

**2025-2026
ROCHESTER
MIDDLE/HIGH SCHOOL**



**STUDENT-PARENT
HANDBOOK**

MESSAGE FROM THE PRINCIPAL

Welcome back to another school year! Administration, faculty and staff have been working diligently this summer preparing and developing plans to better serve our students for a successful school year. In order for our students to succeed, we must all work together. It is time that we all get involved and make a difference. I invite and challenge you to make this a year to remember.

Always have pride in who you are and where you come from. Put forth your best effort every day and do your part in continuing to make Rochester School District a special place to learn and grow. Remember: "Individually we can make a difference but together we can change the world." **It is time to make a change!**

We encourage parents/guardians to review this handbook with your children who attend the Rochester Area School District. The Student-Parent Handbook Awareness Statement and Technology/Network/Internet User Policy signature pages are outlined. These pages indicate that you have received this handbook and reviewed all the policies and procedures with your child. Upon completing this form, please have your child return it to the office. These signature pages will be kept on file until the end of the current school year.

Respectfully,

Michael S. Damon

Michael S. Damon
Rochester School District
MS/HS Principal (Grades 6-12)



Mission Statement

The mission of the Rochester Area School District is to utilize a unique K-12 educational complex by providing all students the opportunity to realize their maximum academic potential in a rapidly changing world.

Mission Statement of Appropriate Conduct

The Rochester Area School District exists for the education of its citizens. District officials will not tolerate the actions of any individual, regardless of creed, national origin, race, religion or sex, who in any way will interrupt the educational program and jeopardize the health, safety, and well-being of those who attend this school. Every member of the Rochester Area School District will be responsible for building a safe, disciplined environment. Self-discipline, accountability, and mutual respect will be the cornerstones for a safe school. This is the responsibility of parents, students, staff, administrators, and the school board working together, mutually supportive and of common purpose. Those who dare to jeopardize the rights and safety of others will be dealt with in a consistent and timely manner.

The handbook was prepared by the School Administration and a Faculty Committee of the Rochester Area Education Association.

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Business Manager.....Kathleen Onuska (x1270)
Director of Student Services.....Nathan Leeman (x1193)
Dir. of Maintenance & FacilitiesLouis (Paul) Campisi (x1351)
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Resource Officer.....Joe Howard (x1040)

Office Personnel

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MS/HS Secretary.....Casey Woodley (x1230)
Special Education Office SecretarySheri Pizzella-Verrico (x1191)
Technology SecretaryDaryll Deever (x6351)

Board of Education

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Vice President.....Jocelyn Haskins
TreasurerChristine Kronk

School Board Members

Randall E. Bacon
Lawrence Blackwell
James Bogolea
Thomas Daman
Thomas Majors
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Solicitor: Santicola, Steele and Fedeles
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ACADEMICS

GRADING POLICY AND SCALE

The school year is divided into four (9-week) grading periods. A letter grade is issued in all subjects at the end of each grading period. In addition, a final grade for each subject is assigned. Final Grades shall be calculated by adding the percentage totals from each grading period.

Grading Scale in percentages:

- A= 90-100
- B= 80-89
- C= 70-79
- D= 60-69
- F= 59- below
- M= Medical Excuse from Gym
- I= Incomplete. Students must see teachers for work. An "I" grade must be resolved within one week or it will be changed to an "F".
- X= This grade is a long term "I" or incomplete grade. An "X" grade is given to indicate that a student must complete all assignments, work, reports, tests, etc. before the "X" grade is changed to an "F" or better. The "X" grade blocks averaging and calculating the final grade and awarding of credit for the course. **An "X" grade stands for the last day of school until the end of the second week in June. At that time it turns into an "F". Seniors forfeit receiving their diploma and defer getting their credentials and it is understood that this will take place as a result of an "X" grade.**

WEIGHTED COURSES

Honors and College in the High School courses are weighted using the scale listed below.

WEIGHTED GRADES

Weighted grades are used in computing class rank. Students who earn a letter grade of "A,B,C, or D" in a weighted course will receive an additional quality point assessment per grading period. The final letter grade will remain the same, only the quality points will change.

For example: A=5.0, B=4.0, C=3.0, D=2.0, F=0

GRADE REPORTS

Mid-Grading Period Reports and Report Cards will be issued at a designated day in each grading period to all students. Parents should contact the Guidance Office, the student's teacher, or the **CSIU On-line Gradebook** to monitor your child's grades. Progress Reports may be done at any point throughout the year upon parent request.

The **CSIU On-line Gradebook** is a service for parents and students at RASD to monitor the student's academic progress. Please call the technology department to register for the gradebook and to receive a pass code. The technology department can be reached at Ext. 6351.

HONOR ROLL

Honor roll status is determined by a student's GPA and shall be as follows:

Highest Honors=	4.00+ - 4.0	
High Honors=	3.99-	3.65
Honors=	3.64-	3.4

Students who earn a "D" or "F" or fail any subject are not eligible for honor roll status. The Honors Banquet will be held in May for all students who were on the Honor Roll three out of the four 9-week grading periods.

ACADEMIC ELIGIBILITY

Students participating in school athletics, and/or any other designated extracurricular activity will be subject to a cumulative weekly and quarterly performance review. Students will be ineligible to participate in games or performances for a period of one week if they are failing (59% or below) **two or more courses during the same week. If a student is failing two or more classes at the end of the nine-weeks, (s)he is ineligible for 15 days. Eligibility for the first grading period is based on your final grades of the preceding school year. (If a student is failing one (1) course, (s)he will not be permitted to participate in a field trip.) All ineligible students must attend the study tables held Monday-Friday from 3:00pm-4:00pm in the library.**

CLASS OFFICE ELIGIBILITY

To be eligible to be elected to the position of class officer or to remain in good standing as a class officer, a student must have and maintain a 2.0 GPA. Students MAY be removed due to disciplinary infractions.

PROMOTION POLICY

A student must obtain the following credits to be classified as the following:

Grade/ Homeroom Placement	Credits for Promotion
7 th Grade	4 major subjects must be passed in 6 th grade
8 th Grade	4 major subjects must be passed in 7 th grade
9 th Grade	4 major subjects must be passed in 8 th grade
10 th Grade	6.5 credits
11 th Grade	13 credits
12 th Grade	19.5 credits

SUMMER SCHOOL

Students who fail any core academic courses can repeat these courses in summer school. A student may only take (2) courses per summer session that need to be repeated and it must be done through a District-approved educational provider. **The cost of each credit recovery course is \$150.** Students are not permitted to take credit recovery courses during the school year without administrative approval.

HS GRADUATION REQUIREMENTS

Students at Rochester Area High School will demonstrate the ability to complete the requirements developed by each department, and in addition, will accumulate the below units of credit in the 9th through 12th grades that will include the following:

A minimum of 26 credits are required for graduation from Rochester High School.

These credits must include:

- English - 4.0
- Science - 4.0
- Mathematics - 4.0
- Social Studies - 3.0
- Health - 0.5
- Arts and Humanities - 2.0
- General Electives - 6.5
- Physical Education - 1.0
- Graduation Project - 1.0

Senior students cannot walk if they have not met all requirements for graduation by day 10 prior to graduation, including the successful completion of a Graduation Project. Students who take an on-line course will not be permitted to walk if the company has not supplied the school with a passing grade 10 days prior to the day of graduation.

HONOR GRADUATES

In order to graduate from Rochester Area School District with the distinction of honor, the following cumulative GPA must be earned in grades 9-12. **Cords for graduation are only for Highest Honors and High Honors graduates:**

Highest Honors=	4.0+ - 4.0
High Honors=	3.99 - 3.65
Honors=	3.64 - 3.4

GRADUATION PROJECT

All students will be required to complete a graduation project with a passing grade to graduate from Rochester Area High School. The mentoring teacher and Administration must approve the project beforehand. The students must follow the guidelines set forth by the coordinating teacher and Administration in order to meet all requirements for completing the project. Seniors will also be required to present their project to a board of judges in order to fulfill their project credit. Students who do not present their project on presentation day may not walk at graduation. Other specifics for the graduation project can be received from the MS/HS office at Ext. 1230.

PATHWAYS TO GRADUATION

In accordance with Pennsylvania's Act 158 of 2018, beginning with the graduating class of 2023, students must meet statewide graduation requirements in one of five ways. More information regarding the pathways can be found on the PDE's website using the following link: [Statewide High School Graduation Requirement](#).

Keystone Proficiency Pathway: The student scored proficient or advanced on all three Keystone Exams (Algebra I, Literature, and Biology).

Keystone Composite Pathway: The student's combined score on all three Keystone Exams (Algebra I, Literature, and Biology) is at least 4,452 and at least one score is proficient or advanced, and no score is below basic.

Alternate Assessment Pathway: The student must earn a passing grade in Algebra I, Literature, and Biology and one of the following:

- PSAT Composite Score of at least 970
- SAT Composite Score of at least 1010
- ASVAB Score of at least 31
- Acceptance into accredited, nonprofit Institution of Higher Education (IHE) four year program for college level coursework

Evidence Based Pathway: Student must earn a passing grade in Algebra I, Literature, and Biology and three artifacts consistent with student goals (one or more from Section One and No more than two from Section Two):

- Section One
 - Attainment of 630 or better on any SAT Subject Test
 - Attainment of Silver Level or better on ACT WorkKeys
 - Attainment of 3 or better on any AP Exam
 - Attainment of 3 or better on any IB Exam
 - Successful completion of any concurrent enrollment or postsecondary course
 - Industry-recognized credentialization
 - Acceptance into accredited, nonprofit Institution of Higher Education (IHE) four year program for college level coursework
- Section Two
 - 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

CTC Pathway: Student must earn a passing grade in Algebra I, Literature, and Biology and one of the following:

- Satisfactory completion of local requirements and attain industry certification
- Pass NOCTI Exam

GUIDANCE

SCHEDULING

Scheduling will occur in the spring of each academic year. Students should select a schedule that is academically appropriate and in line with their future goals. Schedule changes may take place within the first ten days of each semester. After school begins schedule changes will only be made in extreme cases with the approval of the principal.

ADDING/DROPPING A CLASS

It is the policy of the Rochester Area School District that a student may request to add or drop a class within the first ten days of the new school year or semester. Requests to add/drop a class will be considered for the following reasons: to correct computer errors, to make-up credit deficiencies, or to enter the appropriate academic level of a course. **Parent approval will be needed.** Administrative or authorized signatures are needed for schedule changes that occur after day ten of the semester. Add/Drop request forms are located in the Guidance Office. After the ten days have expired the student **will not** be permitted to add a class. A student will only drop a class by receiving a **withdrawn failure grade** and be placed into another class of

equal credit. A withdrawal failure will count as an “F” on the student’s report card and be calculated into the student’s GPA. Administrative approval is required for all schedule changes.

STUDENT RECORDS (FERPA)

Rochester Area School District has adopted a procedure for protecting the confidentiality of student records. This procedure also protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws. Parents/Guardians may have access to all records including recent standardized test scores upon request. Call the high school office to schedule an appointment.

TRANSCRIPTS

Requests for transcripts can be made by contacting the high school guidance office and completing a transcript request form. Please allow 10 business days for processing.

WITHDRAWALS

When a student requests to withdraw, he/she and his/her parent/guardian should arrange an appointment with the guidance counselor and the principal. A complete package of forms must be completed at that time.

STUDENT PROGRAMS AND SERVICES

SPECIAL EDUCATION PROGRAMS

The Rochester Area School District offers a full continuum of special education programs and services to all students eligible for such services. Services for eligible students of school entry age through 21 years of age may also be requested by contacting the Rochester Area School District. Special Education programs are available for students who are identified as: Intellectually Disabled (ID), Learning Disabled, Autistic/Pervasive Developmental Disorder, Visual Impairment, Hearing Impaired, Mentally Gifted, Multi-handicapped, Neurologically Impaired, Other Health Impairments, Physically Impaired, Emotionally Disturbed, Speech and Language Impaired.

The Rochester Area School District conducts ongoing identification activities to determine if students are in need of special education services **Child Find** refers to the activities performed by district personnel to identify, locate, and evaluate children residing in the district, including children attending private schools, who are suspected of needing special services. Special services include the entire spectrum of special education services from specially designed instruction in order to be academically successful to specially designed instruction for the gifted and talented. We offer the following programs for eligible students: Transition Services, Learning Support, Emotional Support, Gifted Support, Life Skills Support, Autistic Support, Speech and Language Impaired, Occupational & Physical Therapy.

In addition to teachers and school counselors, parents or guardians may request their child be screened or evaluated for special education services. Requests for screening or evaluation should be made in writing to your child's school counselor or to Mr. Nathan Leeman, Director of Student Services.

All information collected as part of an individual student referral or evaluation is treated in a confidential manner and does not become a part of the student's permanent record file.

For answers to specific questions about special education services, the screening or evaluation process, or any other information, please contact your child's school counselor.

HOMELESS CHILDREN AND YOUTH ACT

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest. If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—If you think you are eligible to receive services, please contact Mr. Nathan Leeman, Director of Student Services, leemann@rasd.org, 724-775-7500, ext 1193.

Link to Pennsylvania Department of Education Information - [Homeless Education](#)

Resources

Basic Education Circulars (BECs) | Department of Education | Commonwealth of Pennsylvania

<https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-beecs/us-code/education-for-homeless-youth>

Board Policy #251 Students Experiencing Homelessness, Foster Care and Other Educational Instability

<https://go.boarddocs.com/pa/roch/board.nsf/public?open&id=policies#>

SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of Rochester Area School District not to discriminate against any person on the basis of handicap in its educational programs, activities, or employment policies as required by the Rehabilitation Act of 1973, Section 504. Students, employees, applicants for admission, and applicants for employment who have complaints or parents who have inquiries about Section 504 should address them to: Principal, Rochester Area School District, 504 Reno Street, Rochester, PA 15074, phone (724) 775-7500 Ext. 1230.

ESL PROGRAM

The Rochester Area School District has developed a program for instructing English as a Second Language. ESL students will have access to all extracurricular activities and all curricular programs and the right to an interpreter or translator if needed. For explanation of the services provided by the District or questions regarding the program, contact Mr. Nathan Leeman, Director of Student Services Office, ext 1193.

STUDENT ASSISTANCE PROGRAM (SAP)

The Rochester Area School District has a Student Assistance Program (SAP) which is intended to assist the student with any barriers to their learning or to their success in school. Students can refer themselves, or express concern about a friend. Parents can also refer themselves, or express concern about a friend. Parents can also refer their child for support. Please call the SAP Coordinator Mr. Steve Proctor, at ext. 6353, to refer your child to or learn more about SAP.

GIFTED AND TALENTED EDUCATION (GATE)

The Rochester GATE Program shall provide educational experiences through regular

classroom placement and out of classroom opportunities. Within the regular classroom, children shall be encouraged to pursue academic excellence. Outside of the regular education setting the gifted student will be challenged to utilize the knowledge and skill gained in higher level thinking and problem solving application.

BEAVER COUNTY CAREER AND TECHNOLOGY CENTER (VO-TECH)

The Rochester Area School District participates in the Beaver County Career and Technology Center's program. The program includes many different curricular areas and is designed for students who wish to pursue a career in a vocational or technical field. Please see

the program of studies for a complete listing. Students can attend the morning session based on the availability of the curricular areas and credits a student has achieved. Enrollment is made through the guidance office.

Students who drive to BCCTC must have approval and the appropriate forms on file at the home school and at Vo-Tech.

ROCHESTER CYBER ACADEMY (RCA)

Rochester Area School District offers online courses through Edgenuity in a variety of subject areas. Student grades and class information can be monitored online using the student's username and password at www.edgenuity.com. For information regarding these services contact the RCA Coordinator at Ext. 1071.

COLLEGE/ UNIVERSITY LEVEL COURSES

Students who would like to attend college and university courses while enrolled in the Rochester Area School District must meet the following criteria:

1. The student must be a junior or senior.
2. The student should have an accumulative GPA of 3.0 or higher.
3. Transportation will be provided by the family and at their expense.
4. Students must meet all the requirements for graduation and the college courses must fit into their existing high school schedule.

The results of the college/university courses will appear on the student's transcripts. However, the grade and credits from the college/university courses will not be included in the high school graduation credit requirements nor will it be included in the calculation of GPA or class ranking.

ATTENDANCE (*Policy 204*)

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Since there is a positive correlation between regular school attendance and achievement, it is imperative that students are in school as well as in all of their assigned classes daily. Regular and consistent attendance at school by all students is a continuing priority objective for the Faculty and Administration.

NOTIFICATION OF ABSENCES

Daily – Automated calls will be made on a daily basis notifying parent(s)/guardian(s) that students are not in attendance.

Letters will be sent at the following benchmarks:

- 3 days of unexcused absences
- 6 days of excused and/or unexcused absences

10 days of excused and/or unexcused absences

Conferences, letters and/or other forms of intervention will be implemented for future absences. The students' attendance will be monitored closely throughout the remainder of the year.

OTHER FORMS OF INTERVENTION

The Principal along with the Social Worker will conduct conferences with parents, work with parents and students on a Student Attendance Improvement Plan (SAIP), and/or implement Truancy Intervention Plan (TIPS).

Along with the interventions outlined in the attendance policy above, students will be encouraged to attend Study Tables after school, Monday - Friday from 3:00 p.m. - 4:00 p.m. and Saturday from 8:00 a.m. - 11:00 a.m. to provide time for the student to complete their schoolwork due to absences. This information will be discussed at the Student Attendance Improvement Conference (SAIC) meeting.

BEAVER COUNTY CAREER AND TECHNOLOGY CENTER (BCCTC)

- Once a student is enrolled in the program and misses more than **five (5)** unexcused absences and/or tardies BCCTC per grading period, the student will be ineligible to attend the BCCTC for the remainder of the year.
- In such cases, the student will be responsible for making up course work/credits that were lost due to removal from the BCCTC.

EXTRACURRICULAR ACTIVITIES

- After School Activities
 - In order to participate in after school activities including, but not limited to practices, games, activities and performances, students must arrive by **9:00 a.m.**
- Field Trips/Positive Reward Activities
 - In order to participate in field trips or positive reward activities, students must not accumulate a total of **five (5)** or more unexcused absences and/or tardies per grading period.
- School Dances
 - In order to attend a middle/high school dance, students must not exceed the unexcused absence/tardies as listed below:
 - High School Homecoming: a combination of **five (5)** unexcused absences and/or tardies
 - Middle School Christmas Dance: a combination of **ten (10)** unexcused absences and/or tardies
 - High School Winter Formal: a combination of **ten (10)** unexcused absences and/or tardies
 - High School Prom: a combination of **fifteen (15)** unexcused absences and/or tardies.

Students who are (UA) absent from school cannot take part in any activities on the day of the absence. This includes practice, games, plays, concerts, etc.

EXCUSED AND UNEXCUSED ABSENCES

The only absences that do not count towards those totals are days missed due to extenuating circumstances such as the following:

1. Days missed due to out-of-school suspension.
2. Days missed while on field trips or school initiated activities.
3. Days missed when school bus transportation is unavailable and documented by the office.
4. Days on homebound instruction or institutionalization.

Any student, who has a chronic medical condition or other serious problem, may submit documentation from their physician to the MS/HS Office Secretary.

EXCUSED ABSENCES

The school laws of Pennsylvania classify all absences as unexcused except those for the following reasons:

- *Student illness*
- *Medical and dental appointments*
- *Death in the immediate family*
- *Religious holidays*
- *Required court attendance*
- *Any other absence approved by the Administration*

In addition, the Rochester Area School Board of Education will classify an absence as excused for the following reasons:

Educational trips- A parent must notify the school in writing of such a planned trip at least two weeks in advance. The letter must include a detailed description of the trip before a determination will be made whether or not a trip will be considered excused or unexcused. If the trip is approved it will be the student's responsibility to make-up work missed while on an educational trip within one week after returning. It is not recommended to take a trip during the school year especially during PSSA / Keystone Testing, midterms or finals.

College visits- College visits must be approved in advance and a letter on the College's stationary, verifying the dates of college visit, must be returned to the Guidance Office when the student returns to school.

1. **PARENT/GUARDIAN PROCEDURE**- **Board policy states that when a child is absent, parent/guardians are required to submit a written excuse to the Attendance Office.** *Parents/Guardians are requested to call school upon their student's illness. If an excuse is not received by the third (3rd) day of the student's return to school, the absence will be deemed "unexcused". Any absence after the tenth absence not accompanied by a doctor's excuse will be automatically considered "unexcused". Major medical cases will be reviewed by the Administration on a case by case basis.*
2. **EXCUSED ABSENCE/MAKE-UP WORK POLICY**
It is the responsibility of the student, on the day he or she returns to school, to make arrangements with his/her teachers to secure missed assignments and missed tests.

Students will be permitted one day per excused absence to complete missed assignments. It is the teacher's decision in accordance with district policy and procedures as to when a missed test will be administered to the student who has been absent. Teachers may allow for more time due to extenuating circumstances.

UNEXCUSED ABSENCES

Any absence not classified as an excused absence will be considered as an illegal and unexcused absence. A student will receive a **0** for any work missed with an unexcused absence. Illegal and unexcused absences will be dealt with accordingly. If deemed truant, it will result in discipline. Please observe the State Truancy Law:

- Fine including court costs.
- Required truancy course
- Optional community service at the enrolled school.
- If the parent or guardian shows a reasonable effort to ensure attendance, the magistrate may suspend in whole or part sentence on the parent or guardian and order the student to pay a fine or attend an adjudicated alternative program.
- Any student who defaults on a sentence may be alleged dependent. Any student age 13 or older found truant may lose his/her driver's license or have his/her driver's permit delayed.

If a parent did not write an excuse because of oversight, they will be personally informed of the state's compulsory attendance laws. The forgery of any notes related to attendance matters is an offense for which a student may be suspended. Students who have unexcused absences may receive a failing grade in each class for the day of the unexcused absence.

1. **CONSEQUENCES**- "Unexcused absence" is unlawful absence for all pupils under seventeen years of age. PDE suggests that after (3) days of unlawful absence that legal action can be taken. After the third day of unlawful absence, the district has the right to notify the parent in writing that on the fourth day of unlawful absence, charges will be filled with the local magistrate. Such charges may result in fines and/or being referred to a truancy prevention program through Children and Youth Services as recommended by the local magistrate.

Students who are absent from school cannot take part in any activities on the day of the absence. This includes practice, games, plays, concerts, etc.

2. **AUTOMATIC WITHDRAWAL FOR EXCESSIVE ABSENCES**- In accordance with the Attendance Laws of the Commonwealth of PA, any student who has reached the age of 17 and is absent for (10) consecutive days may be automatically removed from the school rolls by the administration. Any student removed will be notified by mail via the last known address listed with the district.

EARLY DISMISSALS

Students are encouraged to schedule appointments with doctors and dentists after school hours if possible. Early dismissal from school will be granted for the same reasons allowed for excused absences. A written request from a parent for early dismissal should be turned in to the

Middle/High School Office. This written request for an early dismissal must include the date the request was written, date of the appointment, the reason for dismissal, giving the name of the doctor, if possible, and the signature of parent or guardian. **All early dismissals are subject to the review by the Principal. If the early dismissal is verified, the student's name will appear on the absentee sheet.**

1. STUDENT PROCEDURE

- For an early dismissal a student must sign out at the high school office and then at security.
- **Students that have an early dismissal verified by the Principal are eligible to participate in any extracurricular activity or athletic event.**

STUDENT TARDIES

EXCUSED SCHOOL TARDIES

Excused tardies will be granted for the same reasons allowed for excused absences. All doctor's excuses must include the doctor's name and phone number for verification. Exceptions will be made for students on a case-by-case basis with the principal's approval.

UNEXCUSED SCHOOL TARDIES

If a student arrives at Homeroom/1st period **AFTER 8:00 a.m.**, they will be counted as *Tardy*. If a student comes in **AFTER the beginning of first lunch at 11:02am**, they will be counted as *One-Half Day Absent*. Exceptions will be made for students on a case-by-case basis with the principal's approval.

1. STUDENT PROCEDURE

- *If a student arrives late to school; the Middle/High School Office will give the student a late slip. The student must give the late slip to the classroom teacher. If a student is in the building but late to homeroom/1st period, they must report to the Middle/High School office to receive an admittance to class slip (late slip).*

2. CONSEQUENCES

- *Unexcused tardiness will be accumulated for disciplinary consequences; Excused tardiness will not. (Refer to Discipline Matrix)*

CLASS TARDIES

A student is late when they are not in the classroom when the bell rings for the start of class. If you are late to class without an excuse, your teacher will record the tardiness. After the third class tardy, the discipline matrix will be followed.

CONSEQUENCES: (Refer to Discipline Matrix)

STUDENT BEHAVIOR

CODE OF STUDENT CONDUCT

As members of this school, students are expected to follow the rules that are established for the welfare of the entire building. The Rochester Area School District maintains high standards for all students. The Code of Student Conduct was created to provide students and parents with a clear understanding of the school's expectations. While the majority of students consistently demonstrate acceptable behavior, there remains a need to define acceptable behavior.

Certain behaviors are unacceptable in public life and our mission is to provide students with guidance and a clear set of expectations for their behavior before, during, and after school (including school sponsored events). All possible means will be utilized to improve student behavior; however the student needs to recognize that he/she is responsible for his/her own actions.

All students are subject to the Rochester Area Middle School/ High School Discipline Matrix (*The matrix only serves as a general reference: it may not address all disciplinary matters*).

DETENTION POLICY

For disciplinary infractions, students at Rochester Area School District may be assigned a Teacher, Office or Saturday Detention:

- **TEACHER DETENTION**- Teacher detentions may be given for minor disciplinary infractions **either before or after school** according to the teacher's discretion. Once a student has been assigned teacher detention and given a (24) hour notice, the student must serve that time on that day if in attendance at school. Students may waive the (24) hour notice and serve the detention on the day it was issued. If a student is assigned detention and is absent that day, he/she will report for detention the first day he/she returns back to school. If a student does not show up for a teacher detention, he/she will be assigned an Office Detention. Any student assigned to detention must serve the detention on any given day before reporting to practice or any extracurricular activity.
- **OFFICE DETENTION**- Office Detention may be assigned by an administrator and will take place from 3:00 p.m. - 4:00 p.m. Monday - Friday. Students must do school work or read available material during detention. Failure to report to an Office Detention will result in a Saturday Detention. Any student assigned to detention must serve the detention on any given day before reporting to practice or any extracurricular activity.
- **SATURDAY DETENTION**- A Saturday Detention may be assigned by an administrator and will take place on Saturdays from 8:00 a.m. - 11:00 a.m. **Students are to report to the Main Entrance on time to be let into the building.** Failure to report to a Saturday Detention will cause the student to be unable to participate in ANY extra curricular activity until the Saturday detention is made up. If multiple Saturday Detentions are missed an In-School Suspension may be added. Any student assigned to detention

MUST serve the detention on any given day before reporting to practice or any extracurricular activity.

SUSPENSION POLICY

For disciplinary infractions, students at Rochester Area School District may be assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS):

- ***IN-SCHOOL SUSPENSION***- Students assigned to ISS are to report directly to the MS/HS Office before HR/Period 1. No talking or sleeping will be permitted. Any disruption in the ISS will result in one (1) additional day of ISS. A second disruption and any subsequent disruptions of ISS will result in OSS. No eating or drinking is permitted with the exception of lunch. Lunch will be eaten at a designated time in the ISS room. Students who participate in athletics or extracurricular activities are not eligible to participate in practices, games, or performances the day of their ISS.

Students who refuse to serve ISS will be issued three (3) days of OSS. If a student is absent the day he/she is to serve ISS, arrives late, or leaves school early, the missed time will be made up immediately upon the student's return to school. **Homework is expected to be completed for class upon the day of return from a suspension.**

- ***OUT-OF-SCHOOL SUSPENSION***- Students who receive OSS are responsible for obtaining their assignments by calling the MS/HS Office at Ext. 1230 or by email from their teachers. Students who participate in athletics or extracurricular activities are not eligible to participate in practices, games, or performances the day of their OSS. **Homework is expected to be completed for class upon the day of return from a suspension.**
- ***SUSPENSION HEARINGS***- A hearing with the parents and the student will be held with the Superintendent when a student has been suspended for ten (10) days due to a major discipline violation. The following is the procedure the Administration will adhere to for this type of suspension:
 1. The MS/HS Principal will suspend the student for a period not to exceed 10 days.
 2. The MS/HS Principal will then notify the Superintendent's Office of the violation within 48 hours of the time of the offense. A hearing will then be scheduled prior to the completion of the 10 day suspension.
 3. An informal hearing will be provided for the student and parents. Present at the meeting will be the principal, the superintendent, the student and the parents. The purpose of the hearing will be: (a) to continue the suspension or expel the student from school or (b) to provide fair warning to the student and parents of the seriousness of the actions and to serve that a formal board hearing for possible expulsion may be scheduled.

ACADEMIC DISHONESTY

Academic dishonesty involves stealing something that is abstract. It includes, but is not limited to, copying another's homework, and plagiarism, which is submitting someone else's work or Artificial Intelligence (AI) as the student's own. This also includes filling in answers for

another student, using or attempting to use unauthorized aids during a test, quiz, project or other academic activity for assessment or evaluation purposes. In addition, academic dishonesty includes taking or attempting to take questions and/or answers to quizzes or tests either before or after the quiz or test. Cheating or plagiarism may also affect a student's class rank, membership in National Honor Society, or both. **(Online classes will follow the academic honor codes.)**

Academic dishonesty on a homework assignment will result in a zero for the assignment. Academic dishonesty on tests, quizzes, and projects will result in a zero on the assignment for the first offense. The second offense, in the same class, will result in failure of the class for the current nine weeks grading period.

ASSAULT AND BATTERY

In the case of an assault and a victim is clearly identified, the aggressor will face more severe consequences. The school reserves the right to call local authorities. All assaults will result in the summoning of police. This action may result in a fine and/ or a suspension or expulsion.

The charge of "possession of a weapon" shall not be limited to assault situations, but shall be treated as an offense under the Board policies.

BULLYING/ CYBERBULLYING (*Policy 249*)

This policy, including the rules, regulations, and guidelines, is an effort to provide a safe, positive learning environment for all district students. Bullying is an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students occurring in a school setting which is severe, persistent or pervasive and has the effect of doing any of the following:

- Creates a substantial interference with a student's education
- Creates a threatening environment
- Creates a substantial disruption of the orderly operation of the school

The Administration and Board encourage students who have been bullied to promptly report such incidents to the teacher and or building principals. A student who violates this policy shall be subject to appropriate disciplinary action in accordance with the discipline matrix.

BUS CONDUCT

School bus transportation is provided for your safety and convenience. Students are expected to act appropriately and help maintain the condition of the bus they ride.

1. Students are expected to demonstrate proper respect for the position represented by the bus driver and to obey all rules, regulations, and/or instructions of the bus driver.
2. Be on time at the designated school bus stops and walk in front of the bus when crossing the road.
3. Students shall file onto buses, be seated immediately, conduct themselves properly and exit from buses in an orderly and well-disciplined manner. Seats may be assigned by each driver.
4. Students shall always remain seated when the bus is in operation. Students shall not extend their hands or head out of the windows.

5. Voice volume on the bus must be maintained at a moderate level.
6. Emergency doors at the rear of the buses are to be operated only when it is necessary to vacate the bus during emergencies.
7. Throwing objects, while at bus stops or on buses, is strictly forbidden.
8. Possession of any device that can impair the safety of the riders and /or the safe operation of the bus is strictly prohibited.
9. Fighting, profane, or obscene language, immoral conduct and/or insubordination to the authority of the bus driver is prohibited.
10. When buses stop to discharge passengers, students shall remain in the bus unless otherwise directed by the driver.
11. In case of a road emergency, students are to remain in the bus unless otherwise directed by the driver.
12. **Students who desire to get off the bus at any stop other than their regular designated bus stop must have a written request from the parents and approved by the building principal.**
13. Food and beverages can be carried but not opened or eaten. Possession and/or use of illegal substances or tobacco of any type are not to be used on buses.
14. No weapons or look-a-like weapons are permitted to be transported by bus.
15. Loosening or removing screws, bolts and other hardware is strictly forbidden. Tampering with bus controls or the emergency door is strictly prohibited.
16. Students must refrain from littering inside the bus with paper and other refuse.
17. Marking or writing on any part of the bus is prohibited.
18. **Transportation by school bus is a privilege and not a right. Students may be suspended from the bus-riding privilege for violation of rules.**

CLASS CUTS

Students who are not present in class, leave class without permission, or are unaccounted for in any way will be disciplined according to the discipline matrix.

DRESS CODE (*Policy 221*)

The Rochester Area Administration reserves the right to question any mode of student dress/jewelry/hair or makeup styles (No Halloween makeup), that is beyond current school accepted standards or in any manner jeopardizes the health, welfare, or safety of the 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. Administration will determine if the clothing is improper.** Certain types of clothing and hairstyles may be required for physical education classes or for the extracurricular activities such as band, football, etc.

The following are specifics to the student dress code for the Rochester Area School District:

Section I: General

1. Torn or ripped clothing is not permitted.
2. Spandex or skin-tight outfits of any type or material are not permitted.
3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
4. Undergarments should not be exposed in any way.

5. Pants may not have one leg rolled up or uneven with the other.
6. Emerging trends will be evaluated by administration.

Section II. 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
 - b. Spaghetti strap/Halter/Mesh tops
 - c. See-Through Blouses or Shirts
 - d. Tube Tops/Crop Tops
3. Any top that is skin-tight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
4. Coats, jackets or garments designed for protection from the outside weather including blankets, are not to be worn in school.

Section III. Pants/Shorts/Skirts/Skorts

1. Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe or should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts and slits in skirts must be at least fingertip length or longer.
5. If a student wears inappropriate clothing and does not fall within the established guidelines the student will need to call home for a change of clothes and assigned detention time equal to the class time missed. Repeated offenses shall result in disciplinary action.

Section IV. Offensive Dress

1. Clothing, patches, buttons, pins, jewelry, backpacks are not permitted if they:
 - a. Have sexually suggestive writing/pictures.
 - b. Advocate violence.
 - c. Advertise or promote the use of tobacco, alcohol, or drugs.
 - d. Have double meaning wording or obscene language.
 - e. Are disrespectful.
 - f. Are gang related.
2. A tattoo must be covered if it:
 - a. Has sexually suggestive writing/pictures.
 - b. advocates violence.
 - c. Advertises or promotes the use of tobacco, alcohol or drugs.
 - d. Has double meaning wording or obscene language.
 - e. Is disrespectful.
 - f. Gang related.

Section V. Footwear

1. Some sort of shoe must be worn at all times
2. Any shoe that poses a safety hazard is not permitted.
3. Shoes with laces must be tied.

4. For Physical Education classes, athletic shoes are required.

Section VI. Jewelry

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

Section VII. Head Wear

1. Hats, caps, bandanas, sunglasses, visors, do-rags, wave caps and sweatbands are not permitted.
2. Covering of the face or head is not permitted, during school hours or at school functions. (e.g., morph suits, sweatshirts that zip over the head/face)

Section VII. Health and Hygiene

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.

If a student violates the dress code, he/she will need to change or call home for a change of clothes/footwear. If a student refuses to comply with the dress code, disciplinary actions will be taken. Repeat offenses will result in further disciplinary action.

DRIVING POLICY

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

1. All laws of the PA Motor Vehicle Code will be enforced. This includes speeding (the speed limit on all school property is 5 mph), reckless driving, stop signs, etc.
2. Students may park only in designated areas.
3. **Any student driver who is continually tardy for school may have his/her driving privileges suspended for the year.**
4. No vehicles will be permitted to leave the parking lot before dismissal without prior approval.
5. Students are to leave their vehicles immediately upon arrival to school and are not to return to them for any reason until dismissal without prior approval.
6. Once arriving at school, student drivers are not permitted to leave school grounds until their legal dismissal time.
7. Student drivers and passengers must be on time.
8. Disciplinary action taken against violators of the above rules may include detention, suspension, or charges filed with the magistrate.
9. No student is to ride with an approved driver without first getting written permission from the High School Office.
10. **Student vehicles are subject to searches when they are parked on school property.**

DRUG AND ALCOHOL POLICY (*Policy 227*)

Disciplinary actions are in accordance with the following Rochester Area School District Drug, Controlled Substances and Alcohol Beverages Policy and Administration Guidelines.

NOTE: Students who are required to take prescription drugs during the school day must register with the school nurse. All non-prescription drugs, including aspirin/Tylenol/digestive supplements must also be registered with the school nurse.

Preface: The policy, including the rules, regulations, and guidelines is a concerted effort by the Rochester Area School District to openly and effectively respond to the current uses and abuses of drugs, alcohol and mood-altering substances by members of our entire student population.

State of Policy: Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures. Rochester Area School District will work to educate, prevent and intervene in the use and abuse of drug, alcohol, and mood-altering substances by the entire student population.

Definition of Terms:

Mood Altering Drugs/Controlled Substance - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood, mental and/or physical functions. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, crack, cocaine, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the nurse annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

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

Uncooperative Behavior - shall be defined as any resistance or refusal either verbal, physical or passive on the part of a student to comply with the reasonable requests or recommendations of a school personal. Defiance, assault, deceit and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility

Distribution - Deliver, sell, pass, share or give any alcohol, other drug, or mood altering substance, determined to be illegal or as defined by this policy.

Possession - Possess or hold, without any attempt to distribute, any alcohol, other drug or mood altering substance determined to be illegal or as defined by this policy.

Drug Paraphernalia - Includes any utensil or item that in the school's judgment can be associated with the use of alcohol, other drugs, or mood altering substances. Examples include

but are not limited to, roach clips, pipes and bowls.

Assessment – Is a process by which a referral agency determines the need for, and/or level of care or treatment and determines the child and family’s willingness, recognition and motivations.

Intervention- Is any level of involvement with the student and family designed to interrupt the potentially destructive/harmful behavioral/attitudes of the student and his/her family.

Crisis Intervention- is to provide immediate assistance/aid in order to lessen the severity of a crisis situation.

School Property - School property shall include not only actual buildings and facilities on the school grounds, but also school buses, school bus stops, school parking areas, and any facility being used for a school function.

Early identification and referral of students evidencing a problem with chemical abuse or dependence will be a primary goal. Disciplinary procedures will be administered with the best interests of the student and the student body in mind. This can include but not limited to suspensions, expulsions, hearings, legal action and/or counseling. Searches of lockers/possessions and confiscation of substances may occur during investigations. Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students, and parents. The School Board reserves the right to authorize the use of any measure deemed necessary to control chemical use in accordance with the Immunity Bill (Act 67 of 1984, 42 PA. C.S.A. Section 8337, eff. 6/30.84) passed by the General Assembly of Pennsylvania.

DUE PROCESS

If disciplinary action is pending, a student has a right to know what the accusation is, who made the accusation, and what punishment is being proposed. He/she may refute the charge. If it is a violation of rules which may involve exclusion for more than 3 days, or possible expulsion, he/she is entitled to a hearing. A student should always ask the administrators to discuss his/her rights whenever there is a question. A student is always entitled to due process. Due process means knowing the accusation and being able to refute it before disciplinary action is taken.

ELECTRONIC DEVICES (*Policy 237*)

Electronic devices, including but not limited to cell phones, earbuds, headphones, laser pointers, iPods, digital cameras and non-instructional items are prohibited due to the potential disruption of the educational environment. **Students are not permitted to use these devices during school hours: 8:00am to 2:32pm. (Unless directed to use while in class under the direction of the teacher.)**

Any cell phone that rings, buzzes due to a call, makes a low battery sound, receives a text message, or is being used to make a call, take a picture, text a message, or listen to music will give cause for punishment.

1st Level - Warning

Any student who has a cell phone/earbuds out and visible, or in use during undesignated times, will be asked to turn their cell phone/electronic device over to the teacher. If the student cooperates, a warning is issued, and the device will be returned at the end of the class period. The teacher will notify the parents and document this information in CSIU.

2nd Level - Saturday Detention

If this occurs a second time in the teacher's classroom or school building area, the cell phone/earbuds must be turned into the Middle/High School Office.

* Students cannot participate in any extracurricular activities if they do not serve their Saturday Detention on the assigned day.

3rd Level - In School Suspension

A student who receives three Saturday Detentions due to cell phone/ear bud violations in the same school year will receive an in-school suspension.

4th Level - Cell Phone Restriction

If a student receives another violation after their in-school suspension in the same school year, the student will be on cell phone/earbuds restriction. The student will have to turn their cell phone/earbuds into the Middle/High School Office each morning prior to 1st period and may pick up their cell phone/earbuds at the end of the school day.

NOTE: If a student is found to be in violation of the electronic device policy, for example using their cell phone to inappropriately record another student and/or staff member, the student will receive Out of School Suspension.

Smart watches may be included in this policy if they are used as a cell phone or a messaging tool.

Any student who has an electronic device out and/or in use will be asked to turn it over to the teacher. **If a student refuses to turn the electronic device over to the teacher, this will result in suspension for defiance. Students may retrieve the device from the office at the end of the school day.**

Failure to serve a Saturday detention, without prior notification/approval, the student will not be permitted to participate in any extra curricular activities including but not limited to: field trips, practices, games, musicals and competitions until the Saturday detention has been served.

If an emergency occurs, students may use the office phone or seek a counselor or an administrator to use their phone in the administrator's office. If a parent needs to contact his/her child, the parent should call the office 724-775-7500 ext. 1230. We will summon your child to give him/her the message.

*ELECTRONIC DEVICE POLICY- MUST FOLLOW INTERNET/NETWORK
ACCEPTABLE USE POLICY*

HARASSMENT

Statement of Policy- Rochester Area School District believes that all employees and students should enjoy a working and learning environment free from all forms of discrimination including sexual/racial, bullying and extortion harassment. Therefore, the Rochester Area School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment of any student or employee by another student or employee is sexual discriminations. All persons are to be treated with respect and dignity. It shall be a violation of this policy for any employee or student of the Rochester Area School District to make sexual advances or other forms of personal harassment towards another person, male or female, which creates an intimidating, hostile or offensive learning or work environment. The School District will act to investigate all complaints formal or informal, verbal or written, of sexual, racial, hazing, bullying, web based, or extortion harassment and discipline any employee or student who harasses a person, or violates this policy.

Definition And Authority- Sexual harassment is a form of sex discrimination that violates Sections 703 of Title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. 200e, et. Seq.

For Students:

Unwelcomed sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Examples of sexual harassment include, but are not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against another person
5. Demanding sexual favors accompanied by implied or overt threats or promises concerning a student's educational status.
6. Any unwelcome sexually motivated touching
7. Comments regarding physical or personality characteristics of a sexual nature
8. Sexually oriented "kidding", "teasing" double entendres, and jokes
9. The use of a computer, web page, email, cyber or other electronic device during school time to harass another
10. The use of a cell phone or other electronic device for pictures, messages, or recording

Procedures- The Rochester Area School District has developed the following system to address, investigate and resolve complaints involving sexual harassment of students and employees.

Step 1- Student Harassment

- A. Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct verbally or in writing to a Guidance Counselor or Principal. In making a complaint, the complaining party has the right to request that his/her name not be revealed. In addition, the student may request that another be present while the report is being filed.
- B. The school Principal will investigate the complaint. The investigations may include an interview with both parties to provide the complainant and accused with the opportunity to discuss the charges made. The Principal will attempt to remedy the situation by reaching mutual agreement at a conciliation meeting. The Principal shall make a written record of the conciliation meeting, the subject of the meeting and who is present. Parents will be notified immediately and asked if they would like to be the third party's advocate.
- C. Whether present or not, the parent will be sent a copy of the complete sexual harassment policy.

Step 2 – Student Complaints

- A. If the complaint is not resolved to the satisfaction of both parties at step 1, the complainant and the accused will submit a detailed written statement of account to the appropriate administrator who will inform both parties of the date of the administrative conference. The notice will be given to both parties at least 3 working days before the date of the conference. The notice shall include place and time of the conference and the subject of the conference.
- B. Should the appropriate administrator be the complainant or the accused the Superintendent shall conduct the conference.
- C. Should the administrative conference be resolved in the favor of the accused, no further action will be necessary except that the charges and resolution may be placed in the accused personnel file, if the accused so requests. Otherwise, the charges and the transcript will be sealed and impounded.

If the conference is resolved against the accused employee, appropriate disciplinary action will follow ranging from a formal letter of warning to be placed in the accused personnel file to discharge. Student infractions may result in detention, Isolation Classroom Environment, out-of-school suspension, legal action or expulsion. Any disciplinary action taken will be appropriate to the infraction involved and will include the right of the employee or student reply, in writing, to any charges or discipline taken against him/her and to include such reply in his/her personnel or cumulative file.

- D. Both parties shall receive written notice of the decision rendered within ten working days of the administrative conference.

INTERNET/ NETWORK ACCEPTABLE USE POLICY

The following procedures shall govern the use of Internet and computer technology in the Rochester Area School District.

- 1. All use of Internet and computer technology must be in support of educational purposes.
- 2. The Internet will be used to support the district's curriculum, the educational community, projects between schools, communication and research for district students, teachers, administrators and residents.

3. The Internet and computer technology will not be used for illegal activity, for profit purposes, lobbying, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining obscene or pornographic material.
4. Users shall not intentionally seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users in the network.
5. Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities.
6. Uploading or use of unauthorized games, programs, files, or other electronic media is prohibited.
7. The illegal use of copyrighted software is prohibited.
8. The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
9. The user shall be responsible for damages to the provider's equipment, systems, and software resulting from deliberate or willful acts.
10. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
11. All communication and information accessible via the network should be assumed to be private property of the user and school district and not to be disclosed unless in violation of the outlined procedures.
12. Diligent effort must be made to delete mail daily from the personal mail directory to avoid use of file server hard disk space.
13. The Rochester Area School District may terminate the availability of Internet accessibility at its sole discretion.
14. From time to time, the Rochester Area School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
15. The Rochester Area School District reserves the right to log Internet use and to monitor file server space utilized by users while respecting the privacy of user accounts.
16. The Rochester Area School District reserves the right to remove a user account on the network to prevent further unauthorized activity as specified in this document.
17. Limitation of Liability: In no event shall the Rochester Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet, accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure or delay of access to the Internet.
18. Parents and guardians of users under the age of 18, have the right to revoke their child's user accounts.

Students must abide by the district's Network Acceptable Use Policy. Failure to follow procedures listed above will result in suspension or loss of the right to access the Internet, to use Rochester Area School District's technology, and to be subject to other disciplinary actions.

NALOXONE

Naloxone, commonly known by the brand name Narcan, is a safe and effective medication that can reverse the effects of opioid overdose. It is injected, often through the nasal passages, into a person experiencing an overdose and blocks the opioid and

can reverse respiratory depression that could otherwise lead to death. Symptoms of an opioid overdose may include severe physical illness, coma, mania, or hysteria. Those who believe someone is experiencing an opioid overdose, or may be presently using an opioid, should immediately report this to an administrator, nurse, or teacher. If you believe someone is experiencing an overdose, the law provides for protection from criminal prosecution for anyone who reports a suspected overdose, uses their real name, and remains with the person who is overdosing until help has arrived. Additionally, anyone reporting an overdose and/or administering Naloxone to someone suspected of overdosing is protected from civil liability as provided by law. The District now has Naloxone stocked in the High School Nurse's Office for use in the event of an emergency. If you have any additional questions please contact the school nurse. Refer to *District Policy #823* for further information.

RESTROOM PRIVILEGES

Restrooms are to be used only for the purpose intended. Any other usage such as smoking, loitering, purposeful meeting, or hiding from school personnel will not be tolerated and appropriate disciplinary action will result. Students will be able to use the hallpass 1 student at a time. Students will only use the restroom on the floor/area in which they are located.

Students may be placed on hall pass restriction for violating restroom privileges.

Hallpass restrictions will occur after 3 hallpass violations. Hallpass restrictions means that a student will be able to use the hall pass 2 times a day. If a student acquires 6 or more violations they will be required to be escorted to the restroom. They will still be limited to 2 times per day.

SCHOOL EVENTS

Students will do their utmost to exercise the best behavior possible at all school events. All school rules must be adhered to during the event. If violations occur, the discipline policy will be followed. A student could be excluded from all Rochester Area School District events for inappropriate conduct. Courtesy must be shown toward all opponents and officials. If a student leaves early from an event, he/she cannot re-enter.

STUDENT SEARCHES

Students enter through a secured area every morning and proceed through metal detectors. Should the metal detector sound off, the student and his/her possessions will be searched. With reasonable suspicion or in the case of an emergency, the Administration reserves the right to search a student and his/her belongings, which may include, but are not limited to, a backpack, a locker, clothing, a purse and any other belongings during school or any school related event. This will include a student vehicle if the vehicle is parked on school property. A student who refuses a reasonable search will be disciplined for insubordination, suspended and/or recommended for an expulsion hearing.

THREATS TO SCHOOLS OR SCHOOL EMPLOYEES

Threats of any kind, physical, verbal, written, via phone, computer or any electrical device, made to any student, district employee, faculty or administrator are very serious and will be dealt with on a case-by-case basis. Types of threats can include the following:

1. Direct: identifies a specific act against a specific target and is delivered in a straightforward, clear and explicit manner.
2. Indirect: can be vague, unclear and ambiguous, the plan, the intended victim, the motivation and other aspects of the threats are masked or equivocal.
3. Veiled: Strongly implies but does not explicitly threaten violence.
4. Conditional-seen in cases of extortion.

See Discipline Matrix pg. 36-38 for consequences of this behavior, which may include criminal charges and restitution.

TOBACCO (*Policy 222*)

Rochester School District is dedicated to providing a healthful, comfortable and productive workplace for all its employees and students.

The health hazards related to tobacco and nicotine use are well-documented. These health hazards impact both the tobacco user and the non-tobacco user who are exposed to tobacco use. For the purpose of this policy, tobacco and nicotine use not only applies to first hand use of the products, but also to protect non-tobacco and nicotine employees and visitors from secondhand and thor hand smoke or vape.

USE OR POSSESSION OF TOBACCO/ PARAPHERNALIA IN SCHOOL OR AT SCHOOL EVENTS IS PROHIBITED (ACT 145 OF 1996, SECTION 6306.1)

- (A) Offense defined- A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.
- (B) Grading- A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall upon conviction, be sentenced to pay a fine for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 24 PA.C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing a fine.
- (C) Nature of Offense- A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and, shall not be placed on criminal record of the offending school-age person if any such record exists.
- (D) Definitions- As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
 - “Pupil”- A person between the ages of 6 and 21 years who is enrolled in school.
 - “School”- A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with the Act of March 10, 1949 (P.L.30, No.14) known as the

Public School Code of 1949, including area vocational-technical schools and intermediate units.

“Tobacco”- is defined to include any lighted or unlighted cigarette, cigar, pipe, and any other lighted smoking product; and spit tobacco, also known as smokeless, dip, chew, spit less, snus and snuff, in any form; including, but not limited to, non-FDA approved cessation nicotine products, digital/electronic nicotine delivery systems e.g. “e-cigarette”, vapor products or anything that simulates or can be construed as being a smoking or smokeless tobacco product (i.e. herbal smoking products) and applies to employees and students. Also, any smoking paraphernalia including, but not limited to lighters, matches, and rolling papers.

These products are not permitted on school grounds or any school activity. If they are observed on a person (i.e. pocket, in a purse, or a backpack), they will be confiscated. Again, DO NOT BRING THESE PRODUCTS ON SCHOOL PROPERTY.

- **First offense for paraphernalia= One (1) Saturday Detention**
- **First offense for vape/tobacco= One (1) In-Depth class** (In Lieu of a fine. If the class is not completed a fine will be written.)
- **Second offense for vape/tobacco= Three (3) Days Suspension and fine**
- **Third offense for vape/tobacco= Five (5) Days Suspension and a fine**
- **Fourth offense for vape/tobacco= Ten (10) Days Suspension, fine and/or possible expulsion**

WEAPONS POLICY (*Policy 218.1*)

In order to ensure that all of our children can attend a safe school environment, any student found in possession of or transporting a weapon during school hours or activities on school property, regardless of intent will immediately be reported. The United States Congress passed a law entitled the “Gun-Free Schools Act of 1994”. This law requires every state to have in effect a state law requiring local educational agencies to expel from school for a period of not less than one calendar year any student who is determined to have brought a weapon to school. The state laws may also permit the local district's School Board to modify the expulsion requirement on a case-by case basis.

Weapons refer to:

1. Loaded/unloaded firearms (including but not limited to the below list)
 - a. Pellet guns, B.B. guns, air guns, paint guns, look alike firearms
2. Any explosive device
3. Knives: (including but not limited to the below list)
 - a. Bowie, Dirk, Lock-Blade, Hunting, Pen, Roofer's, look alike Knives
4. Any tool or instrument that is not reasonably related to education such as chains, brass knuckles, night sticks, ax handles, iron pegs, electrical devices or rods.

A student is in possession of illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from the school, or while the student is on his/her way to or from school. See Discipline Matrix pg. 38 for consequences of this behavior which may include criminal charges and restitution.

Notification Procedures For Illegal Material

Any professional staff member or school employee shall immediately inform the Principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon: The local police, the Superintendent, the parents of any and all students involved in the incident. Upon just cause for suspicion of possession of a weapon, the Principal will request the student to volunteer to be searched by a school official in the presence of a witness). If the student resists being searched, the Principal will immediately summon the police and request assistance in this matter from the local police. Parents should be notified as soon as possible. The principal will collaborate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel. The Superintendent will inform the School Board as soon as measures have been taken to eliminate any immediate danger associated with the incident.

ROCHESTER AREA MS/HS DISCIPLINE MATRIX

LEVEL I INFRACTIONS: TEACHER

LEVEL II INFRACTIONS: OFFICE MANAGED

	Teacher Detention	Office Detention	Saturday Detention	In-School Suspension (ISS)	Out-of-school Suspension (OSS)	Parent Conference	Expulsion Hearing
Bullying	1	2	3	4	5	3	
Damage to School Property (Minor)	1	2	3	4	5	5	
Damage to School Property/Vandalism (Major)					1 (Principal discretion/ restitution/ fine &/or legal action)	1 (Principal discretion/ restitution/ fine &/or legal action)	1 (Principal discretion/ restitution/ fine &/or legal action)
Dishonesty / Cheating	1	2	3	4	5	4	
Disruptive Classroom Behavior (Minor)	1	2	3	4	5	4	
Disruptive Classroom Behavior (Major)		1	2	3	4	5	
Electronic Device Violation <i>(Policy 237)</i>	(Refer to p. 29 for progressive discipline)						
Elevator Violation			1	2	3	3	
Failure to Serve Teacher Detention		1					
Failure to Serve Saturday Detention				1			
Food/Drink Violation	1	2	3	4	5	6	
Hall Pass / Bathroom Misuse	1-3	4-5	6 or more				
Harassment/Extortion		1	2	3	4	2	
Sexual Harassment					1	1	
Inappropriate Language (Minor)	1	2	3	4			
Inappropriate/Abusive Language (Major)					1	2	
Inappropriate Lunchroom Behavior	Lunch Detention 1	2	3	4		3	
Inappropriate Social Interaction	1	2	3	4	5	3	
Insubordination (Minor)	1	2	3	4	5	4	
Insubordination (Major)			1	2	3	3	
Left Classroom without Permission			1	2	3	3	
Left Building without Permission					1(1 day) 2 (3days)		

LEVEL I INFRACTIONS: TEACHER

LEVEL II INFRACTIONS: OFFICE MANAGED

	Teacher Detention	Office Detention	Saturday Detention	In-School Suspension (ISS)	Out-of-school Suspension (OSS)	Parent Conf./ Behavior Contract	Expulsion Hearing
Public Display of Affection	1	2	3				
Physical/Verbal Intimidation				1	2	2	
Physical/Verbal Threat					1	1	1
Fighting/Assault					1	1	1
Security Threat					1	1	1
Tardiness to class	1-3 offenses	4-5 offenses	6 or more offenses				
Class Cut			1	2	3	3	
Theft		Based On Principal's Discretion					
Drug and Alcohol (see pp. 27,28)					1	1	1
Tobacco (<i>Policy 222 p.34</i>)			4 hr class on vapes/ smoking 1		2(3 days & Fine) 3(5 days & Fine) 4(10days & Fine)		
Verbal/Non-Verbal Disrespect	1	2	3	4		4	
Weapons					1	1	1
False Safe2Say Report	Will be reported to the authorities						
Absences/Tardy to School (<i>p. 18-Extracurricular Activities</i>)							
Dress Code	1-2 warning	3 or more					
Plagiarism/Dishonesty (<i>refer to p. 23</i>)							
Hallway Disruption		1					

- This Matrix is only to serve as a general reference; It may not address all disciplinary matters.
- The Administration may exercise its discretion in determining appropriate consequences on a case by case basis.
- Law Enforcement may be involved at the administration's and/or the district's discretion.

ANNOUNCEMENTS AND BULLETINS

If you wish to have a morning announcement read your request must be on the provided form and given to the Principal. Any bulletin or advertisement posted around the school must be first approved by the Principal. For information on placing information on the RASD webpage please see the Principal.

ASSEMBLY PROCEDURES

The purpose of assemblies is to provide students with information or an enjoyable educational experience. The student's responsibility is to enjoy the presentation, applaud, laugh at appropriate times and show respect to those people making the presentation. The procedure for reporting to assemblies will be announced before the assembly. Review seating assignments in the homeroom periodically throughout the school year; homeroom seating charts will be adhered to at all times.

ATTENDANCE TO EVENTS BY NON-SCHOOL STUDENTS

1. The student gets a form from the high school office.
2. The student is responsible for giving the form to the visitor for completion. If the visitor is a student, the visitor's school completes and faxes the form to RASD Principal for review and approval.
3. If the visitor is not a student the form needs to be completed by the visitor and returned to the Principal at least 14 days prior to the event for review and approval.
4. The Principal will forward the form to the activity sponsor for use at the reception desk on the day of the activity.
5. Individuals over the age of 21 with a criminal background may not be allowed to participate in RASD functions. This includes individuals involved with CYS, juvenile or adult probation.
6. Expelled students will not be permitted to participate in RASD functions.

BREAKFAST

Breakfast is served from 7:30 to 7:50 a.m. in the HS Cafeteria. Since time is limited, students electing breakfast are to report **directly** to the cafeteria upon entering the building. Students will be dismissed from the cafeteria to Homeroom/1st period at 7:50 a.m.

CAFETERIA

Students are expected to behave properly in the cafeteria. Violation of the rules below may result in disciplinary action. In order to provide for efficient operation of the cafeteria, the following rules will be observed by all students:

- 1. Walk to the lunch line. When entering the lunch line, please walk to the back of the line and do not cut in front of someone already in line.**
- 2. All purchased food and beverages must be consumed in the cafeteria.**
- 3. Respect cafeteria supervisors' authority.**
- 4. Always report to the cafeteria during your assigned lunch period. Being in the cafeteria during a lunch that is not your scheduled lunch will be considered a class cut.**
- 5. No food or drink is to be consumed outside the cafeteria, especially in the classroom areas.**
- 6. Students may have a bottle of water in the classroom. All other snacks, drinks, etc. should only be consumed in the cafeteria.**
- 7. All students will abide by the seating assignments given by the lunch monitors during the lunch periods.**
- 8. All students are responsible for removal of garbage from his/her table.**
- 9. The number of students per table will not exceed the number of seats at the table.**
- 10. No loud disruptions will be permitted and may result in disciplinary action.**

CAFETERIA PRICES

All students are able to eat Breakfast and Lunch for free.

CHANGE OF ADDRESS/ TELEPHONE NUMBER

Students are to inform the office if you change your address or phone number. It may be necessary to contact a parent/guardian during the school day and the school can only do this if it has a current, operable telephone number. If we do not have a correct address, important school documents may not be deliverable. If you do not live in the district, you could be charged tuition for each illegal day of attendance.

ELEVATOR

In order for students to use the school's elevator they must have a medical excuse and receive permission from the Nurse's Office.

FIELD TRIPS

If you are failing a class, you are NOT permitted to participate in a field trip.

HOMEcomings AND PROM COURT

Students must be in good academic, attendance and disciplinary standing to be eligible for Homecoming and May Court. Students must be academically eligible. They must not be failing two or more subjects in the current grading period. Students may not have more than a combination of 6 unexcused absences and/or tardies. Students may not have any major or repetitive disciplinary issues in school or at any school related functions.

Student eligibility for the May Court and Prom King/Prince is to be determined at the discretion of the Prom sponsor(s) and/or school administration.

HOMEcomings AND PROM DRESS CODE

Homecoming and Prom participants must adhere to the following dress code. Inappropriate attire may result in a student being refused participation in Homecoming, the Grand March or the Prom itself. These rules are in addition to any rules/regulations found in the Student Handbook regarding appropriate dress for school and/or school functions.

- No gowns with cut-outs
- No excessively low cut gowns (in front or back)
- Gown/skirt length must reach mid-thigh or longer
- Any formal wear (male or female) that would otherwise be considered inappropriate by the Prom sponsor(s) and/or school administration

SCHOOL DANCES/EVENTS

All attendance is at the discretion of the sponsors and administration.

NURSE'S OFFICE

If a student becomes ill during the school day, he/she should ask the teacher for a medical pass and report to the nurse for treatment. **All students reporting to the nurse must have a pass.** If there is a necessity to go home, the nurse will inform the parent. If a student leaves without permission, the student will be considered truant. When the nurse is not available, students who are ill should not report to the office. The nurse is permitted to administer medication that is sent to her by the parent. The medication policy, which is distributed on the first day of school each year, will be followed. **Loitering in the nurse's room is prohibited.**

PEST MANAGEMENT

The Rochester Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building

maintenance, office staff, and teaching staff and includes the Terminix Corporation. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The technique can include increased sanitation, modifying storage practices, sealing entry points, physically removing pests, etc.

From time to time it may be necessary to use chemicals to manage a pest problem. Chemicals will be only used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the areas being treated. Notices will be posted in these areas (72) hours prior to application and for (48) hours following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. **If you would like to be placed on this registry, please contact the Director of Maintenance and Facilities at Ext. 1351.**

If a chemical application must be made to control an emergency pest problem, the area will not be accessible to students for at least (8) hours. Notice will be provided by telephone to any parent or guardian who has requested such notification in writing.

Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

PRESS RELEASE

Throughout the year, students achieve many honors. Names of students are periodically released to the local newspapers, radio and television stations. These may include honor roll, graduation, academic honors, athletics, etc. **Please complete the *Signature Page* in the handbook and return it to the office if you do not want your child’s name released.**

SCHOOL DELAYS/CANCELLATIONS

The radio stations WBVP and KDKA will broadcast news cancellations or delays if they occur, along with the television stations KDKA, WTAE and WPXI. **This information will also be posted on our district website and all households will be notified through the school messenger system.**

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students shall not mark school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. They may not tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny or creates a hazard to the safety of our students will be disciplined and may be turned over to the proper law enforcement agency.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage incurred and will be disciplined.

If a textbook is misused, a fine will be imposed. If a textbook is lost, the cost of a replacement will be charged. Failure to pay will result in the amount being applied to his/her senior bill.

All athletic equipment and uniforms are the property of the school. Therefore, any student who does not return any equipment or uniforms at the end of the season will be charged the full amount on their senior bill.

STUDENT INSURANCE

The school district has authorized an insurance agency to provide student accident insurance at a reasonable rate. Policy literature and premium collection procedures will be posted on the District website within the first two weeks of the school year. Insurance may however be purchased at any time during the school year. All policies will continue until the same date of the following year. Claims will be made on forms available through the insurance agency.

School Time Coverage (excluding sports)- \$28 per year

24-Hour Coverage (excluding sports)- \$124 per year

STUDENT LOCKERS

1. All students will be assigned a locker during the homeroom/1st period on the first day of school. The lockers are to be used only by the person to whom it is assigned. Changes cannot be made unless approved by the homeroom teacher and/or the Administration.
2. Students may be charged for all expenses when damages occur to a locker.
3. Writing on or in lockers is prohibited. Stickers that cannot be removed at the end of the school year are prohibited and students will be charged for expenses.
4. Lockers are the property of the school and students must expect that privacy in the use of lockers is limited. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Prior to a locker search, the student may be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.
5. Cell phones and other electronic devices are to be placed in lockers. Rochester Area School District is not responsible for any theft or loss.

VISITORS

All visitors will report to the Security Entrance off of Virginia Avenue. No visitor is permitted beyond the security area without proper identification (picture ID) or a security pass. The District reserves the right to check containers, bags, etc. Student-arranged visitations are not permitted. No children of students are permitted in the school during normal operating hours.

WORKING PAPERS

Working papers may be obtained in the High School Office.

1. Students must bring a birth certificate in order to fill out a working paper application. A parent must accompany the applicant upon obtaining the working papers and must show proof of birth either with a birth certificate or a baptismal certificate.
2. The completed application should then be returned to the High School Secretary for final processing.

WORK RELEASE

Students eligible to have jobs may schedule for the work release program through the Guidance Office. The work release program will allow students to be excused from school for up to two periods a day in order to work at their job.

STUDENT ACTIVITIES

CULTURAL DIVERSITY

Students work to promote cultural diversity and awareness within the community by providing an annual Cultural Diversity Fair in the spring.

MIDDLE SCHOOL STUDENT COUNCIL

The purpose of the Rochester Area Middle School (R.A.M.S.) Student Council is to initiate school-wide activities and community services throughout the year. The activities include: Student of the Month, Thanksgiving Luncheon, Christmas Dance, Valentine Day Ice Night, Student-Faculty Basketball Game, and Education Day at PNC Park (Academic Incentive) and Movies (Behavioral Incentive).

NATIONAL HONOR SOCIETY

Membership into National Honors Society (NHS) is through invitation only and members must exhibit excellence in Scholarship, Character, Leadership and Service. In order to be eligible for invitation to apply, students must be at least a junior in good standing with a minimum GPA of 3.5. After being invited to apply, students must submit a letter of intent accompanied by verification of activities, honors, awards and achievements that exhibit their excellence in the four NHS domains. The Rochester NHS has been involved in school and community-based service projects including: Freshmen Orientations, Santa's Workshop, Red Cross Blood Drives, Festival of Trees, Helping Hands (a reading partnership with the elementary school), as well as many other activities.

HIGH SCHOOL STUDENT COUNCIL

The Rochester Area High School Student Council is the representative governing body of Rochester Area High School students grades 9-12. Representing students in all four grades, the council's mission and objective is to assist and support other students and the community via organized projects. Students communicate the needs and opinions of the student body to the Faculty and Administration.

**2025-2026 ROCHESTER SCHOOL DISTRICT
HANDBOOK SIGNATURE PAGE**

Student's Name: _____ Homeroom _____
(Please print)

Please check ALL appropriate boxes.

STUDENT HANDBOOK

I acknowledge receipt of the Rochester School District Student Handbook.

TO BE COMPLETED BY THE STUDENT

INTERNET USE AGREEMENT

I understand and will abide by the Internet Use Agreement found in the Student Handbook. I further understand that any violations of the regulations are unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I also understand that this policy includes Internet correspondences from outside the Rochester Area School District as well; also, the use of Artificial Intelligence according to school policy.

TO BE COMPLETED BY THE PARENT/GUARDIAN

INTERNET USE AGREEMENT (Check one box)

As the parent or guardian of this student, I have read the Student Handbook, the Internet Use Agreement, and the use of Artificial Intelligence school policy. I understand that Internet access is designed for educational purposes. I recognize it is impossible for the Rochester Area School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby **give permission** to issue an account for my child and certify the information contained on this form is correct. I understand that off-campus activities on the Internet may be the subject of discipline if the communications have the potential to create a serious threat of harm or serve to create a material and substantial disruption to the school program.

I **do not** give permission for my son/daughter to use the Internet in the Rochester Area School District; however, I understand that off-campus activities on the Internet may be the subject of discipline if the communications have the potential to create a serious threat of harm or serve to create a material and substantial disruption to the school program.

TO BE COMPLETED BY THE PARENT/GUARDIAN

PERMISSION TO USE STUDENT NAMES AND PICTURES

The Rochester Area School District will periodically use names and pictures of students in the district publications and/or the district's webpage.

IF YOU DO NOT WANT THE DISTRICT TO USE YOUR SON/ DAUGHTER'S NAME OR PICTURE IN ANY DISTRICT PUBLICATION YOU MUST NOTIFY THE DISTRICT IN WRITING.

Parent or Guardian's Name: _____ Date: _____
(Please print)

Parent or Guardian's Signature: _____

Parent or Guardian's Email: _____

Student's Signature (User's Signature): _____ Date: _____

**ROCHESTER AREA SCHOOL DISTRICT
EXCUSE FOR ABSENCE**

_____, a student in the
_____ elementary _____ middle / high school (check one) Grade _____

Was absent on the following dates:

Reason for absence:

Signature of Parent/Guardian:

**ROCHESTER AREA SCHOOL DISTRICT
EXCUSE FOR ABSENCE**

_____, a student in the
_____ elementary _____ middle / high school (check one) Grade _____

Was absent on the following dates:

Reason for absence:

Signature of Parent/Guardian:

ROCHESTER AREA SCHOOL DISTRICT

EARLY DISMISSAL REQUEST

_____, a student in the
_____ elementary _____ middle / high school (check one) Grade _____
has an early dismissal request scheduled for _____ at _____

The early dismissal is for:

Please list the physician's name and telephone number for verification:

Doctor's name: _____

Telephone number: _____

Signature of Parent/Guardian: _____

**ROCHESTER AREA SCHOOL DISTRICT
EARLY DISMISSAL REQUEST**

_____, a student in the
_____ elementary _____ middle / high school (check one) Grade _____
has an early dismissal request scheduled for _____ at _____

The early dismissal is for:

Please list the physician's name and telephone number for verification:

Doctor's name: _____

Telephone number: _____

Signature of Parent/Guardian: _____

ROCHESTER MIDDLE/HIGH SCHOOL TIME SCHEDULE

REGULAR TIME SCHEDULE

Bell Schedule Grades 6-12					
Breakfast	7:30-7:50	Breakfast	7:30-7:50	Breakfast	7:30-7:50
Period 1	8:00-8:47(47)	Period 1	8:00-8:47(47)	Period 1	8:00-8:47(47)
Period 2	8:50-9:32(42)	Period 2	8:50-9:32(42)	Period 2	8:50-9:32(42)
Period 3	9:35-10:17(42)	Period 3	9:35-10:17(42)	Period 3	9:35-10:17(42)
Period 4	10:20-11:02(42)	Period 4	10:20-11:02(42)	Period 4	10:20-11:02(42)
Lunch 1	11:02-11:32(30)	Period 5A	11:05-11:47(42)	Period 5A	11:05-11:47(42)
Period 5B	11:35-12:17(42)	Lunch 2	11:47-12:17(30)	Period 6A	11:50-12:32(42)
Period 6B	12:20-1:02(42)	Period 6B	12:20-1:02(42)	Lunch 3	12:32-1:02(30)
Period 7	1:05-1:47(42)	Period 7	1:05-1:47(42)	Period 7	1:05-1:47(42)
Period 8	1:50-2:32(42)	Period 8	1:50-2:32(42)	Period 8	1:50-2:32(42)

ACTIVITY/ASSEMBLY TIME SCHEDULE

Bell Schedule Grades 6-12					
Breakfast	7:30-7:50	Breakfast	7:30-7:50	Breakfast	7:30-7:50
Period 1	8:00-8:38(38)	Period 1	8:00-8:38(38)	Period 1	8:00-8:38(38)
Period 2	8:41-9:19(38)	Period 2	8:41-9:19(38)	Period 2	8:41-9:19(38)
Period 3	9:22-10:00(38)	Period 3	9:22-10:00(38)	Period 3	9:22-10:00(38)
Period 4	10:03-10:41(38)	Period 4	10:03-10:41(38)	Period 4	10:03-10:41(38)
Lunch 1	10:41-11:11(30)	Period 5A	10:44-11:22(38)	Period 5A	10:44-11:22(38)
Period 5B	11:14-11:52(38)	Lunch 2	11:22-11:52(30)	Period 6A	11:25-12:03(38)
Period 6B	11:55-12:33(38)	Period 6B	11:55-12:33(38)	Lunch 3	12:03-12:33(30)
Period 7	12:36-1:14(38)	Period 7	12:36-1:14(38)	Period 7	12:36-1:14(38)
Period 8	1:17-1:55(38)	Period 8	1:17-1:55(38)	Period 8	1:17-1:55(38)
Club/Activity	1:58-2:32(34)	Club/Activity	1:58-2:32(34)	Club/Activity	1:58-2:32(34)

EARLY DISMISSAL TIME SCHEDULE

Bell Schedule Grades 6-12					
Breakfast	7:30-7:50	Breakfast	7:30-7:50	Breakfast	7:30-7:50
Period 1	8:00-8:20(20)	Period 1	8:00-8:20(20)	Period 1	8:00-8:20(20)
Period 2	8:23-8:43(20)	Period 2	8:23-8:43(20)	Period 2	8:23-8:43(20)
Period 3	8:46-9:06(20)	Period 3	8:46-9:06(20)	Period 3	8:46-9:06(20)
Period 4	9:09-9:29(20)	Period 4	9:09-9:29(20)	Period 4	9:09-9:29(20)
Lunch 1	No Lunch	Period 5A	9:33-9:52(20)	Period 5A	9:33-9:52(20)
Period 5B	9:33-9:52(20)	Lunch 2	No Lunch	Period 6A	9:55-10:15(20)
Period 6B	9:55-10:15(20)	Period 6B	9:55-10:15(20)	Lunch 3	No Lunch
Period 7	10:18-10:38(20)	Period 7	10:18-10:38(20)	Period 7	10:18-10:38(20)
Period 8	10:41-11:01(20)	Period 8	10:41-11:01(20)	Period 8	10:41-11:01(20)

2-HOUR DELAY TIME SCHEDULE

Bell Schedule Grades 6-12					
Breakfast	9:30-9:50	Breakfast	9:30-9:50	Breakfast	9:30-9:50
Period 1	10:00-10:26(26)	Period 1	10:00-10:26(26)	Period 1	10:00-10:26(26)
Period 2	10:29-10:54(25)	Period 2	10:29-10:54(25)	Period 2	10:29-10:54(25)
Period 3	10:57-11:22(25)	Period 3	10:57-11:22(25)	Period 3	10:57-11:22(25)
Period 4	11:25-11:50(25)	Period 4	11:25-11:50(25)	Period 4	11:25-11:50(25)
Lunch 1	11:50-12:20(30)	Period 5A	11:53-12:28(35)	Period 5A	11:53-12:28(35)
Period 5B	12:23-12:58(35)	Lunch 2	12:28-12:58(30)	Period 6A	12:31-1:06(35)
Period 6B	1:01-1:36(35)	Period 6B	1:01-1:36(35)	Lunch 3	1:06-1:36(30)
Period 7	1:39-2:04(25)	Period 7	1:39-2:04(25)	Period 7	1:39-2:04(25)
Period 8	2:07-2:32(25)	Period 8	2:07-2:32(25)	Period 8	2:07-2:32(25)

ROCHESTER AREA SCHOOL DISTRICT

2025/2026

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24-	26*	27	28	29	30	
31						

August 21-In-Service
 August 22 - In-Service/12
 August 25 - Clerical Day 111
 August 26- First Day for Students

S	M	T	W	R	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 1 - Labor Day, No School

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 13-In-Service#2, No School for Students
 October 31 -Act 80 Day, No School for Students(Parent/Teacher Conferences)

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10-	12	13	14	15	
16	17	18	19	20	21	22
23	24	25	26			29
30						

November 10-Act 80 Day, No School for Students
 November 11 - Veterans Day, No School
 November 26 - Early Dismissal for Students
 November 27-28- Thanksgiving Break

December 2025 (16-8)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25		
28	29	30	31			

December 1-Thanksgiving Break
 December 23 - Early Dismissal for Students
 December 24-31 -Winter Break

S	M	T	W	R	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18			21	22	23	24
25	26	27	28	29	30	31

January 1-2 -Winter Break
 January 19 - Martin Luther King Day, No School
 January 20 - Clerical Day #2, No School for Students

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 16 - Flexible In-Service Day 114

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 16 - Emergency Make-Up Day 111

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2 - Emergency Make-Up Day #2
 April 3-6 - Spring Break
 April 17 - In-Service 115, No School for Students, Senior Proj, Kindergarten Reg.

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24-	26	27	28	29	30	
31						

May 1- Emergency Make-Up Day #3
 May 25 - Memorial Day, No School

S	M	T	W	R	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 5 - Last Day of School
 June 19 -Juneteenth, Schools Closed

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 3 - Independence Day Observed
 Schools Closed

Grading Periods	
1st-9 weeks	October 29
2nd-9 weeks	January 16
3rd-9 weeks	March 26
4th-9 weeks	June

RASOTime schedule	
ELEM	MS/HS
Start 8:20 a.m.	8:00 a.m.
Dismissal 2:45 p.m. (K)	2:32 p.m.
Walker 3:00 p.m. (1-5)	
Bus 3:05 p.m.	

Early Dismissal Times	
ELEM	MS/HS
Kinder. 11:25 a.m.	11:05 a.m.
Walker 11:40 a.m.	
Bus 11:45 a.m.	

Key			
L.....JFirm: & Laut Dav of S,dlool	L_Jearlv Dismissal	I JttoUdav Break (No Sd'ool)	L_JEmergency Ma i:-Up Day
-aerie.al Dav (No Sr,hool for Students)		((1n-Servia, Day (No School for Student,)	r7 Mid/End of Grading Periods

PSSA & KEYSTONE ASSESSMENTS			
April 20 - 24	English LanguageArts(Gr 3-8)	December 3 -17	Keystone Winter Wave 1
April 27 - May 1	Math, Science& Make-Ups (Gr 3-8)	January 5 -16	Keystone Winter Wave 2
May4-8	Math, Science & Make-Ups(Gr 3-8)	May11-22	Keystone Spring
		July 27-31	Keystone Summer

Report Cards/Mid QT Dates

Day 23	September 25th	Mid QT
Day 45	October 29th	End of 1st 9wks
Day 69	December 4th	Mid QT 2 nd 9wks
Day 90	January 16th	End of 2nd 9wks
Day 113	February 20th	Mid QT 3 rd QT
Day 135	March 26th	End of 3rd 9wks
Day 158	May 4th	Mid QT 4 th 9wks
Day 180	June 5th	End of 4th QT

PSSA and Keystone Testing Information

PSSA Testing Window 2025-2026

Assessment	Dates	Grades
English Language Arts	April 20 - 24, 2026	Grades 3-8
Mathematics, Science and Make-ups	April 27 - May 1, 2026	Grades 3-8
PSSA Math, Science, Makeups (Optional)	May 4 - 8, 2026	Grades 3-8

Testing Window for the Keystone Exams

2025-2026

Time of Year	Date
Winter (Wave 1)	December 3-17, 2025
Winter (Wave 2)	January 5-16, 2026
Spring	May 11-22, 2026
Summer	July 27-31, 2026

PSAT/SAT/ACT Test Dates Information (2025-2026)

SAT Test Date*	Registration Deadline	Deadline for Changes, Regular Cancellation, and Late Registration**
Aug 23, 2025	Aug. 8, 2025	Aug 12, 2025
Sept. 13, 2025	Aug. 29, 2025	Sept. 2, 2025
Oct. 4, 2025	Sept. 19, 2025	Sept. 23, 2025
Nov. 8, 2025	Oct. 24, 2025	Oct. 28, 2025
Dec. 6, 2025	Nov. 21, 2025	Nov. 25, 2025
March 14, 2026	Feb. 27, 2026	March 3, 2026
May 2, 2026	Apr. 17, 2026	April 21, 2026
June 6, 2026	May 22, 2026	May 26, 2026

Students can register for online for the SAT, SAT Subject, and ACT tests using the links below:

[SAT Registration](#)

[ACT Registration | ACT Testing Dates | The ACT Test](#)

If you have any questions contact the Middle/High School Counselor 724-775-7500 Ext. 1182.

POLICY INFORMATION

IPAD CARE AND USE POLICY

815.5

iPad Care and Use

Book: Policy Manual

Section: 800 Operations

Title: iPad Care and Use

Code: 815.5

Status: Active

Adopted: July 29, 2019

Student iPad Policy

The Rochester Area Board of Education is committed to providing teachers and students the tools and resources necessary to provide a high quality standards-based education. Given the infusion of technology in today's society and the work place, Rochester Area Schools must keep pace ensuring our students are prepared to be college, career and workplace ready. As such, Rochester Area Schools will provide students with access to a classroom environment, which uses technology to enhance teaching and learning and opportunities for personalized learning.

The privilege of using the technology resources provided by Rochester Area Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Rochester Area Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of the iPad. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied and appropriate disciplinary action may be applicable. Accordingly, this policy establishes the expectations for students and parents/guardians regarding the utilization of technology devices provided by the district for educational purposes in school and at home.[1]

Receiving and Returning Your iPad

Student iPads are and will remain property of Rochester Area Schools and all users shall adhere to this policy and the district acceptable use policy for technology.[2]

iPads will be distributed at the beginning of each school year during "iPad Orientation." Parents/Guardians and students must sign and return the iPad Agreement document and the Acceptable Use Policy before the iPad can be issued to the student.[2]

Individual school iPads, iPad cases and accessories must be returned at the end of each year. Students who withdraw from Rochester Area Schools for any other reason must return their individual school iPad on the date of termination.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment in Rochester Area Schools, the student and/or parent/guardian will be subject to fines, criminal prosecution or civil liability. The student and/or parent/guardian will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement.

Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

Student Transfers

In the event a student transfers out of a Rochester Area School during the school year, the iPad will be returned to the school at the time of checkout.

Lost or Stolen Devices

iPads that are lost or stolen must be reported immediately to the principal's office. A parent/guardian must report a lost or stolen iPad to the school. iPads issued by the district include internal tracking software. iPads are enrolled in Apple DEP and are only usable while enrolled in Rochester Area School District. A work order will be completed immediately upon knowledge of a lost or stolen device.

Damaged or Malfunctioning Devices

There is a need/responsibility to protect the iPad investment by the district, student and parent/guardian. Students are responsible for the general care of the iPad issued to them by the district. Issues with iPads that are broken or failing to work properly must be taken to the office for an evaluation of the equipment. iPads that malfunction or are damaged must be reported to the Technology Office within twenty-four (24) hours or sooner.

From time to time, iPads may experience factory defects; accordingly, the district will address all warranty repairs. In the event there are repeated incidents of damages to the iPad, the school, parent/guardian and student will develop an action plan to identify appropriate strategies to ensure the device is maintained and utilized in a safe manner. iPads that have been damaged will be evaluated on a case-by-case basis and may be subject to replacement. Damages will be assessed and charges can be applied to the parent/guardian based on the age and/or replacement cost of the device. Extenuating circumstances will be taken into consideration. Until the device is paid for, the student will not be allowed to take another iPad home and may result in other loss of privileges.

In the event that a student's iPad needs repair, a replacement device will be provided as soon as possible while the device is being repaired.

Each student will be provided one charger with his or her device. If said charger is lost, stolen or damaged, a replacement will be the responsibility of the parent/guardian. **Apple certified chargers and USB cables are the only accessories that are to be used to charge or connect the district-issued iPad.** Those accessories can be purchased at your child's school, through My School Bucks or the Rochester Technology Office.

Upkeep and Care of the Device

Students are...

- To only use a clean, soft cloth to clean the screen. No cleansers of any type should be used.

- To clean the screen with a soft, dry cloth or anti-static cloth.
- To insert cords and cables into the iPad carefully to prevent damage.
- To keep their iPad free of any writing, drawing, stickers or labels.
- To keep their iPad in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecured location.
- To be responsible for keeping their iPad battery charged for school each day.
- Not to leave their iPad in a place that is experiencing hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.
- Not to remove the protective case for the iPad provided by the district to protect the iPad and provide a suitable means for carrying the device.
- To prevent the iPad screens from damage at all times. The iPad screen is particularly sensitive to damage from excessive pressure on the screen.
- To avoid putting unnecessary pressure on the top of the iPad. Avoid putting anything near the iPad that could put pressure on the screen.
- To avoid putting anything in the carrying case that will press against the cover.
- To avoid “bumping” the iPad against lockers, walls, car doors, floors, etc. as it may result in a cracked or broken screen.
- Not to remove the asset inventory tag from the iPad. iPads are identified and inventoried based on a serial number listed on the asset tag.
- Not to change iPad setting (exceptions include personal settings such as font size, brightness, etc.).

Expected Utilization

iPads are intended for the use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad.

The utilization of an iPad at school is not optional and is considered part of the instructional process.

If a student leaves his/her iPad at home, it is his/her responsibility for the completion of all course work as if their iPad were present at school. Reasonable accommodations will be made by the teacher of record to ensure the student has the necessary resources to complete his/her coursework in the absence of the device being available at home or school. If a student repeatedly leaves his/her iPad at home, they will be subject to appropriate disciplinary action.

iPads should be charged to full capacity each day before they are brought to school.

Students are expected to mute their device at all times unless permission is obtained from the teacher.

Appropriate music is allowed on the iPad. Earbuds/headphones may be used in the classroom based upon administrative approval.

Students are permitted to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting. Printing at home can only be facilitated with a wireless printer, proper settings on the iPad, an e-print compatible printer or software on your home computer/printer. Students are not required to have printing capability at home.

Originally Installed Software and/or Apps

The apps, profiles, and operating system originally installed by Rochester Area Schools must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add

additional apps and Operating System upgrades. The licenses for this software may require that the software be deleted at the end of the course.

Periodic checks of iPads will be made to ensure that students have not removed required apps, profiles or installed inappropriate material. Rochester Area Schools reserves the right to restrict content to be installed on the device.

In the event that significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings in the event a home computer is not available. The district does not accept responsibility for the loss of any applications or documents deleted due to the necessity of a re-format and/or re-image.

Technology devices will be filtered at school and outside the school environment. Administrators, and other Rochester Area employees, will provide staff guidance in order to aid students in doing research and help assure student compliance of the Acceptable Use Policy.[2]

Student Responsibilities Include:

- Students will use their iPad device in a responsible and ethical manner.[2]
- Social media websites are prohibited unless otherwise specified by the district. Students will obey school rules concerning behavior and communication that apply to iPad/computer use.[2]
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, nondeliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Rochester Area School District’s designated Internet system is at your own risk. Rochester Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Rochester Area School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always secure their iPad after they are done working to protect their work and information.
- Students who receive email containing inappropriate, abusive language or questionable subject matter shall immediately report the incident to the school personnel.[2]
- Students shall comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they are to ask a teacher or parent/guardian for guidance.[3]

Legal

1. Pol. 218

2. Pol. 815

3. Pol. 814

ENROLLMENT OF STUDENTS

Book: Policy Manual

Section: 200 Pupils

Title: Enrollment of Students

Code: 200

Status: Active

Adopted: August 11, 2008

Last Revised: January 23, 2023

Prior Revised Dates: 09/27/2021

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[6\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[12\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, law and regulation.[\[5\]](#)[\[13\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[\[14\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[\[4\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal

1. 24 P.S. 1301

2. 24 P.S. 1302

3. 22 PA Code 11.11

4. 22 PA Code 11.41

5. 24 P.S. 1331.1

6. 22 PA Code 11.12

7. 22 PA Code 12.1

8. 24 P.S. 1303a

9. 24 P.S. 1304-A

10. Pol. 203

11. Pol. 216.1

12. Pol. 138

13. Pol. 251

14. Pol. 202

Pol. 201

IMMUNIZATIONS AND COMMUNICABLE DISEASES

Book: Policy Manual
Section: 200 Pupils
Title: Immunizations and Communicable Diseases
Code: 203
Status: Active
Adopted: August 11, 2008
Last Revised: March 26, 2012
Last Reviewed: January 23, 2023

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff. [\[1\]](#)[\[2\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons. [\[1\]](#)[\[2\]](#)[\[3\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health. [\[4\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent. [\[1\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization. [\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the head nurse. [\[1\]](#)

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards. [\[5\]](#)[\[7\]](#)

The Superintendent or designee shall:

1. Annually review state standards for immunization and direct the responsible district personnel accordingly.
2. Ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[\[1\]\[4\]\[5\]\[6\]\[8\]\[9\]](#)
3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data on the required form to the Department of Health by October 15 of each year.[\[10\]](#)

Communicable Diseases

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.[\[11\]\[12\]\[13\]\[14\]](#)

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[\[15\]\[16\]\[17\]](#)

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[\[18\]](#)

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases.[\[18\]\[19\]\[20\]](#)

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[14\]\[21\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.[\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]](#)

The district shall require parents/guardians to annually complete a medical history report form that includes information regarding known communicable diseases.

Legal

1. 24 P.S. 1303a
2. 28 PA Code 23.81 et seq
3. 22 PA Code 11.20
4. 28 PA Code 23.85
5. 28 PA Code 23.83
6. 28 PA Code 23.84
7. 28 PA Code 27.77
8. Pol. 200
9. Pol. 201
10. 28 PA Code 23.86
11. 28 PA Code 27.71
12. 28 PA Code 27.72
13. Pol. 204
14. Pol. 209
15. 28 PA Code 27.1
16. 28 PA Code 27.2
17. 28 PA Code 27.23
18. 22 PA Code 4.29
19. 22 PA Code 4.4
20. Pol. 105.1
21. 24 P.S. 1402
22. 24 P.S. 1409
23. 20 U.S.C. 1232g
24. 34 CFR Part 99
25. Pol. 113.5
26. Pol. 216

27. Pol. 805

28 PA Code 23.82

Pol. 105.2

Pol. 251

Pennsylvania Department of Education Information - [School Immunization Requirements](#)

ALMA MATER

**Where the hills of Pennsylvania
Stand like sentinels round
Nestling fondly in the valley
Lies our high school town.**

**High school days will soon be over
Far from thee we'll roam
But we'll think of thee dear Rochy,
Ever as our home.**

CHORUS

**Rochy High, our alma mater
Thee we'll always praise
Sons and daughters ever loyal
Songs to thee we'll raise**