requirements

*Students who do not earn a 70% in the Keystone content course in which the student did not earn proficiency (Algebra I, Biology, and/or English 10) will be required to complete remediation in order to meet the district established grade based requirements.

College and Career Readiness Requirements

The Pennsylvania Department of Education has established standards for students regarding their readiness for college and/or career. In order to address these standards students will be **required** to complete and submit multiple pieces of evidence each year.

These standards will be addressed with self paced activities utilizing **NAVIANCE** as well as in class activities throughout each school year. By the end of a student's junior year they are required to have accumulated at least eight documented events/evidence that qualify as college and career readiness activities.

HONOR ROLL

The honor roll is based upon quarterly grades. The following are honors:

Honor Roll: **B** average in every course per quarter Distinguished Honors: **A** average in every course per quarter

Honor Graduate: A average or **90**% cumulative average at the time of graduation

JOB SHADOWING

Job shadowing involves spending one day with a seasoned expert, observing everything that he or she does that is related to the work that is expected to be accomplished as part of the daily routine of the job. The goal of the job shadow is to learn as much as possible by observing, asking thoughtful questions, and taking good notes that will benefit your college and career decisions. Job shadowing is open to any student who wants to know more about a

specific career or who isn't sure what career to pursue. Students are limited to one Job Shadow that will not be counted as an absence from school.

Upon receipt of a written parental request, any student may be excused from school to participate in a Job Shadow.

The following procedures should be followed:

- 1. Submit the Job Shadow Permission Form to the attendance clerk three (3) days prior to the visit.
- 2. Participate in the Job Shadow
- 3. Complete and upload the Job Shadow Student Reflection Sheet along with the completed Host Evaluation to the Job Shadow Schoology Course.
- 4. The absence will be marked as an AU (absence unexcused) until the Host Evaluation and Job Shadow Student Reflection Sheet have been completed and submitted. At that point it will be changed to a JS (Job Shadow).
- 5. The absence will be marked as a JS (Job Shadow) day so long as the Host Evaluation and Job Shadow Student Reflection Sheet have been completed and submitted within five (5) days. If this is not completed within five (5) days the absence will be marked as AU (absence unexcused).
- 6. The responsibility to obtain makeup work and to satisfy academic requirements lies directly with the student and parent.

For more information on the Job Shadow program and the required forms please go to the Quick Links on the PGHS webpage.

WORKING PAPERS

Applications for any type of employment certificate must be made at the main office. It shall be necessary to show the state birth certificate as proof of age. Employment certificates are required for all part-time and full-time employment for any student resident.

Any questions regarding working papers should be directed to Mrs. Katelyn Tancredi, (x7380), Ktancredi@pgsd.org

SCHOOL COUNSELING SERVICES

Counselors have special skills and expertise to work with students individually or in groups. Students are urged to take advantage of these special services regarding career plans, college admissions, decision-making, and problem solving. Students are to obtain permission from scheduled classroom teachers to visit the guidance office. Guidance will work in conjunction with students, families, and teachers to support the academic, social, and emotional growth of each child.

Jill Bossler A – E (<u>Jbossler@pgsd.org</u>)

Kyra Ebert Li – Ror (<u>Kebert@pgsd.org</u>)

Lisa Childs Ros – Z (<u>Lchilds@pgsd.org</u>)

The PGHS administrative assistant supporting our counselors is Mrs. Kelly Crowell (x7387), kcrowell2@pgsd.org.

THREAT ASSESSMENTS

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



individuals with expertise in school health; counseling, school psychology or social work; special education and school administration. The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. The threat assessment team shall assist in assessing and responding to reported threats, identifying students who may be a threat to themselves or others. The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy. This policy is not meant to take precedence in a life-threatening situation. In a life-threatening situation, the district employee may need to call 911 immediately and provide requested information. The safety and welfare of students and staff shall take precedence over all other considerations. See the full Board Policy 236.1.

Suicide Awareness, Prevention and Response

The Board is committed to protecting the health, safety and welfare of its students and the school community; promoting healthy individual development; and safeguarding against the threat or attempt of suicide. This policy supports the provision of a comprehensive District program of education, training, and resources designed to promote school connectedness and behavioral health and prevent suicide. [1][2][3][4][5][6][7] See the full Board Policy 819.

MAINTAINING APPROPRIATE ADULT/STUDENT BOUNDARIES

Authority

This policy applies to District employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include District students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include District students.

Definition

For purposes of this policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties. See the full Board Policy 824.

HALL CONDUCT & PASSES

Students are reminded that because of the size of our student body, poor hall conduct affects safety. Students should move through the halls in an orderly fashion, staying to the right. Students may not loiter in the halls. Sitting in the halls is a safety hazard and is not permitted. Unbecoming behavior such as obvious displays of affection should not occur.

Any time a student wishes to leave a classroom, no matter the destination, an eHallpass (electronic pass) will be issued. Students are not permitted in the halls during class time without a pass. This practice helps to create a safe and secure learning environment.

All students will be limited to a certain amount of passes to be used during the school day. If there is an emergency, teachers have the discretion to allow students to move throughout the building. Additionally, those students not complying with the required EHallPass system will receive progressive disciplinary action.

- Warning
- Lunch Detention
- Detention
- Parent/guardian conference and further limitations of passes.
- ISS (In-School Suspension)
- OSS (Out of School Suspension)

Students that cannot adhere to hallway expectations may be placed on hallway restriction.

HAZING

Hazing activities of any type are inconsistent with the educational goals of the Pottsgrove School District, will not be tolerated, and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include but not be limited to:

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

Hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside school hours is strictly prohibited.

No student, parent/guardian, coach, sponsor, volunteer or District employee shall engage in, condone, or ignore any form of hazing.

Students who have been subjected to hazing are encouraged to promptly report such incidents to the building principal either orally or in writing. The District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

If the report of hazing is substantiated, disciplinary action for those that perpetrated the act may include suspension up to expulsion, imposition of fines, and criminal prosecution when appropriate.

You may reference School Board Policy #247. The policy can be found on the district website www.pgsd.org. If you are unable to access the website, please ask for a copy in the Pottsgrove High School Main Office or at the Pottsgrove School District Administration Building.

HIGH TOP TABLES & LOBBY BENCHES

The high top tables and benches located throughout the building are to be used as collaborative work spaces for students to use **during class time with the permission of their teacher.** In order to maintain that intent, the following rules and regulations have been established:

- 1. A signed e-Hall Pass is required for the group of students that is working at the table. The students should check in with the main office upon arriving at the lobby tables..
- 2. These locations are areas for student collaboration and studying and thus should be quiet and focused on the academic tasks for the class.
- 3. In the event that students are not on task or are causing a disruption, they will be sent back to class with the possibility of further disciplinary consequences.
- 4. Tables are not available for use by those students that are in Study Hall or that are in Lunch.

LABORATORY SAFETY

Students are expected to follow all safety instructions/rules and wear all appropriate safety equipment in any laboratory setting. This includes but is not limited to science, engineering, and family and consumer science laboratories. Failure to comply with appropriate safety guidelines and/or to wear appropriate safety equipment will be considered insubordination and addressed by a member of the principal team according to the student discipline code.

LAVATORY USE

Permission to use the lavatory during class periods may be granted by a teacher. These requests are to be kept to a minimum. If permission is granted, students must use only the lavatory assigned to the classroom in which they are leaving. At no time are students to linger or congregate in the lavatory.

LIBRARY PROCEDURES - JESSIE H. ROSENBERRY LIBRARY

The Pottsgrove High School Library is a welcoming environment with an open flexible schedule. Students working quietly and respecting others are more than welcome to enjoy the library facility.

- 1. Students should have an approved eHallpass to come to the library.
- 2. Students should be prepared to use library materials or work on research when they come to the library. Students are welcome to sit and read, as well as, work on homework when in the library facility.
- 3. Reference books must be used in the library during the school day. All reference books may be checked out during the last period of the day and be returned by the first period the following day. Failure to return reference materials on time will result in a \$1.00 late fee.
- 4. All other books with the exception of the 800's may be checked out for a three (3) week time period. Failure to return materials on time will result in a \$.10 per day fine. 800 level books, otherwise called 14-day-loans, may be checked out for a period of fourteen days and result in \$.25 a day fine if they are returned late.

- 5. If a book is lost or damaged, the student must pay for the material so the librarian can reorder it for the collection.
- 6. Compensation for damage and loss of books or materials in the library is at the discretion of the library media specialist.

Any questions the PGHS Library should be directed to Mrs. Daniell Small (x7376), dsmall@pgsd.org

LOCKERS & LOCKER ROOMS

Lockers must be used for safekeeping of personal articles. Lockers are assigned to every student. Students need to keep combinations secret and locker doors closed in order to ensure the greatest possible security. There is to be no decorations on the outside of the locker door.

Lockers are school property and may be searched by school authorities. The school is not responsible for articles or clothing removed from a locker. Students with malfunctioning lockers are to notify the office immediately in writing so that appropriate action can be taken to provide utmost security.

Lockers should be visited at the beginning and end of each school day and between classes when possible.

Physical Education lockers will be provided by the instructors. Locks can also be provided by the PE department upon request. PE lockers are only for use during PE class. The same procedures should be followed with these lockers.

Students are not permitted in the locker rooms and/or team rooms without direct supervision from a staff member.

NURSE'S OFFICE INFORMATION

Accidents and Illness

Injuries which occur on the way to school or at school shall be treated in the health room. The school cannot assume the responsibility of treating injuries that did not occur at school. Pupils who are ill at home are requested not to come to school because they cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Students with fevers, flu like symptoms, vomiting or diarrhea should stay home to prevent the spread of illness. Those who wish to see the nurse during the school day are to obtain permission from their classroom teacher instead of going to the health room between classes. Students are not to call their parents to pick them up if they have not been assessed by the school nurse. Students who do not follow these procedures will face disciplinary consequences for failure to follow these procedures because of the safety risks involved.

(Reference PGSD Board Policy #210 for information pertaining to Use of Medications.)

Procedures for Medication to be Administered During the School Day

When it is necessary for a student to receive ANY (OTC or Prescribed) medication at school, the responsibility of parents will be to do the following:

- 1. Complete the form "Authorization for School Medication Administration" which includes <u>both parent and physician signatures.</u>
- 2. A parent/guardian should hand deliver the medication to the school nurse in a labeled prescription bottle and/or original over-the-counter container. If this is not possible, deliver it in a sealed, labeled envelope.
- 3. Notify the school nurse in writing with a physician's note and your written instructions if the medication is to be changed or discontinued.
- 4. Provide the school with a written list of all medication currently being taken by the child.
- 5. Students may **ONLY** carry medications under the following conditions.



- Medication is needed to treat life threatening illnesses or conditions such as asthma or severe allergic reactions.
- It is deemed necessary by the physician.
- Physician, parent and nurse concur that the student is responsible to carry medication.

All medication will be secured in the nurse's office and administered to the students there. Students are not to carry any medications including over the counter medications during the school day.

OPIOID ANTAGONIST

As a means of enhancing the health and safety of its students, staff and visitors, the District may obtain, maintain and administer doses of an opioid antagonist and other facilities for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.[1][2]

Controlled Substances

The Board recognizes that the misuse of controlled substances is a serious problem with legal, physical, emotional and social implications for the whole school community. The Board believes that students must be chemically free in order that they may develop in the most productive and healthy manner. This policy is a coordinated effort within the district to openly and effectively respond to the potential and current uses and abuses of controlled substances by members of its entire school population. Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and staff effort, and rehabilitative and disciplinary procedures, the district will work to educate, prevent and intervene in the use and abuse of all substances by the entire student population. See the full Board Policy 823.

PUBLIC ACCESS DEFIBRILLATION PROGRAM

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

An Automatic External Defibrillator (AED) will be maintained on the premises of Pottsgrove School District buildings.

The AED shall be used in emergency situations warranting its use by individuals specifically trained in use of the device. See the full Board Policy 823.

STUDENT RECORDS

School Board policies, guided by federal law and state regulations control the collection, maintenance and dissemination of student records: Within the provision of the policies, parents/guardians and/or students have the right to privacy of information and, by contacting the guidance counselor or principal, may have access to, copies of, challenge the validity of, request corrections to, and determine to whom the information therein may be given. Both natural parents/guardians have the right of access to the child's record even if only one parent/guardian has custody of the child, unless there is a court order limiting access. Federal law allows parents/guardians/eligible students to file complaints regarding local policies with the U.S. Department of Education. To request your students records formally please complete this form also linked on our website.

Discipline Records



The School District shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property. [1][2][3][4] Additional information can be found in Board Policy 2016.1.

WITHDRAWING FROM SCHOOL

Students planning to withdraw from school or moving to another school district should adhere to the following guidelines:

- 1. Arrangements for withdrawal from school should be made with the guidance secretary at least two days in advance of the student's last day of attendance.
- 2. Students, who withdraw from school and are beyond the age for compulsory school attendance, may return only at the start of the school year if their education has been interrupted for a significant period of time. An accumulation of more than 10 days of absence during the school year is considered a significant period of time.
- 3. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification. Confirmation of enrollment in a new school **is required** prior to withdrawing a student. The <u>withdrawal request form</u> should be completed by the guardian.

VOLUNTEERS

Purpose

The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Authority

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular District staff. Volunteers shall be approved by the Superintendent or designee; a record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level for a period of two (2) years.

The basic requirement of volunteer service shall be interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process.

Volunteers shall not be asked to assume the professional responsibilities of the school staff.

Volunteers may provide assistance which is supportive, when under the direction of a staff member.

Any school volunteer program which will require additional financial support from the District budget will require a formal recommendation from the Superintendent or designee and approval by the Board prior to implementation.

Under no circumstances shall a volunteer be considered an employee of the District. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer service. The volunteer position is not a right, but rather a privilege which is conferred by the administration. As such, any volunteer position or volunteer may be eliminated at any time for any reason by the Superintendent or designee.

The Board shall provide authorized volunteers (those with required clearances) with the same liability insurance coverage as provided for employees of the District, to cover them in the performance of their volunteer service.

Definition

Volunteer - a volunteer is any individual who performs a service for the School District without the expectation of compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the School District. A School District student who serves as equipment manager or assistant athletic trainer, or who provides other volunteer assistance in support of a curricular, co-curricular or extracurricular activity is not considered to be a volunteer for purposes of this policy.

Examples of **volunteers** include: homeroom parents, office support, classroom support, after school support for athletics and school activities, trip chaperones, walking school bus, and activity chaperones.

Delegation of Responsibility

To assure the proper support for the volunteer programs of the District, the following minimal requirements shall apply:

- 1. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.
- 2. All volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history and child abuse background report as noted below; the cost is the responsibility of the volunteer. If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not be a volunteer. For new volunteers, these clearances must not be more than one (1) year old from date of receipt for new volunteers. [1][2][3] Prior to commencing their service, all volunteers must submit the following clearances to the District for review and approval:
 - a. PA Child Abuse History Clearance;[2]
 - b. PA State Police Criminal Background Check; and[2]
 - c. Either a Pottsgrove School District Volunteer Affirmation or a Report of Federal Criminal History Record (fingerprinting).
- 3. Tuberculosis Test -Volunteers providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[4][5] The Department of Health defines **direct services** as those persons in direct contact with students ten (10) or more hours per week. The law does not contain a provision to allow modifications for school staff/volunteers. They must be tested prior to working for the school.
- 4. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the District's professional employees.[6][7]
- 5. Volunteers are not permitted to administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
- 6. Volunteers who transport students in personal vehicles are not covered by insurance provided by the School District. Insurance coverage in this situation is through the volunteer's own insurance carrier.
- 7. Permission to utilize a volunteer may be revoked at any time by the Superintendent.
- 8. Current volunteers must obtain and submit updated clearances to the District every five (5) years.[3]

SCHOOL PROCEDURES: WHAT FAMILIES SHOULD KNOW

SCHOOL ISSUE: WHAT SHOULD PARENTS DO

It is critical that all parents/guardians develop positive relationships with teachers, bus drivers, and other school personnel at the beginning of the school year. If there are concerns regarding your child in the classroom or on the bus, it is always best to start with the teacher or bus driver to discuss the matter and determine a resolution. If that cannot be done, then parents are advised to contact the school administration to discuss the matter further. Some concerns can also be addressed with the school counselor or nurse, depending on the nature of the concern.

CHILD CUSTODY DOCUMENTATION AND CHANGES

The Pottsgrove School District is sensitive to the fact that a variety of family arrangements exist within the school population and that specific custody arrangements exist for some students. With this in mind, the school would like to alert all families of the following:

- 1. Copies of all legal documentation regarding the custodial arrangement of any student must be given to the school office to be placed in the child's permanent record file.
- 2. Non-custodial parents sharing legal rights desiring school information for their child should contact the principal regarding their particular situation and possible arrangements.

Please be aware that without a court order on file, the school must release a child to either parent. For the safety of the child, it is extremely important that the school be notified immediately if any change in the family situation occurs.