GREENSBURG SALEM
SCHOOL DISTRICT

2026-2027
SECONDARY STUDENT HANDBOOK

GREENSBURG SALEM
HIGH SCHOOL

Greensburg Salem School District
High School Bell Schedule

PERIOD 1	7:35 AM - 8:23 AM
PERIOD 2	8:27 AM - 9:15 AM
PERIOD 3	9:19 AM - 10:07 AM
ENGAGEMENT	10:11 AM - 10:35 AM
PERIOD 4	10:39 AM - 12:09 PM
LUNCH 1	10:39 AM - 11:09 AM
LUNCH 2	11:09 AM - 11:39 AM
LUNCH 3	11:39 AM - 12:09 PM
PERIOD 5	12:13 PM - 1:01 PM
PERIOD 6	1:05 PM - 1:53 PM
PERIOD 7	1:57 PM - 2:45 PM

Greensburg Salem High School

2026 -2027 Student Handbook Sign-off Sheet

TO THE STUDENTS AT GREENSBURG SALEM HIGH SCHOOL

The Student Handbook has been prepared as a guide to acquaint you with the policies and procedures of the Greensburg Salem High School. As a guide, it only serves as a framework around which you should plan your activities and behavior. It is impossible to cover all situations you may encounter during your school experience. You should, at all times, follow the spirit of good citizenship and, when in doubt, ask your teachers, counselors, or principals.

You are required to sign and date this document. It will be collected by your advisory teacher. You are responsible for reading your Handbook and sharing it with your parent(s) or guardian(s).

When you sign and date this document you are recognizing receipt of your Handbook (Electronically which is available at Greensburgsalem.org) and that you will become familiar with the policies and procedures covered in the Handbook. You may request a hard copy of the Student Handbook from the main office.

(please print)

STUDENT NAME:_____Advisory:_____

STUDENT SIGNATURE: _____

Date:_____

Detach this page and return to school with your child.

CENTRAL ADMINISTRATION

Dr. Andrew Oberg
Superintendent

Kara Gardner
Assistant Superintendent

Allison Willis
Business Manager & School Board Secretary

Drake D'Angelo
Athletic Director & Director of Transportation

Kerry Dieter
Chief of School Police & Safety Coordinator

Todd McMillen
Director of Student Services

Dr. Lenni Nedley
Director of Curriculum & Instruction and Nicely Principal

Karl Spudy
Coordinator of Institutional Facilities, Maintenance and Grounds

Kayla Tamer
Coordinator of Community Outreach & PIMS Coordinator

BOARD OF EDUCATION

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President

Tyler Courtney
Vice President

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Brian Conway

Frank Gazze

Lynn Jobe

Emily Miller

Heather Shearer

Craig Shrum

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Parent/Student Resources

STUDENT'S LOG-IN FOR OFFICE 365:

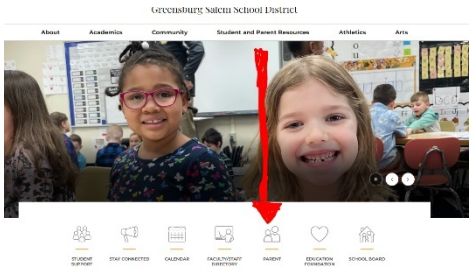
Last 2 digits of graduation year + first 4 digits of last name + first 4 digits of first name + gslions.net

Example: John Smith (graduation class 2027) 27smitjohn@gslions.net
Password includes student ID (lunch number) and follows the pattern: gL!123456

Grade Portal

Check Grades by visiting: www.greensburgsalem.org > Quick Links > ParentVUE if you have an account already activated.

To activate a **new account**, scroll down the page to the PARENT Icon and then click on the tab. The landing page contains instructions on activating a NEW account.



COMMUNITY RESOURCES FOR PARENTS/GUARDIANS

Crisis Hotline
1-800-836-6010

Westmoreland Case Management and Supports, Inc. (WCSI)
(724) 837-1808 WCSI is dedicated to connecting individuals impacted by disabilities and Behavioral Health challenges to treatment and support services.

Excela Crisis Response Center
1 Mellon Way, Latrobe, PA 15650 (724) 537-1650

Westmoreland Community Action provides mental health support for people and families through telephone hotlines, face-to-face meetings, and housing assistance. We provide both short-term immediate help and longer-term reintegration services
724-834-1260

Blackburn Center offers free, confidential supportive counseling services and shelter to survivors of domestic violence to help them understand the effects of domestic violence and learn how they can make positive changes in their lives and free therapy for sexual assault survivors. 888-832-2272

Westmoreland Drug and Alcohol Commission, Inc. offers case management services, treatment, recovery and prevention services to persons who have experienced problems related to their use or abuse of alcohol and/or drugs http://wedacinc.org/ 1-724-243-2220
In Case of Emergency: 1-800-220-1810

GREENSBURG SALEM SCHOOL DISTRICT

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find. Responsible school districts and intermediate units are required to conduct child find activities for children who may be eligible for services under section 504 of the Rehabilitation Act of 1973. Individuals with Disabilities Education Act (IDEA 2004) and gifted services as defined in the PA school code.

The Greensburg Salem School District provides a Free Appropriate Public Education (FAPE) to children with disabilities who need special education and related services. FAPE is provided to students who need specially designed instruction and have one or more of the following physical or mental disabilities:

Autism	Multiple Disabilities	Visual Impairment Including Blindness
Hearing Impairment	Other Health Impairment	
Deaf-blindness	Speech or Language Impairment	
Intellectual Disability (MR)	Specific Learning Disability	

Screening

Greensburg Salem School District (GSSD) has established and implemented procedures to locate, identify, and evaluate children suspected of having disabilities. These procedures involve screening activities which include but are not limited to: yearly review of group-based ability and achievement test scores, cumulative records, enrollment records, health records, and report cards; hearing screening, vision screening, motor screening; and speech and language screening.

Early Intervention

The IDEA 2004 also requires the provision of a Free Appropriate Public Education to children with disabilities between three years of age and the school district's age of beginners. In Pennsylvania, a child between three years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed in the first section may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, The Early Intervention Services System Act. The Westmoreland Intermediate Unit (724-836-2460) provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. Except as indicated above or otherwise announced publicly; screening activities take place in an on-going fashion throughout the school year. Screening is conducted in the child's home school unless other arrangements are necessary.

Evaluation

When screening indicates that a child may be a child with disabilities, the GSSD will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and is not limited to tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is conducted by a group of qualified professionals and the parent. The group of qualified professionals shall include a certified school psychologist when evaluating a child for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairments, specific learning disability, or traumatic brain injury. The evaluation process must be completed no later than sixty school days after the district receives written parental consent and must include "protection-in-evaluation procedures," (for example, tests and procedures used as part of the multidisciplinary evaluation process may not be racially or culturally biased.) Upon completion of the administration of tests and the collection of other evaluation materials, a group of qualified professionals and the parent of the child will determine whether the child is a child with a disability and what the educational needs are of the child. Information obtained from a variety of sources, including aptitude and achievement tests, parent input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior will be documented and considered carefully. If a determination is made that a child has a disability and needs special education and related services an Individualized Education Program (IEP) must be developed for the child.

Identification Activities

Parents who think their child has a disability may request, at any time, that the GSSD conduct a multidisciplinary evaluation. This request should be made in writing to the Building Principal or the Office of the Director of Pupil Services. If a parent makes an oral request for a multidisciplinary evaluation, the school district shall provide the parent with a form for that written request.

Parents also have the right to obtain an independent educational evaluation, if they disagree with the school district's evaluation. GSSD will provide to parents, upon request, information about where an independent educational evaluation may be obtained.

Educational Placement

An Individualized Education Program (IEP) describes the child's present levels of educational performance, including how the child's disability affects involvement and progress in the general curriculum; a statement of measurable annual goals, including benchmarks or short-term objectives, to enable the child to be involved and progress in the general curriculum; a statement of special education related services and supplementary services to be provided to the child; an explanation of the extent to which the child will not participate with non-disabled children in the regular class; any modifications in the administration of assessments; the projected date for beginning services and modification; and how progress toward annual goals will be measured. For each child with a disability, beginning at age sixteen or younger, a statement of transition service needs will be included. In determining student placement, consideration will be given to ensure that to the maximum extent appropriate, children with disabilities are educated with children who are non-disabled. Classes and services that involve removal of children with disabilities from the regular environment will occur only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must insure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student.

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

These services and protections for "protected handicapped students" may be distinct from those applicable to disabled or "thought-to-be disabled students". The school district or the parent may initiate an evaluation if it is believed a student is a protected handicapped student.

For further information on the evaluation procedures and provision of services for protected handicapped students, parents should call the GSSD Coordinator of Student Services @ 724-832-2900.

Services for Students Who are Gifted

The Greensburg Salem School District utilizes a system to locate and identify all students within the district who are thought to be gifted and in need of specially-designed instruction. For more information, please contact the building principal.

Retention/Destruction - Pennsylvania Alternate System of Assessment

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Welcome to
Greensburg Salem High School!

The Greensburg Salem High School staff and administration welcome you to our school. The purpose of this handbook is to familiarize students and parents with the procedures, policies, rules, and regulations of the Greensburg Salem High School. If you have questions, please do not hesitate to contact our school office.

Mr. Adam Jones *Co-Principal 11-12* | **Mr. Dan Boring** *Co-Principal 9-10* | **Mr. Matt Boe** *Dean of Students*

OUR MISSION

Educate, empower, and prepare every child to thrive in life, learning, and community.

OUR VISION

We envision all children developing the knowledge, skills, insights, and understandings necessary to serve their community as citizens of high character, life-long scholars, and leaders.

SCHOOL PHONE NUMBERS

High School Main Office	724.832.2960
High School Guidance Office	724-832-2960 Option 3
Website:	gshs.greensburgsalem.org

SCHOOL HOURS

7:35 a.m. – 2:45 p.m.
Report no later than 7:30 a.m.

NATIONAL ANTHEM, PLEDGE OF ALLEGIANCE, AND MOMENT OF SILENT REFLECTION

Pursuant to board of education policy, opening exercises each day will consist of the Pledge of Allegiance or the National Anthem and may include a moment of silent reflection. Students are encouraged to participate in the Pledge of Allegiance and the moment of silent reflection. If a student has contentious objections which interfere with full participation, student shall maintain a respectful attitude.

ALMA MATER

The Greensburg Salem Alma Mater is sung and/or played at various school events and activities throughout the year. Students are encouraged to participate whenever the Alma Mater is sung. Students are required to stand attentively and remove hats whenever the Alma Mater is sung or played.

ALMA MATER
What is this which morning sunlight
Guilds with Golden Beams?
'Tis our noble Greensburg Salem
Castle of our dreams.
Eager faces bright and joyous,
Greet the day by day,
Hastening toward thy halls of learning
Sing this joyous lay.

CHORUS
Raise the chorus! Keep it ringing,
That all hearts may bless.
Pealing o'er the hills of Greensburg,
Hail G.S.H.S.

SCHOOL COLORS AND MASCOT

***The official school colors are brown, white, and gold. The school mascot is the Golden Lion*.** All uses of the school's name in conjunction with the school colors and mascot must be approved by the administration and or board of education.

HIGHLY QUALIFIED STAFF

Greensburg Salem School District places faculty members only in positions for which the individual staff member meets the "Highly Qualified" requirements of the *No Child Left Behind Act of 2001*. As part of this act, parents have the right to know the professional qualifications of the classroom teachers who instruct their children. Specifically, they have the right to ask the teacher's college major, whether the teacher has any advanced degrees and the subject of those degrees. If you would like information about your child's teacher, please call Dr. Andrew Oberg at 724.832.2900.

WORKING PAPERS

High school students age seventeen (17) or younger are generally required to have an employment certificate or work permit in order to hold a job. Both of these can be obtained through the main office. Initially the student completes an application. Upon completion of the application, a student and his/her parent/guardian must return the form to the main office. The student needs to present his/her birth certificate, passport, license, or driver's permit at this time and the parent/guardian will be required to sign the form in the presence of an administrator, counselor, or secretary. The procedure is required by law and cannot be changed. The employer will complete part of the form. When this is completed, the student returns the form to the main office and either the Employment Certificate or Work Permit is issued depending on the age of the student.

Most employers require the prospective employee to present two (2) forms of identification along with the Employment Certificate/Work Permit prior to starting employment. You must have an Employment Certificate or Work Permit prior to starting the job.

If you have questions, stop into the main office.

Library Services

Students are encouraged to use the library. The book collections contain materials for recreational reading as well as for reference work. Back issues of periodicals and magazines are available through online databases. The library is viewed as a library media resource for high school. The main function of the library is to encourage literacy at all ages and learning levels. The library provides excellent facilities for browsing, research and study.

LIBRARY REGULATIONS

A. Hours: 7:00 - 3:00

B. Circulation:

1. Books may be borrowed for two (2) weeks and may be renewed once for the same period, unless they are in demand.

2. Reserve books and magazines may be borrowed for overnight use only, and should be returned to the library the following day before first period class begins.

3. Reference books, dictionaries, and encyclopedias may be borrowed overnight.

C. Attendance:

1. Students are permitted to use the library if they have a pass and a purpose.

2. Students are expected to remain in the Library until a class period terminates. However, any misconduct can cause a student to be denied library privileges.

D. Obligations:

1. Each borrower is held responsible for all books withdrawn on his/her name.

2. All damage to books beyond reasonable wear and all lost books are the financial obligation of the student.

3. Overdue library books can result in the withholding of report cards and/or diplomas.

Academic Information

PROGRAM OF STUDIES

Greensburg Salem High School has a comprehensive curriculum that provides numerous course selections. A complete description of each course, guidelines, prerequisites, etc, are outlined in the *Student Course Selection Guide* provided by the High School Guidance Department.

GRADING SYSTEM

Numerical equivalents of letter grades are as follows:

Letter Grade	Numerical Equivalent
A	4 Points
B	3 Points
C	2 Points
D	1 Point
F	0 Points
I*	Incomplete

Year-long course final grades are obtained by combining the grades from each nine-week grading period and the final exam grade (when applicable). The numerical equivalent of the letter grade will be used. Semester course final grades are obtained by combining the grades from each nine-week grading period and then multiplying by 2 and then adding the final exam grade (if applicable).

***Note**: The "I" grade is used when a student's work is incomplete because of some valid reason. **The work must be completed within a two week period or the teacher will change the "I" grade to an "F".** For extended or recurring illness, the case will be treated individually by the teacher. *It is up to the student to arrange with the teacher for makeup work. In those courses where a final exam is part of the course requirement, failure to take the final exam (unless excused by the teacher) will result in failure of the course.*

- A combination of any three "F's" will result in a course failure for a year-long course. A combination of any 2 "F's" will result in a course failure for a semester long course.

REPORT CARDS

A digital report card is issued to each student at the end of every nine (9) week period. Report cards will be posted to the parent portal approximately eight (8) school days after the end of the grading period.

Report cards may be withheld from students due to unmet obligations. The calendar on the back cover of this handbook provides the dates for the end of each grading period.

Student's progress can be monitored through the parent portal on our website. Parents can visit https://pa-gssd-psv.edupoint.com/ to access the portal. If you do not have an account, please contact the main office for assistance. Parents will be automatically sent a weekly email update with current student grades. If you would like to opt out, please contact the main office.

COMPUTING GPA

For each course taken in a grading period, multiply the numerical equivalent of the letter grade by the credit value of the course. Add this value for all courses attempted during a grading period and divide by the total number of credits attempted.

Example:

English	B	(3 QP x 1 credit = 3)
Geometry	C	(2 QP x 1 credit = 2)
Discovery Lab	A	(4 QP x 1 credit = 4)
Chorus	B	(3 QP x .5 credits = 1.5)

Total Quality Points	10.5
Total Credits Attempted	3.5
GPA (10.5/3.5)	3.00

GRADUATION REQUIREMENTS

Graduation from Greensburg Salem High School is based on requirements set by the Pennsylvania Department of Education and the Greensburg Salem School Board.

- Scholastic achievement in the Pennsylvania academic standards, not assessed in the] Commonwealth of Pennsylvania's assessment system.

- Demonstration of completion of a Pennsylvania Pathway to Graduation (Act 158).

  - o Keystone Proficiency Pathway
  - o Keystone Composite Pathway
  - o Alternate Assessment Pathway
  - o Evidence-Based Pathway
  - o CTE Pathway

- Students must successfully complete a total of no less than twenty-five and one-half (25.5) credits to be eligible for graduation.

- The twenty-five and one-half (25.5) credits must include the successful completion of courses or learning requirements as listed in the Greensburg Salem High School course selection book.

- No student who fails to meet graduation requirements will receive a diploma or be permitted to participate in commencement exercises.

- Successful completion of every component of the Career Awareness Program (CAP) is a requirement for graduation.

It is the responsibility of each student to review their progress toward meeting graduation requirements. Minimum course requirements are:

Course Title/Description	**Units of Credit**
English Language Arts (must include a Literature course)	3
Mathematics (must include Algebra I & Geometry)	3
Science (must include Biology)	3
Social Studies (must include US History & Civics & Government)*	3
Minimum of 1 Core Course Elective (World Language Accepted)	1
Physical Education (Participation and completion in two full seasons of PIAA-sanctioned interscholastic athletics)	1
Health	0.5
Freshman Seminar	0.5
Financial Literacy	0.5
STEM Course Elective	1
General Electives	9
Minimum Requirement for Graduation:	25.5 Credits

Mandated Requirements from the Commonwealth of Pennsylvania
- Keystone Courses and Testing for Algebra I, Biology, and Literature
- Civic Knowledge Assessment – Included in Civics and Government
- Minimum of four (4) semesters of US History between grades 7 & 12
- Education on communicable diseases (including HIV AIDS) – Included in Health Curriculum

- Act 7 of 2019: Hands-only CPR training – Included in the Health Curriculum
- Financial Literacy (starting in 2026-2027)

CLASS RANK

Pursuant to board of education policy adopted in May 1995, Greensburg Salem High School does not compute a specific class rank for individual students. Individual student's decile rank within his/her class will be calculated based upon cumulative grade point average. Cumulative grade point average (GPA) and decile rank will be communicated via the student's transcript. (Note: A decile ranking indicates the tenth of the class in which a student's cumulative grade point average places that student. For example, a decile ranking of "3" places the student between the 20th and 30th percentile of his/her class and indicates that a student's grade point average is higher than at least 70 percent of his/her class.) Cumulative grade point averages are calculated relative to a 4.00 non-weighted scale. The highest grade point average on this scale is a 4.00 and would reflect straight "A" grades in the student's program of studies. All classes in grades 9,10,11, and 12 for which credit is given are considered in determining cumulative grade point average. A student's cumulative grade point average will be determined based upon all credited courses attempted.

CLASS DESIGNATION

An enrolled student will not be designated as a "Senior" until the student has successfully completed 19 credits and the student has scheduled the appropriate courses to ensure the meeting of graduation requirements upon successful completion of the attempted courses.
A student in his/her fourth year of high school that has not attained the minimum 19 credits will be designated as a twelfth grade non-graduating Senior (12NG).

DUAL ENROLLMENT/COLLEGE IN HIGH SCHOOL

The dual enrollment program permits Seniors to be enrolled "simultaneously" at GS and one of our partner post-secondary institutions: Seton Hill University, the University of Pittsburgh at Greensburg, or Westmoreland County Community College. The student's schedule will allow him/her to attend classes on one of the local campuses during the regular school day. The grade earned will be transcripted and factored into overall GPA. Additionally, students may take selected courses at GSHS and apply to have them count as dual enrollment at one of the post-secondary institutions.

All expenses for the dual enrollment program will be the responsibility of the student and his/her family.

FIRE DRILLS

A fire drill may be held at any time. Leave books on the desk, move quickly and quietly to the exit of the building as designated for each room. Unless an announcement is made over the public address system giving directions about the alarm, you are to assume the regular procedures for evacuating the building. Students should move a safe distance from the school and should not block the roadways surrounding the building.

PUBLICATIONS

Student names and/or photographs may be included in district and community publications to highlight student achievements. These publications may include electronic means such as web pages. Any parent choosing to not have his/her child's picture and/or name included in any form of such publications must send a written letter stating these conditions to the building principal.

TELEPHONES

The main office telephones may be used for school-related business subject to the approval of the office staff. Messages for students will be taken only in case of an emergency. Students will not be called from classes for phone calls.

TEXTBOOKS/CALCULATORS/COMPUTERS

Students are responsible for textbooks, calculators and computers loaned to them by the school. Students must return the textbooks/calculators/computers issued to them (based on identification numbers). Students are responsible for damaged or lost textbooks/calculators/computers.

Guidance Services

GENERAL INFORMATION

The guidance department provides services to assist students in their academic, social/emotional and career development. Students wishing to meet with their guidance counselor should secure a written transfer from their teacher, an administrator, or counselor. Parents/guardians are encouraged to contact their child's counselor if they have concerns. Information regarding students will be handled in confidence as per state and federal law.

Pertinent information is disseminated by bulletins, announcements over the public address system, posters on the bulletin boards, visitations to classes, conferences with small groups, and interviews with individuals.
The high school guidance webpage is updated regularly with pertinent, timely information, including scholarships, SAT Dates etc.

College and Career Night, Financial Aid Night, Junior Parent Night, Two-Year College, Business and Technical School Career Day, College Board testing and registration dates, special conferences, workshops, and group meetings are all announced.

During the school year, many admission officers from vocational, trade, technical, and business schools, as well as colleges, hold conferences in our school for interested students. Representatives from the military services and the service academies also hold conferences at the high school during the school year. Juniors and seniors are encouraged to attend these sessions.

In addition, the guidance center provides the following services:

- Orient new students entering the high school.
- Maintain individual records for each student.
- Evaluate transcripts of transfer students and assign appropriate credit.
- Act as a liaison between the school and home.
- Monitor class decile rank based on grade point average.
- Secure homebound instruction for students with long term medical conditions.
- Administer College Board SAT's and PSAT's and assist in the interpretation of the results.
- Administer State assessments.
- Provide information for NCAA Clearinghouse.
- Assist students in the selection of post high school educational institutions and vocational planning.
- Receive and publicize inquiries concerning opportunities for employment, both on a part time and full time basis.

STUDENT RECORDS

The guidance counselors and administrators observe the state regulations that govern information contained in your record files. Information concerning test results, and other reports, are maintained in confidentiality and may be released only with your parents' written consent. Some basic information such as name, age, sex, and attendance may be made available to prospective

employers, college admissions officers and other responsible persons without written consent. If you want further information about how your records are maintained, please see your guidance counselor.

OUTSIDE AGENCY FORMS

Occasionally, parents receive forms from outside agencies seeking teacher input. Forms should be provided to the guidance counselor. The counselor will distribute the appropriate forms (Vanderbilt, Connors, BASC, etc.) to the teachers, collect them, and then send them directly to the appropriate agency.

STUDENT ASSISTANCE PROGRAM (SAP)

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The program provides for the monitoring of these students and for intervention and referral to outside services when appropriate. The SAP team also provides support to students returning to school after treatment and works to prevent student problems through awareness campaigns, fostering a positive school climate, and promoting wellness in all students.
Students can be referred to the SAP team by a teacher, counselor, nurse, or administrator. Students can also be referred by other students, parents, and family members, and by themselves. If there is a concern for any student, contact any teacher, counselor, nurse, or administrator. The complete board policy 236 pertaining to the Student Assistance Program can be obtained on the district website or by requesting a copy at the district administrative office.

SCHOOL-BASED MENTAL HEALTH SERVICES

As stated above, one outcome of the SAP process might be the recommendation for services from an outside agency. To this end, GSMS has partnered with Family Behavioral Resources of Greensburg to provide school-based outpatient services. Family Behavioral Resources will work with the student's insurance provider to assess, evaluate, and design treatment plans to meet the individual needs of that student.

SUICIDE THREATS

The Greensburg Salem School District takes seriously any threat of suicide or harm to oneself. Students who have thoughts of suicide should tell a teacher or administrator immediately. If any student or staff member becomes aware of any such threat including, but not limited to, written or verbal threats, they must immediately notify a building administrator. The student who is threatening to harm themselves will be referred to the counselor and/or other designated staff member for evaluation as well as being referred to the SAP program. The student's parents will be contacted and asked to take the student to an appropriate medical facility. Police or paramedics will be called to transfer the student if the parents are unwilling or unavailable to cooperate. The complete board policy 819 pertaining to suicide can be obtained on the district website or by requesting a copy at the district administrative office.

Nutrition Services

GENERAL INFORMATION

The cafeteria is located on the ground floor. The facilities are available to all students: those who eat district provided lunches and those who carry their lunches. The Greensburg Salem High School qualifies for the Community Eligibility Provision. As a result, students are provided breakfast, lunch, and dinner at no cost to students. Students may purchase additional food, snacks, and drinks not provided as part of the district provided meal or if they bring lunch from home. During their assigned lunch period, all students should be in the cafeteria area.

In the operation of our food programs, no individual will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, please contact an administrator, and write immediately to the Secretary of Agriculture, Washington D.C. 20250.

STUDENT NUTRITION PRIMEROEDGE PROGRAM

Students in all district schools use the PrimeroEdge Program at lunch and breakfast. PrimeroEdge is a computerized accounting system which can eliminate the need for parents to send money to school with their son or daughter daily to pay for food or drinks purchased in any of the district's cafeteria's.

Every student is assigned an account that can be accessed only by their student PIN (Personal Identification Number). Once given to a student, the PIN remains the same from year to year. When making a purchase at the cafeteria, the student enters his/her PIN and if there is money in the account, the price of the purchase, including ala carte items, is deducted from the account balance. Student with no funds in their account will not be permitted to charge ala carte items to their account. The district may impose charge limits for individuals who fail to keep their account current. Funds in the student's account can only be used for cafeteria purchases.

Students/parents can place money into individual account by sending a check (made payable to Greensburg Salem Cafeteria Fund) to school. In addition, families now can use www.schoolcafe.com, a service that offers a review of a child's cafeteria purchases, as well as allowing prepayment to the cafeteria account using a credit or debit card. Cafeteria purchases can only be reviewed within the most recent seven school days. Accounts on www.schoolcafe.com can be created, free-of-charge without providing credit card information, to give any parent the ability to review student cafeteria purchases. Families are not required to make deposits into their child's account using the schoolcafe service.

More information about the PrimeroEdge Program will be provided to students and parents at the beginning of the school year. If at any time you have questions about the PrimeroEdge Program or any aspects of our food service program, please feel free to call your child's school or the Food Service Director, at 724.832.2960 x 12071. Additional information may be obtained by visiting the district website at www.greensburgsalem.org.

FREE AND REDUCED-PRICE BREAKFAST & LUNCHES

All Greensburg Salem High School students qualify to receive free breakfast, lunch, and dinner through the federal government.

The qualifications and income guidelines that determine eligibility are available from the office of the Food Service Director. Any questions about the program should be referred to the Food Service Director's office at 724.832.2960, ext. 12071 or by visiting the district website at www.greensburgsalem.org.

Health Services

HEALTH ROOM PROCEDURES

All students coming to the health room must have a transfer when reporting. If a student becomes ill at the end of a class, or between classes, he/she should obtain a transfer from the teacher of the next class to be attended by the student. An exception is made for emergencies. When the school nurse is unavailable, students are to report to the main office when ill. The school nurse (or, in his/her absence, a building administrator) will decide as to whether or not a student's health condition warrants an early dismissal.

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

· 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
· 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
· 2 doses of measles, mumps, rubella***
· 3 doses of hepatitis B
· 2 doses of varicella (chickenpox) or evidence of immunity

** Usually given as DTP or DTaP or if medically advisable, OT or Td*
*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*
**** Usually given as MMR*

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion.
- If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/ philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade, and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease

HEALTH SCREENINGS

The district also, in accordance with state mandates, requires the following:

9th Grade	Height, weight, vision exam
10th Grade	Height, weight, vision exam
11th Grade	Height, weight, vision, hearing, and physical exam
12th Grade	Height, weight, vision exam

The school nurses will perform height, weight, vision, and hearing exams. It is suggested that physical and dental exams be done by your family doctor or dentist. If the necessary forms are not completed and returned to the school nurse, school exams will be conducted by the school physician and dentist. Parents will be given notification, via their children, as to the approximate dates of all medical and dental examinations. If you wish to be present at any of these, you may do so by contacting the school nurse for an appropriate date and time. In all instances, parents will be notified of any abnormal findings obtained through the various testing programs.

MEDICATION

Students are prohibited from being in possession of any medication, including prescription drugs, over the counter (OTC) drugs, vitamins, and supplements, on school grounds, on school buses, and at any school events or school-sponsored events.

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

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

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or

other written communication from the licensed prescriber. An acceptable form is available near the back of this book.

Administrative Guidelines

A. The nurse and building administrator will determine the number of doses of medication that will be maintained in the health room at one time not to exceed 30 days as per policy.

B. Parents/guardians are responsible for informing the school of any change in the health or medication of students. When changes occur, the parent/guardian must complete a new medication form.

C. In accordance with the Pennsylvania Nurse Practice Act, the school nurse may refuse to administer a given medication. If the nurse exercises this option, he/she should meet with the building principal and appropriate Director to review the decision and the reason(s) behind it. Following this discussion, the nurse should contact the parents/guardians in a timely fashion.

D. The provisions of this policy are in effect for all District-sponsored activities and field trips and on all school buses.

E. The Greensburg Salem School District, in consideration of dispensation of prescription and nonprescription medication or monitoring of the self-administration of prescription or nonprescription medication by school nurses or duly authorized agents of the Board who are employed by the District, hereby covenants and agrees to hold harmless and indemnify all such school nurses and duly authorized agents of the Board against any and all claims, damages, expenses, attorney's fees, suits, cause or causes of action in law or equity or any place howsoever which may be brought against any such negligent action or omission done or not done by such school nurse(s) and duly authorized agents of the Board in connection with said dispensation of prescription or nonprescription drugs.

For complete Board Policy on medications visit Policy 210 on the website or request a copy at the district administration office.

ACCIDENTS

Accidents occurring in school or on the way to or from school are to be reported to the teacher in charge, the office, or school nurse on the same day that the accident occurred. The parent or the person who is listed on the emergency card will be called in case of a serious accident. ***THE EMERGENCY CARDS MUST BE COMPLETED AND RETURNED TO THE HEALTH ROOM THE FIRST WEEK OF SCHOOL.*** Please list two (2) persons who are available in your absence, have transportation and can assume temporary care of your child in case of illness or injury.

EMERGENCY HEALTH/MEDICAL

The need for planning and preparing for emergency care of accidental injuries and sudden illnesses is of extreme importance in the school. To be effective, responsibility must be designated and fixed in advance. The school principal is responsible for seeing that personnel are ready to carry out the necessary duties in the administration of first aid.

Although the school nurse is responsible for health care in the schools, teachers and other staff members are often the first on the scene of the accident and must be prepared to render first aid. The first aid kits in the high school are in the nurse's office.

If a student has an accident or becomes ill at school, the school has the responsibility of giving immediate attention to the case by:

A. Notifying the student's parents or guardian as they are primarily responsible for the care and disposition of their children. If the parent/guardian cannot be reached, the two persons listed on the emergency card as being permitted to assume temporary care of the child should be contacted. The child should not be sent home with anyone who is not on the emergency card or who the parent has not approved via writing or telephone.

B. Taking care of the student until the parent or medical authority assumes the responsibility.

C. In extreme cases, by calling 911 for the ambulance. This decision should be made by the school nurse; however, if the school Nurse is not in the building, the decision should be made by the principal, assistant principal, or head teacher.

D. Guiding parents, whenever necessary, to the source of treatment.

E. In obvious minor injuries (scratches, bruises, abrasions, slight cuts, blisters, etc.) the student will remain in school after first aid has been administered.

FIRST AID

The Greensburg Salem School District makes every effort to provide a safe school environment. If a child is hurt in an accident, first aid will be administered. The school interprets first aid as being the immediate temporary care given to an injured person. Children are to report any injury to the teacher.

In the event an injury or illness occurs that may require emergency ambulance service, the school district officials will use prudent judgment in contacting ambulance service, but the parents and/or their insurance *(NOT THE SCHOOL DISTRICT)* will assume the cost of such emergency services.

ALLERGIC REACTION

In the case of a severe allergic reaction (anaphylaxis) with symptoms of flushing, apprehension, syncope, tachycardia, rash, urticaria, angioedema and respiratory difficulty including wheezing and/or dyspnea, the school nurse, associate principal, and/or head teacher may administer EpiPen Jr. to an elementary or middle school student and EpiPen Sr. to a high school student or adult. The ambulance should be called immediately with the onset of an anaphylactic reaction. When an EpiPen is used, hospital care must be obtained immediately. The Greensburg Salem School District shall permit students to possess EpiPens (epinephrine auto-injectors) and to self-administer the prescribed medication to treat anaphylaxis when such possessions and use is prescribed by a physician and is parent authorized. Possession and use of EpiPens by students shall be in accordance with the laws of the Commonwealth of Pennsylvania and Board policy. Please contact the building administrator for complete permission forms and policy information.

ALTERNATIVE MEDICATIONS

Vitamins, herbal extracts, homeopathic/alternative therapies, are not to be given to any student or staff member by the school nurses or any other school personnel. Only FDA approved medications are to be given in school, according to the district's medication policy.

Alternative medications including vitamins and herbal supplements will only be administered to a student if the order is written by a licensed medical doctor.

Communicable and Infectious Diseases

Under the Pennsylvania Health Regulations, every teacher and principal must immediately exclude from school any child or other person "showing an unusual skin eruption, swelling about the neck suggesting mumps, soreness of the throat, or having symptoms of whooping cough or diseases of the eye."

All communicable and infectious diseases must be reported to the Board of Health. Some of these are listed below.

DISEASE AND INCUBATION PERIOD	FIRST SIGN	CONTAGIOUS FOR HOW LONG?	TIME EXCLUDED FROM SCHOOL
Chickenpox 12-21 Days (usually 13-17)	Slight fever; loss of appetite followed in 36 hours by small, raised pimples which become filled with clear fluid; rash common on scalp, back, and chest.	From 1 day before onset to 6 days after appearance of rash.	Minimum of 5 days; until all crusts are dried. Average of 10 days off.
GERMAN MEASLES 14-25 days (usually 18)	Mild "cold"; slight fever; sore throat; possible swollen glands; followed by fine pinkish rash on face, arms, and hands, spreading rapidly over body.	From onset of first symptom until rash disappears in 4-7 days.	Usually, 4 days from onset of rash, or as advised by the Dept. of Health.
MEASLES 7-14 days (usually 10)	Slight fever; red, watery puffy eyes; dry, hard cough. Small red spots with white centers in mouth; 3-4 days after first symptoms. Rash of large, itchy red blotches start at hair line and spread over body.	From 4 days before rash appears until at least 4 days after.	Minimum of 4 days from onset of rash, or as advised by the Dept. of Health.
MUMPS 11-26 days (usually 18)	Moderate fever; upper respiratory congestion; headache and vomiting followed by painful swelling of glands near ear and under jaw.	From 1-2 days before onset until all swelling disappears.	Usually 9 days from onset and until all swelling has gone down.
STREP THROAT-SCARLET FEVER 1-7 days (usually 2-5)	Fatigue, restlessness, and sometimes vomiting, followed by fever and sore throat; fine red rash indicates scarlet fever.	Uncertain; usually from first symptoms to complete recovery -14 days.	After 24 hours of treatment with prescribed medication. Must have written verification of physician's treatment.
WHOOPING COUGH 5-21 days (usually 7)	Low fever; dry cough; "cold" symptoms; later, spells of coughing which end with a noisy gasp.	From first symptoms of "cold" to 3 weeks after onset of cough.	Minimum of 5 days on prescribed medication. Must have written verification of physician's treatment.
IMPETIGO 4-10 days	Purulent skin lesion develops an orange tinged crust.	As long as lesion drains.	After 24 hours of medical treatment. Must have written verification of physician's treatment.
RINGWORM 10-14 days	Flat spreading ring-shaped lesions, reddish, dry and scaly or moist and crusted.	As long as lesions are present.	May return after first treatment. Must have written verification of physician's treatment. Area must be covered.
CONJUNCTIVITIS (Pinkeye) 24-72 hours	Irritation redness, discharge, itching of eye, Edema of lids. Sensitive to light.	During active infection.	Must be on medication for at least 24 hours. May not return until the eye is no longer red and does not have drainage. Must have written verification of physician's treatment for Conjunctivitis.
SCABIES Days to weeks	Lesions or rash prominent between fingers, spreads to rest of body, extremely itchy especially at night. Secondary infections from scratching.	Until treated.	Must have written verification of physician's treatment.
LICE Hatch in 2 weeks	Infestation of scalp; extreme itching; nits are small, silvery, teardrop shaped eggs attached to individual hairs.	Until lice and eggs are destroyed.	Until treatment confirmed. School nurse must inspect student before readmittance to school. Physician's note not sufficient for readmittance. Only school nurse will decide when student may return to school. All lice and eggs must be removed. Will reexamine in 7 days.
FIFTH'S DISEASE 4-14 days	May have slight fever, not very ill from this virus, rash occurs approximately 1 week after infected	Usually 1 week prior to onset off a raised warm rash predominantly on face. Lacy appearance on extremities, palms and soles of feet. - May come and go.	Until rash has been diagnosed as such.

- Students may be excluded from school if infected by contagious diseases not listed if the school physician so recommends.

Athletics and Activities

INTERSCHOLASTIC SPORTS

The athletic program is designed to provide for competition, physical growth, the development of self-discipline, and the development of good sportsmanship. The sports program also helps to develop a feeling of unity and spirit within the school and community.

Fall Sports

Varsity Football	Girls' Volleyball
Boys' Cross Country	Girls' Tennis
Girls' Cross Country	Boys' Soccer
Golf	Girls' Soccer

Winter Sports

Girls' Basketball	9th Grade Basketball
Boys' Basketball	9th Grade Wrestling
Wrestling	Hockey*
Boys' Swimming	9th Grade Hockey*
Girls' Swimming	Bowling*

Spring Sports

Baseball	Boys' Track and Field
Softball	Boys' Tennis
Girls' Track and Field	9th Grade Girls' Volleyball
Girls' Lacrosse	

All Year

Cheerleading

* Denotes a school-related sports team

ATHLETIC ELIGIBILITY

A student is eligible to compete in interscholastic athletics when he or she:

A. Has achieved a passing grade in three (3) full credit subjects or the equivalent during the preceding semester. A student who fails to meet this requirement will be ineligible to participate for the first fifteen (15) days of the current semester.

B. Maintains a passing grade in three (3) full credit subjects or the equivalent during the time of participation. This will be monitored on a weekly basis.

C. Attains the age of nineteen (19), on or after July 1st.

D. Has not been enrolled in high school (grades 9-12) for more than eight (8) semesters.

E. Has a signed physician's certificate, and parental permission on file with the Principal/Athletic Director.

F. Has not been absent from school 20 or more days during the previous semester. A student failing to meet attendance requirements will be eligible after 45 days of attendance after the 20th absence.

G. Remains in accordance with the athletic eligibility standards established by the PIAA.

INTERSCHOLASTIC SPORTS DIRECTIVE

Regarding Specific Implication of Title IX for Athletic Policies, Programs, and Practices Being a member of the Pennsylvania Interscholastic Athletic Association, the Greensburg Salem School District will conduct its interscholastic athletic program in accordance with the Pennsylvania State Board of Education regulations as follows:

A. All interscholastic athletic programs shall be conducted in accordance with regulations of the State Board Of Education.

B. Separate programs of interscholastic athletics shall be available to boys and girls which provide equal access to:

1. School facilities.
2. Coaching and instruction.
3. Scheduling of practice time and games.
4. Number of activities at each level of competition.
5. Equipment, supplies, and service, and
6. Funding appropriate to the sport.

C. School districts may also sponsor coeducational teams.

D. No rule may be imposed that excludes girls from trying out for, practicing with, and competing on boys' inter-scholastic teams.

COMMENTS

The regulations recognize interscholastic athletics as a part of the total educational program and asserts the authority of the State Board of Education to adopt specific policies as needed. Separate programs for boys and girls is the basic interscholastic athletic plan. The regulation identifies program elements necessary to provide equal athletic opportunities for boys and girls. School districts may find it appropriate to sponsor coeducational teams in some sports. Several school districts may choose to organize a coeducational league in addition to the program already available to boys and girls. Historically, girls have had limited interscholastic opportunities. In addition, the girl who demonstrated skill in a sport has usually been denied competition commensurate with her ability. Boys' teams are recognized as the highest level of competition. The regulation assures the talented girl an opportunity to try out for, and if selected, participate and compete with the best team available. Where a girl exercises her option to try out for, and if selected, participate on a boys' team, the team shall not be considered coeducational for purposes of this rule.

ACTIVITIES PROGRAM

Greensburg Salem has a full program of extracurricular activities. Students participating in extracurricular activities gain some significant advantages. They have opportunities for recognition, personal success, and growth and development which can complement their academic achievement. They have the chance to develop social, intellectual, cultural, and physical talents to round out their academic education. They also have the opportunity to extend the boundaries of the classroom by acquiring direct experience in a different area of interest.

RESTRICTIONS ON PARTICIPATION IN ACTIVITIES

Students who misbehave, show lack of cooperation, or commit acts which hurt the reputation of the school will be placed on a list restricting them from special privileges and participation in extracurricular activities until their names are removed.

In order to participate in activities after the school day, a student must be present at school before 11:00, as well as be present for at least one-half of the school day in order to participate. Exceptions to this rule are permitted for approved school visits, funerals, or verified, professional appointments at the discretion of the high school administration. Failure to meet this requirement will result in the student being prohibited from participation in the activity or event occurring that evening. If the activity takes place on a weekend or non-school day, the attendance requirements holds for the school day prior to the event. In this particular situation, an administrator may make an exception to this rule.

Students who are suspended or placed on sanctions may not participate in or attend any school events which take place during the time of the suspension or period of the sanction.

Additionally, students placed in Alternative Education for Disruptive Youth (AEDY) programs are prohibited from participation and/or attendance at any school-sponsored, school related activity.

Unless otherwise stated, all dances and similar activities are open only to members of the student body of Greensburg Salem High School. When events are open to out-of-school guests, said guests must be accompanied by a member of the student body and must be at least ninth-grade students.

No individual over the age of 20 is permitted to participate in school activities. Other regulations are detailed in activity-specific guidelines

Code of Conduct

RULES AND REGULATIONS FOR STUDENT BEHAVIOR

The Greensburg Salem School District believes that our schools should provide a varied environment conducive to learning the basic values and standards incorporated in the community. These include the development of self-discipline and individual responsibilities fundamental to a democratic society. Because irresponsible behavior and violations of good conduct can substantially disrupt or interfere with that kind of learning environment, it is necessary to establish and enforce consistent disciplinary regulations and procedures.

Accordingly, the following guidelines for student behavior were drafted after careful study by the Greensburg Salem School Board acting upon the recommendations of a representative group of faculty and administrators.

BEHAVIOR

Rules, procedures, and expectations are communicated to the students at the onset of each school year. The guiding principles for student behavior are respect others, property, and learning.

Each teacher will establish a set of guidelines and classroom rules within their classroom. Positive Interventions and consequences can be implemented by the classroom teacher at any time with students who do not effectively change their behavior. Behaviors specified in the Guidelines for Student Behavior or behavior deemed to be defiant, blatant disrespect and acts of aggression will result in an immediate referral to the office.

Students go through many changes in their growth and development on a physical and emotional level. It is our hope to help all students understand the impact of their choice in their behavior towards themselves and others and make positive choices to be respectful.

Students who develop a plan of action and change their behavior will return to class without additional consequences. Continued incidents of repeated behavior within a class or across multiple classrooms can result in the following: student conference, parent contact, parent conference, classroom consequences, detention, or suspension.

Investigation Process for Allegations of Misconduct

1. A behavior concern or referral can be submitted to the Greensburg Salem School District personnel through multiple forms. Teacher reports are submitted to the principal and or counselor by written notification using a behavior referral form. If a behavior is immediately harmful to an individual the observed or reported misconduct may be reported by phone followed by written referral. Alleged misconduct can also be reported by students, parents, and community members. Students can report their concerns to a classroom teacher, guidance counselor or directly to the main office. Parents' and community members' concerns are received through various means of communication phone calls, personal visits and through e-mail.

2. Once a concern has been reported a school representative (Principal, Associate Principal, Guidance Counselor, or other school personal) will investigate the allegation of student misconduct through interviews with the reporting party, the alleged victim, and potential witnesses.

3. The information gathered through the investigation will be evaluated to determine the burden of proof and apply the components as outlined in the Code of Conduct.

4. Interventions resulting from the investigation can result but are not limited to in school discipline, counseling, behavior contracts, parental contact, loss of privileges, exclusion form an activity, counseling recommendations and referral to civil authorities.

STUDENTS RIGHTS

Human rights and equal opportunity are intended for every citizen according to the United States Constitution. Laws are designed to protect individual and group rights. They work well if (1) everyone knows the laws and (2) everyone respects and obeys the laws. The enforcement of the following regulations is in compliance with the procedures provided by law and the *Student Rights and Responsibilities Policy* as adopted by the school board. Parents are encouraged to become familiar with their children's rights by borrowing a copy of the *Regulations and Guidelines on Student Rights and Responsibilities* which is available in the principal's office and school library.

DEFINITIONS

A. Detention

Detention is held as needed in an assigned room before or after the regular school day. Every student who is assigned detention will report to the assigned room on the day(s) designated by the principal or teacher. The requirements for detention are promptness, silence, and constructive writing or studying. Detention may be assigned upon the recommendation of a teacher or the principal. Parents will be notified in advance of the detention. Transportation is the responsibility of the student or parent. Students are required to fulfill detention obligations in a timely manner. Students who do not attend detention can receive a suspension up to ten (10) days and an informal hearing can be held with the student and their parent/guardian. At this hearing, if an agreement to fulfill the detention obligation is reached, the additional days of suspension may be eliminated at the discretion of the administration.

B. Suspension

A suspension may be either in-school or out-of-school at the discretion of the administrator. Further, the student may not participate in any activity during the day or the evening of the suspension.

1. Temporary suspension means exclusion from school for an offense for a period of up to three (3) school days, by the principal, after an informal hearing. (An informal hearing consists of a phone call or written notification by the principal.) The informal hearing may be held immediately, and the student shall have the right to reply to the accusation. The parents or guardians of the student shall be notified of any temporary suspension.

2. Full suspension means exclusion from school for an offense for a period of up to ten school days, after an informal hearing. Refer to Student Discipline/Code of Student Conduct for additional information.

3. Bus suspension means students will be suspended from bus transportation by the principal, after notifying the parent for violation of school rules while students are on district transportation.

C. Expulsion

Expulsion means exclusion from school for an offense for a period exceeding ten (10) school days and/or may result in a permanent expulsion from the school rolls.

POLICY VIOLATIONS

The following actions and activities on the part of student shall be considered offenses and violations of the policies and regulations of the Greensburg Salem School District.

In any case where an offense or violation has occurred the administration shall always have the right to refer the offense or violation to the school board for board hearing and board action. (It should be noted by students, parents, and guardians that when an offense or violation is referred to the school board for board hearing and board action, the school board may suspend or exclude the student from school for a period exceeding ten (10) school days and may permanently expel the student from the school rolls.)

In any case when an offense or violation has occurred the administration shall always have the right to refer the offense or violation to the civil authorities and police, if the offense or violation constitutes a violation of the laws of the Commonwealth of Pennsylvania, for appropriate police and civil authority action.

In any case where an offense or violation constitutes a second or subsequent offense or violation for a particular student at any time while he or she is a student in the Greensburg Salem school system, the administration may impose penalties in addition to, or as alternatives to, the penalties specifically hereinafter listed for various offenses and violations.

In any case where an offense or violation has occurred, the student committing the offense or violation shall be fully and completely responsible for all damages caused by the student's actions including property damages and personal injuries.

The parents of the said student shall be responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

CONTROLLED SUBSTANCES/PARAPHERNALIA

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution. Please refer to policy 227 in the back of the handbook.

Administrative Regulations

1. Any student who is in possession of alcohol, drugs*, or a substance with a clearly identifiable mind- altering purpose may be suspended for ten (10) school days and may be referred to the board of education for a disciplinary hearing.

2. A student who is under the influence of alcohol, drugs*, or a mind-altering substance may be suspended for ten (10) school days and may be referred to the board of education for a disciplinary hearing.

3. A student who is in possession of drug paraphernalia may be suspended for ten (10) school days and may be referred to the board of education for a disciplinary hearing.

4. A student who is involved in a second violation of provisions 1, 2, or 3 of this section shall be subject to the sanctions of that provision and will face mandatory referral to the board of education for a disciplinary hearing.

5. A student who sells or distributes alcohol, drugs*, or mind-altering chemicals may be suspended for ten (10) school days and may be referred to the board of education for a disciplinary hearing.

6. A student who violates any of the provisions of this section may be referred to civil authorities and the police and may be subject to appropriate civil and criminal charges and sanctions.

7. All students who violate the provisions of this section will be subject to all applicable sanctions and requirements of the Greensburg Salem School District Controlled Substances/Paraphernalia policy including, but not limited to, the referral and assessment requirements. Failure to comply with these requirements will result in referral to juvenile authorities and/or other appropriate community agencies and may result in referral to the board of education.

MEDICATION POLICY VIOLATION

Students in possession of (OTC), prescription or other types of drugs including vitamins and supplements which have not been registered with the school nurse will be in violation of the Medication Policy and possibly the Districts Drug and Alcohol Policy, depending on the nature of the substance possessed. Disciplinary sanctions may include, but are not limited to, detention, suspension and/or expulsion.

POSSESSION OR USE OF TOBACCO PRODUCTS & NICOTINE

Administrative Regulations

The use or possession of tobacco products by students on any part of school property (which includes school buses) is strictly prohibited. Violation will result in the following:

1. A "look out" for smoker(s) — may be suspended up to one (1) day of suspension.

2. Possession of tobacco products, vaping products, and paraphernalia- On the first offense, the student will receive three (3) days of after school detention and be referred to the Smokeless Saturday Tobacco Cessation Program and must complete said program. Refusal to attend the Smokeless Saturday Tobacco Cessation Program will result in an out of school suspension for three (3) school days and a fine, as well as confiscation of said tobacco products. For a second offense, the student may be suspended for three (3) school days and the product(s) will be confiscated. Any offense or violation concerning possession of tobacco products on school property or in a school bus shall be referred to the police for appropriate action. (Students, parents, and guardians should note that the District Magistrate has the right to impose a fine of up to $300.00 for this violation)

3. Tobacco, vaping, or any paraphernalia use on school property or in a school bus on the first offense, the student may receive three (3) days of after school detention and be referred to the Smokeless Saturday Tobacco Cessation Program and must complete said program. Refusal to attend the Smokeless Saturday Tobacco Cessation Program may result in an out of school suspension for three (3) school days and a fine, as well as confiscation of said tobacco products. For a second offense, the student may be suspended for three (3) school days. Any offense or violation concerning smoking on school property or in a school bus may be referred to the police for appropriate action. (Students, parents, and guardians should note that the District Magistrate has the right to impose a fine of up to $300.00 for this violation.

4. Consequences will include but not be limited to Smokeless Saturdays, prohibition from extra circular activities, detentions, suspensions, citations, and referral to the board of education for expulsion.

ARSON AND OTHER RELATED ACTIONS

1. **Setting Fires on School Property** — Any student setting a fire on school property may be suspended for ten (10) school days. Any offense or violation concerning arson may be referred to civil authorities and police for appropriate police and civil authority action.

2. **Setting off False Fire Alarms** — Any student setting off a false fire alarm may be suspended for ten (10) school days. Any offense or violation concerning setting off false fire alarms may be referred to the civil authorities and police for appropriate police and civil authority action.

3. **Tampering with Fire Extinguishers** — Any student tampering with a fire extinguisher may be suspended for ten (10) school days and may be

required to pay for the cost of refilling the fire extinguisher if refilling is necessary.

4. **Bomb Scare** — Any student who initiates a bomb scare or who commits an illegal act with respect to, or in connection with, a bomb scare may be suspended for ten (10) school days. Any offense or violation concerning a bomb scare may be referred to the civil authorities and police for appropriate police and civil authority action.

Any of the above may be referred to the Board of Education for a hearing.

TRANSFERS/HALL PASSES

Appropriate time has been provided for passing from one class to the next. During the time that classes are in session, however, students are not permitted to be in the halls unless they have a transfer. Transfers are issued ONLY by a teacher or by the office staff. Each transfer may be used only once, and students should be in the halls only when they possess such a transfer. Students without transfers or found in unauthorized areas are subject to disciplinary action.

FALSIFYING PASSES AND EXCUSES (Hall Passes, Library Slips, Parental Excuses, Etc.)

Altering or forging a pass may result in disciplinary action up to and including suspension. Falsifying or forging parental excuses may also result in disciplinary action up to and including suspension.

TARDINESS

If a student is tardy to school, the parent/guardian must notify the school of the reason for the tardy. If parent/guardian contact is not made at the time the student signs in tardy, the tardy will be designated as unexcused. Once a student has accumulated four (4) unexcused tardies in a semester, they may be assigned one (1) detention class to be made up at the discretion of the administration.

- **Excused tardies** are those which fall under the following:

1. Student illness (must be verified by a note or phone call from parent/guardian, or a note from a physician; note must be presented when signing in).

2. Professional appointment (must be verified by a note or phone call from parent/guardian, or a note from the professional; note must be presented when signing in).

3. Family emergency (must be verified by a phone call from parent/guardian and approved by a building administrator).

4. An unusual circumstance (as determined by a building administrator).

UNEXCUSED ABSENCE FROM CLASS (CUTS)

1. Class attendance is part of the course requirements for each class. Any student absent from class has the right and responsibility to request and complete make-up work for credit.

2. A class cut may result in a detention. Additional class cuts accumulated during the school year may result in suspension of the student and may require a parental conference for re-admission of the student to school.

3. Class cuts will be considered as non-justified absences from class. Students may be required to complete additional alternative assessment to make up work for non-justified absences.

4. Parent contact will be made when a student obtains three (3) non-justified absences from class.

DESIGNATED LOCATIONS

At no time are students permitted on the first-floor administrative section of the building. 8th Grade students traveling to the second floor are to use the stairwell across from the office. The stairwells and first floor hallways are not to be used by students in the administrative wing.

LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION

A student who leaves the school building without permission may be suspended for one (1) school day. Parents or guardians of the student shall be so notified.

LOITERING

Detention may be given for continued loitering.

DISRUPTION AND CLASSROOM BEHAVIOR

Any student who causes or acts in such a manner as to cause a disruption of the classroom or the normal functioning or purpose of the school may receive consequences including but not limited to detention or suspension. Moreover, students who are continuously disruptive and/or uncooperative in the classroom may be removed from class at the discretion of the administration.

Students who refuse to comply with a teacher directive and who knowingly and openly defy teacher authority may be referred to the school board for further action.

DISRESPECT/DEFIANCE

A student who commits an offense or violation of disrespect may receive consequences from school at the discretion of the administration.

FAILURE TO COMPLY WITH ADMINISTRATOR OR TEACHER DIRECTIVE

Any student who fails to comply with a directive of an administrator or teacher with respect to accompanying that individual to an office or specified area and/or submit to a search of the individual and/or his/her items may be referred to the board of education for a disciplinary hearing. Leaving the school premises/area to avoid questioning or search may constitute a violation of this provision.

ASSAULT ON SCHOOL EMPLOYEE OR HIS/HER PERSONAL PROPERTY

A student who assaults a school employee or his or her personal property shall be suspended for ten (10) school days. A student who knowingly and intentionally assaults a school employee or his or her personal property may be referred to the school board for board hearing and board action.

DESTRUCTION/DEFACING SCHOOL PROPERTY

A student who destroys or defaces school property may be suspended from school at the discretion of the administration.

FIGHTING

Any student who is fighting, except in self-defense, may be suspended for three (3) days and may be referred to the civil authorities for fines up to $300.00.

GAMBLING/CARD GAMES

Card games/gambling will not be permitted except in instructional situations under supervision. The participants may be subject to disciplinary action.

HARASSMENT OR EXTORTION

Students who harass or intimidate others for any reason, including vindictiveness or gain, may be suspended.

SNOWBALLING

Students throwing snowballs may receive detention or suspension, depending on the incident.

STEALING

A student who steals may be suspended at the discretion of the administration.

CHEATING/PLAGIARIZING

The classroom teacher will handle any case of cheating in his/her class. Depending on the severity of the cheating the following options may be utilized by the teacher: (a) a warning; (b) referral to administration, (c) alternative assignment. In all cases the teacher must provide the Principal with a written report stating the details of the incident and the action taken by the teacher.

DRIVING/PARKING

High School students must obtain a parking permit from the main office in order to park in the student lot. No students are permitted to drive to school without a valid driver's license. Students that fail to register their vehicle(s) with the main office are subject to disciplinary actions.

INAPPROPRIATE LANGUAGE

Inappropriate language will not be tolerated. Students using obscene language, making racial or ethnic slurs or other derogatory comments will be subject to disciplinary action which may include detention or suspension dependent upon the nature of the violation.

PUBLIC SHOW OF AFFECTION

Demonstration of affection is the most personal of matters and should be based on genuine personal relationships. Good taste and common sense require that you keep any show of affection private by not permitting yourselves any privileges in the presence of other people. Furthermore, most people find it very embarrassing to be subjected to the public demonstrations of others. Violations may result in disciplinary action.

DRESS AND GROOMING

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students' dress in school.

The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Administrative Regulations

The following dress regulations will be in effect during all school sponsored events unless school administrators waive the code for specific purposes such as spirit days. Specific guidelines for dress aligned with the above statements are listed below.

Parents or students who wish to challenge a dress code ruling may contact the Superintendent. All provisions of this policy are subject to the provisions of PA public School Code 12.11 (sec.2603-B) and board policy 221 found on the district webpage or by requesting a copy at the district administration office.

DRESS AND REGULATIONS

1. Hats, headbands, and head coverings cannot be worn in the building or be visible during school hours unless an exception is made by the building principal for cultural or religious reasons.
2. Bandannas are not permitted to be worn or displayed in any manner.
3. Sunglasses cannot be worn in the building.
4. No jewelry or ornaments which may cause injury or could be construed as a weapon are permitted.
5. Clothing, patches, buttons, bracelets, or pins with suggestive writing or which advertise or advocate the use of tobacco, alcohol, or drugs are not permitted.
6. The midriff, lower back, chest, sides of the body and/or undergarments may not be exposed during the school day. Garments which are backless, strapless, spaghetti straps or a sheer appearance are prohibited.
7. Sleeveless shirts must have tailored seams that fit securely to the underarm.
8. Clothing that is torn, cut, or ripped above mid-thigh is not permitted.
9. Coats, jackets, or garments designed for protecting from outside weather or conditions are not to be worn in the building during school hours.
10. Footwear must be always worn. Slippers are not permitted.
11. Any item that can be construed as a weapon is prohibited.

CAFETERIA

The cafeteria is located on the lowest level of the building. Information regarding free or reduced-price lunches is available in the main office.

The following guidelines have been established:

1. Report to the cafeteria promptly when you are dismissed for lunch.
2. If you bring your lunch and are not purchasing anything, go directly to your seat.
3. If you are getting a district lunch or purchasing items, take your place at the end of the line. Line jumping, pushing, and shoving are not permitted.
4. Leave the table and floor areas neat and clean. Return trays to the proper area. Throw away your garbage.
5. Do not move chairs from one table to another.
6. Practice good table manners when eating.
7. If you have an accident or spill something, report it to a teacher or custodian.
8. Permission is needed to use the restroom and/or to leave the cafeteria area.
9. Food and drink are not permitted to be taken from the cafeteria area following lunch.

10. Follow supervisor's instructions for dismissal.

11. Students are not permitted in the cafeteria area other than their assigned lunch period.

A student who violates the above rules may be subject to disciplinary action which may include loss of cafeteria privileges, detention and or suspension dependent upon the nature of the violation. Students may also be required to bring their lunch and eat in a designated area for a specific period.

CIRCUMVENTING HEALTH ROOM PROCEDURES

The school nurse (or, in her absence, a building administrator) will decide as to whether a students' health condition warrants an early dismissal.

The use of cell phones or other means of communication to circumvent health room early dismissal procedures may result in a detention.

VIOLATING LAWS OF THE COMMONWEALTH OF PENNSYLVANIA

Any student who acts in such a manner that such actions constitute a violation of any of the laws of the Commonwealth of Pennsylvania may be suspended at the discretion of the administration.

WEAPON VIOLATION

Any student found in possession of a weapon regardless of intent, may be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the Board for a formal expulsion hearing in accordance with the Pennsylvania School Code and due process requirements. Any discipline involving a special education student will be subject to provisions of the Federal Individuals with Disabilities Education Act and accompanying Commonwealth law and regulations. Refer to the Weapons Policy for additional information.

TERRORISTIC THREAT

Any student making terroristic threats will be subject to disciplinary action which may include suspension and/or expulsion students will also be referred to civil authorities. Refer to the Terroristic Threat Policy for additional information.

BULLYING/CYBERBULLYING

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

ELECTRONIC DEVICE VIOLATION

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.[1]

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

Infractions may result in but not limited to confiscation of the device, contact parent/guardian for retrieval, detention, or suspension at the discretion of an administrator. Refer to the Electronic Device Policy (policy 815) for additional information.

TECHNOLOGY RESOURCES VIOLATION

Violations of the Acceptable Use of Internet, Computers and Network Resources Policy may result in detention, suspension, or referral to the board of education for disciplinary action depending upon the nature of the violation. Refer to the Acceptable Use of Internet, Computers and Network Resources Policy for additional information.

GUIDELINE EXTENSIONS

A. The above rules apply to all secondary schools. However, each building within the school system may have additional rules which when approved by the school directors of the Greensburg Salem School District, must be followed by all students.

B. Violations occurring on school buses are subject to the same policies as if they happened on school grounds.

C. Violations occurring on field trips or other activities under the auspices of, or sponsored by, the school district are subject to the same policies as if they had happened on school grounds.

D. When a student faces multiple charges because of the commission of a series of infractions, each infraction shall constitute a separate offense or violation and the student will receive all applicable penalties.

GREENSBURG SALEM SCHOOL DISTRICT POLICIES

IMMUNIZATIONS AND COMMUNICABLE DISEASES – 203

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]

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[3]

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[3]

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][4]

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[5]

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][4][6][7]

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 or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.[1][4][5][6][7]

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[5][8][9]

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[5][10]

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school 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.[6][11]

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, 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][5][6][7][8][12]

2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[3][5]

3. Annually review state standards for immunization and direct the responsible district personnel accordingly.

4. 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 electronically to the Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.[13]

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.[14][15][16]

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[17][18][19]

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.[20]

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.[20][21][22]

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.[23][24]

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.[25]

ATTENDANCE - 204

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2][3][4][5][6][7]

Definitions

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 eight (8) years of age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Person in parental relation shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or **community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, the local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][11]

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is in an approved cyber school program; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[3][4][21]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[2][22]
3. Students attending college who are also enrolled part-time in district schools.[23]
4. Students attending a home education program or private tutoring in accordance with law.[2][18][24][25][26][27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[2]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[4]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[4][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[3]
3. Quarantine.
4. Family emergency.

5. Recovery from accident.

6. Required court attendance.

7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]

9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]

    a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.

    b. The student shall furnish the signed excuse to the district prior to being excused from school.

10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]

11. Non-school-sponsored educational tours or trips, if the following conditions are met:[3][29]

    a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.

    b. The student's participation has been approved by the Superintendent or designee.

    c. The student initiates communication with teacher(s) regarding completion of make-up work. Teacher discretion will be used in the scheduling of tests to be made up and any long-term projects.

    d. Approval may be granted administratively unless a student is struggling academically or has been absent (excused or unexcused) over ten percent (10%) of the school year to date.

12. College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[3][6][30][31]

The district may limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[2][14][18]

2. Students participating in a religious instruction program, if the following conditions are met:[28][32]

    a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

    b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

    c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[21]

4. Students enrolled in special schools conducted by the Westmoreland Intermediate Unit or the Department of Education.

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[8]

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[33]

The notice shall:[33]

1. Be in the mode and language of communication preferred by the person in parental relation;

2. Include a description of the consequences if the student becomes habitually truant; and

3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

Sanctions (High School Specific)

When a high school student is absent from school more than (12) twelve days during a year (excluding medical and court-excused absences, the student will be placed on Sanctions, and s/he will be required to attend the Instructional

Makeup Program.

1. Students on sanctions are subjected to the following restrictions:

A. Students may not be excused from regular class room instruction complete missed work. ALL missed assignments and assessments must be completed during an instructional make-up session. This work will remain "Incomplete" until the agreed upon time to complete the work in instructional make-up has expired (usually1-2 weeks).

B. Prohibition from participating in or attending extracurricular activities, including athletics, clubs, and all dances (e.g.Homecoming, Christmas Dance, Prom).

C. No approved absences for vacations or other activities.

D. Exclusion from commencement exercises and other graduation related activities for seniors.

2. A student will remain on the Sanctions list until all provisions of the policy are fulfilled.

Instructional Make-up

1. The Instructional Make-up Program consists of two-hour sessions that are held after school or on Saturday mornings on a regularly scheduled basis.

2. Students must secure an Instructional Make-Up Session form from the main office and have it completed by their teachers prior to attending an instructional make-up session. Students will not be admitted to the instructional make-up session without a completed form.

3. When a student has attended an instructional make-up session for each absence beyond twelve (12), the student's name will be removed from the Sanctions list, and the aforementioned restriction will be lifted.

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[33]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[33]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[34]

1. Shall refer the student to:
    a. A school-based or community-based attendance improvement program; or
    b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[34]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[34]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.[16][36][38]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[33]

MEDICATIONS – 210

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.[1][2]

Delegation of Responsibility

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty, and staff to develop an individualized healthcare plan to best meet the needs of individual students.[4][5]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators and revised as necessary.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

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

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians, and other designated health officials.[10]

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

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

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS – 210.1

Authority

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[1][2]

The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.[3]

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.[4]

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

The Superintendent or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.[1][5][6][7]

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.[3]

The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.[3]

Guidelines

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[2][3][8][9][10][11]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[2][9][12][13][14][15]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[13][14]

Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:[1][8]

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
    a. Name of the drug.
    b. Prescribed dosage.
    c. Times medication is to be taken.
    d. Length of time medication is prescribed.

e. Diagnosis or reason medication is needed, unless confidential.

f. Potential serious reaction or side-effects of medication.

g. Emergency response.

h. If child is qualified and able to self-administer the medication.

4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[1]

5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.[1]

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.[1]

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.[1]

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.[1][2][7][16][17]

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[1]

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.

2. Date of issue.

3. Dosage.

4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.[3]

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:[3][18][19][20][21]

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.

2. Call for medical help immediately (dial 9-1-1).

3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.

4. Stay with the student until emergency medical help arrives.

5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.

6. Notify the school nurse or designee of the incident.

Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[3]

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:[3][22][23][24]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.

2. The employee successfully completed the training required by this policy.

3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.

4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

STUDENT DISCIPLINE – 218

Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[2][3][4][5][6][7]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.[8]

Any student disciplined by a district employee shall have the right to notice of the infraction.[9]

Suspensions and expulsions shall be carried out in accordance with Board policy.[9]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[5][10][11][12][13][14]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.

5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.[2][7]

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.[17][18]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[17]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[8]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[19][20][21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[14][19][20][22][23][24]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[14][20][25]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[14][19][26][27][28][29]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

WEAPONS – 218.1

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, replica of a weapon, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

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

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[2][3]

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[2][4]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][5][6][7][8][9][10]

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[10][11][12]

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][10][11][13][14][15]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[10][14][16]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[10][13]

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[2]

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[17][18]

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

TERRORISTIC THREATS – 218.2

Purpose

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

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[1]

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[1]

Authority

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][3][4][5][6][7]

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

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[7][8][9]

Guidelines

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.[10]

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[7][8][11][12][13]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[7][12][14]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[7][11]

STUDENT COMPLAINT PROCESS – 219

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established processes is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees shall recognize the complaints of students, provided that such complaints are submitted according to the established administrative regulations developed by the Superintendent or designee.

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

A student shall not be subjected to any reprisals because of filing a complaint.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS – 220

Purpose

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

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Distribution means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression means verbal, written, technological or symbolic representation or communication.

Non-school materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1][2][3]

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.[1][4]

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression

because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.[3]
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Distribution of Non-school Materials

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Non-school Materials

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to noninstructional times.

The building principal may determine disciplinary action for students who distribute or post non-school materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

DRESS AND GROOMING – 221

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[1][2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[2]

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]

TOBACCO AND VAPING PRODUCTS – 222

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:

    a. Tobacco, whether in its natural or synthetic form; or

    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[1][2]

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[4]

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[1][2][5]

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[3]

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased, or controlled by the school district; on property owned, leased, or controlled by the school district; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

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

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.[2]

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[6][7][8]

Office for Safe Schools Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.[8][9]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][6][8][9][10][11]

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.[12]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][13][14][15][16][17]

SEARCHES – 226

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][3][4]

The district has a compelling interest in protecting and preserving the health, safety, and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles, or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons, or other dangerous materials.[5][6][7]

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,

2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

CONTROLLED SUBSTANCES /PARAPHERNALIA – 227

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[1][2]

1. Controlled substances prohibited by federal and state laws.

2. Look-alike drugs.

3. Alcoholic beverages.

4. Anabolic steroids.

5. Drug paraphernalia.

6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.

8. Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[14]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.

5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[17][18][19]

2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.

3. Provide education concerning the dangers of abusing controlled substances.

4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][20]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][17][18][21][22][23]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][21][24]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][18]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[25]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[20][26]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

STUDENT FUNDRAISING - 229

Purpose

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

Definition

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

Authority

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

District students are not obligated to conduct door-to-door sales for fundraising activities.

Delegation of Responsibility

Collection of money by approved school organizations may be permitted by the building principal.[1]

Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent or designee.

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

The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618.[2]

SUSPENSIONS AND EXPULSION – 233

Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][4][5]

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[1][6][7]

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[1][7]

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

Informal hearings under this provision shall be conducted by the building principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing[6]

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.[1][6][7]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
    a. The need for laboratory reports from law enforcement agencies.
    b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
    c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[14]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

STUDENT RIGHTS AND RESPONSIBILITIES – 235

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.[1][2][3][4][5][6]

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[4][7][8][9][10][11]

It shall be the responsibility of the student to:[7]

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.[10]
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.[12]
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.[13]
7. Attend school daily and be on time to all classes and other school functions.[9]
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.[11]
11. Not use obscene language in student media or on school property.[11]

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[10][14]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[4][10]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

ELECTRONIC DEVICES - 237

Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkman, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, Blackberries', and laptop computers, as well as any new technology developed with similar capabilities.

Authority

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.[1]

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[2]

The district shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[3][6][7]

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[8]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

SCHOOL WELLNESS – 246

Purpose

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

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2][3]

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

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

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[9]

Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by

creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

Physical activity shall not be used or withheld as a form of punishment.

Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

Physical activity shall not be used or withheld solely as a form of punishment.

Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12][13][14]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9][15][16][17]

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, “grab & go breakfast” and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[11]

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

The district shall provide appropriate training to all staff on the components of the School Wellness policy.

Goals of the School Wellness policy shall be considered in planning all school-based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

The district shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, in accordance with the district's school environmental health program and applicable laws and regulations.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[11][12][15][16]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][18][19]

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[3][18]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][18]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[18]

Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[20]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[18]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
    a. Foods and beverages shall not be used as a reward or incentive in district schools.
2. Classroom Parties and Celebrations:
    a. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
        i. Fresh fruits/vegetables; and
        ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
    b. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3][18]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[21]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[22]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

HAZING – 247

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2]

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

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or **organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

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

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and/or posting of notice/signs.[4]

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[13]

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[14][15][16]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[14][15][17][18][19][20]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[15][20][21]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[14][20]

Confidentiality

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

Retaliation

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

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.[13]

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][13][22][23]

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

BULLYING/CYBERBULLYING – 249

Purpose

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

Definitions

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Examples of bullying include, but are not limited to physically, emotionally or mentally harassing a student; damaging, extorting or taking a student's property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student's education opportunities; or perpetuation of conduct by an individual or group, with the intent to demean, dehumanize, embarrass, or incite a student. Bullying typically involves a marked imbalance of power between the bully and the victim.

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

Authority

The Board prohibits all forms of bullying by district students.[1]

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Discrimination/Discriminatory Harassment

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

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][4][5]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

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

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][4][9]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

HOMELESS STUDENTS – 251

Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[1][2][3]

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[1][2][3]

The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[3]

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[4][5]

Definitions

Enroll or **Enrollment** means attending classes and participating fully in school activities.[6]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[6]

1. Children and youths who are:
    a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
    b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate

accommodations;

c. Living in emergency, transitional or domestic violence shelters; or

d. Abandoned in hospitals.

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;

4. Migratory children who qualify as homeless because they are living in circumstances described above; and

5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[5]

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[6]

Delegation of Responsibility

The Board designates the Coordinator of Student Services to serve as the district's liaison for homeless children and youths.[5]

The district's liaison shall ensure outreach and coordination with:[5]

1. Local social service agencies and other entities that provide services to homeless children and youths and families.

2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[7][8]

4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[5]

The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[5]

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[5]

2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[5]

3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[5]

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[5]

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[5]

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[5]

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[5]

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[3][9][10][11][12][13][14][15]

2. The application or enrollment deadline has passed during any period of homelessness.[5][9]

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.[5][9][10][11][12][13][14][15]

The district may require a parent/guardian to submit contact information.[5]

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[5][16]

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[5]

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.

2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and shall not be deemed to be directory information.[14][15]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][5][17]

1. Transportation services.[18]
2. School nutrition programs.[19]
3. Career and technical education.[20]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
    a. Services provided under Title I or similar state or local programs.[21]
    b. Programs for English Language Learners.[22]
    c. Programs for students with disabilities.[8]
    d. Programs for gifted and talented students.[23]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][5][18]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[5]

Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[5]

The district's liaison shall arrange professional development programs for school staff, including office staff.[5]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[5]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

DATING VIOLENCE – 252

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

Guidelines

Complaint Procedure

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[1][2]

If a possible violation of the district's harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.[3]

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[1]

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the district's website, if available.
4. Provided to parents/guardians.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.[1]

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[1][4]

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[1][5]

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[1][6]

EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE – 255

Authority

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts.[1][2][3]

Definitions

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

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.[4]

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

Delegation of Responsibility

The Board designates the Coordinator of Student Services to serve as the district's point of contact for children in foster care.

The district's point of contact shall coordinate with:[1]

1. Local children and youth agency to:
    a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements.
    b. Develop a protocol on how to make best interest determinations; and
    c. Develop and coordinate transportation procedures.
2. Other school districts on issues of transfer of records, transportation and other inter-district activities.

Guidelines

Enrollment/Placement

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.[1]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders, and established local procedures.[1]

In determining whether it is in a child's best interest to remain in his/her school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.[1]

Documentation related to the best interest determination shall be kept in the student's education record.

Enrollment -

When a child in foster care is placed in the district and seeks enrollment in district schools, the district's point of contact shall:[1][5]

1. Ensure the child is immediately enrolled and attending school, even if the records normally required for enrollment pursuant to district policies are not available.
2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

Dispute Resolution -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in his/her school of origin, pending resolution of the dispute.

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[6]

Education Records

The district may disclose personally identifiable information from the education records of a student without written consent of the parent(s) or the eligible student if the disclosure is:[8][9][10]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Transportation

The district shall ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner.[2][11]

To ensure that transportation for children in foster care is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[2]

The transportation plan shall address the following:[2]

1. The procedure the district and local children and youth agency will follow to:
    a. Promptly provide transportation for children in foster care;
    b. Promptly arrange transportation for children in foster care; and
    c. Ensure transportation is funded in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act.
2. How transportation costs will be covered if additional costs are incurred. Options include:[2]
    a. The local children and youth agency agrees to reimburse the district;
    b. The district agrees to pay for the cost;
    c. The district and the local children and youth agency agree to share the costs; or
    d. The district of origin, the district of current residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.[1][2]

Training

The district's point of contact for children in foster care shall provide professional development and training to school staff on the Title I foster care provisions and education needs of children in foster care, as needed.

TRANSPORTATION – 810

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[2][3][4]

The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[2][3][5][6][7][8][9][10]

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[3][11]

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[12][13][14][15][16]

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[2][4][17]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[18][19]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[20][21]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[22]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[23][24]

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[7]

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[5][7]
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[7]
3. Provide each school bus/school vehicle driver with:
    a. The Pennsylvania School Bus Driver's Manual;
    b. The written rules for student conduct on buses/vehicles;

c. The procedures for evacuation drills; and

d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.

4. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[7][25]

5. Prepare a district map or schedule indicating each bus stop and bus route.[7]

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][26][27][28][29]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[30][31]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

TRANSPORTATION – VIDEO/AUDIO RECORDING – 810.2

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[2]

2. This policy is posted on the district's publicly accessible website.[2][3]

3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[2]

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records.[4][5]

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES – 815

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[1]

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[2]

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[3][4]

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;

2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual

act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and

3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[5]

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;

2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and

3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state, and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers, and network resources.[6][7][8]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[4]

1. Defamatory.

2. Lewd, vulgar, or profane.

3. Threatening.

4. Harassing or discriminatory.[9][10][11]

5. Bullying.[12]

6. Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[3][4][14]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[14]

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][15]

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[14]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[3][4][16]

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.[12][17]

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[4][16]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.

2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.

2. Commercial or for-profit purposes.

3. Nonwork or non-school related work.

4. Product advertisement or political lobbying.

5. Bullying/Cyberbullying.[12][17]

6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images, or photographs.[18]

9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.

10. Inappropriate language or profanity.

11. Transmission of material likely to be offensive or objectionable to recipients.

12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

13. Impersonation of another user, anonymity, and pseudonyms.

14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[19]

15. Loading or using of unauthorized games, programs, files, or other electronic media.

16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

18. Accessing the Internet, district computers or other network resources without authorization.

19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[19][20]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

WEB PUBLISHING – 815.1

Purpose

The Board adopts this policy to establish a clear district-wide policy concerning web publishing and the nature of information that should be provided within classroom, school and district websites. During the past several years, many teachers, administrators, and students have expressed an interest in creating and publishing on the Internet/World Wide Web. These pages assist with the dissemination of district-wide, individual school and classroom information. They publicize our accomplishments and provide valuable information about the school community.

Authority

The Board recognizes that at each level, students, teachers, school building administrators and district administrators all play an important role in ensuring that information published on the Internet is accurate, is not used for any illegal activity, transmitting offensive materials, communicating discriminatory remarks, nor posting/communicating any information that is indecent, profane or obscene. Likewise, teacher/classroom, school and district websites should only contain information that is factual in nature and does not reflect any one person's opinion, political affiliations or editorials. Such websites shall not be construed as public forums. Rather such websites are solely for the dissemination of school approved information. The school district, through its central and building administrators, retains the right to edit or remove any material on such websites.

Greensburg Salem School District encourages each school to post and maintain its own webpages and the development of classroom webpages by teachers. Posting or maintaining a website and webpages, however, is a privilege and not a right. The following policy should be followed by all students, district employees and schools who publish on the World Wide Web where the information being published originates from a school or district-maintained web server, or from any server currently in use by the school system through a lease or subscription service by Greensburg Salem School District. An example of this would be a web portal, which is a paid subscription service whose server is used by the district but is maintained and housed off-site, and does not reside on district property.

Delegation of Responsibility

Teachers overseeing students in an approved Webpage Development course have a responsibility to ensure that information posted to the Internet and/or linked to the school website meets the criteria of the curriculum and this policy prior to posting information live to the Internet. Pages created by students should only be posted live to the Internet by the supervising teacher after all hyperlinks, pictures, graphics and written content are scrutinized.

School building administrators have the responsibility to periodically check posted teacher/classroom and student webpages to ensure that information posted to the Internet meets the criteria of this policy. Principals will maintain a list annually of the students whose parents/guardians do not provide approval of the multimedia notice.

The Superintendent and/or designee shall have the responsibility to ensure that information posted to the Internet via the district website meets the criteria of this policy.

Guidelines

Online Images of Students in Grades PK-12

Images of students may appear on district, school and classroom websites. Prior to publishing student pictures on the World Wide Web, employees must first ensure that parents/guardians of those students have not chosen to exercise their right to opt-out under the "Multimedia Opt-Out" notification. Principals will maintain an annual list of parents/guardians exercising their right to opt-out.

When possible, an attempt should be made to avoid portrait and individual student photographs. Large and small group photos showing engagement are best. When using a photograph of students, ensure the student(s) provide verbal permission prior to publishing in addition to checking that the student's parents/guardians have not exercised their right to opt-out.

Online Publication of Student Names in Grades PK-12

First and last names of students should not appear on district, school and classroom websites. When identifying student work or students in a picture, the use of first and last initials is preferred. In rare cases, where a student is being recognized as the recipient of an award, participation in a project or program, or notable accomplishment, the student's name may appear on the district website.

Prior to publishing student names on the World Wide Web, schools must first ensure that parents/guardians of those students have not chosen to exercise their right to opt-out under the "Multimedia Opt-Out" notification.

Intellectual Property Rights

Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Prior to publishing student work on the World Wide Web, schools must first ensure that parents/guardians of those students have not chosen to exercise their right to opt-out under the "Multimedia Opt-Out" notification.

Before posting student-generated work, schools must take reasonable care that the content of that work is owned solely by the student. Plagiarism in any form is not permitted.

Webpage Content

Each school should review carefully the content included on its own webpages. These pages should be attractive in appearance, in good taste, and each page must contain the last revision date at the bottom of the webpage. Teachers, students, and administrators should use the following criteria when judging the appropriateness of content:

1. Only three (3) types of webpages should be created:
    a. Teacher/Classroom Webpages.
    b. School Webpages.
    c. District Webpages.
2. Classroom, school or district webpages will not be linked to personal webpages or any webpage that is a part of a social networking site.
3. Classroom, school or district webpages will not be linked to commercial pages unless that link provides access to educationally-relevant information.
4. Any hyperlinks created on classroom, school or district webpages must provide access to only educationally-relevant information.

5. A student's personal email address, personal webpage URL, home address, phone number, pager number, social security number, student identification number or any other personally identifiable information should never appear on a classroom, school or district website.

6. Webpages written by employees and students are not to contain any language offensive to others. In addition, they must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, or hate. These pages must not include hyperlinks to any other sites containing any of the language or material listed above.

7. No webpages written by employees or students may promote or encourage illegal or immoral activities. No link from these pages may lead users directly to any other page which promotes or encourages illegal or immoral activities.

SUICIDE AWARENESS, PREVENTION, AND RESPONSE – 819

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.[1][2][3][4][5]

Authority

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.[1][2][3][4][5]

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[1]

Definition

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

Guidelines

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

SUICIDE AWARENESS AND PREVENTION EDUCATION [1]

Protocols for Administration of Student Education

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

Lessons shall:

1. Contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

2. Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.

3. Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.

Protocols for Administration of Employee Education

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

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.[1][6]

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

Resources for Parents/Guardians

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

METHODS OF PREVENTION [1]

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

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.[7][8][9][10]

Suicide Prevention Coordinators

District-Wide –

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

Building Level –

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

Early Identification Procedures

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

Suicide risk factors refer to personal or environmental characteristics that are associated with suicide.

Warning signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future.

Referral Procedures

Any district employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be

referred to the district behavioral health professional for support and follow-up.

Documentation

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

METHODS OF INTERVENTION [1]

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

Procedures for Students at Risk

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

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

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

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

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.[3][11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy.[3][11][12][13][14]

Documentation

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

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

METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE DEATH [1]

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

Response to Suicide Attempt

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

1. Determining the roles and responsibilities of each crisis response team member.
2. Notifying students, employees and parents/guardians.
3. Working with families.
4. Responding appropriately to the media.
5. Collaborating with community providers.

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

Re-Entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.[3][11][12][13][15][16]

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

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

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

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations, and Board policy.[3][11][12][13][14]

Response to Suicide (Postvention)

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

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

REPORT PROCEDURES [1]

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

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

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

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student.

Information and reports shall be provided, as appropriate, to guidance counselors, district behavioral health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES [1]

National:

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) or visit http://www.suicidepreventionlifeline.org/
- Crisis Text Line: TEXT 741-741 or visit http://www.crisistextline.org/
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669

Pennsylvania:

- List of Crisis Intervention contact information by county
- List of County CASSP and Children's Behavioral Health Contact Persons
- County Task Force Resources: By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources

National and State Organizations

National:

- American Association of Suicidology (AAS): http://www.suicidology.org/
- American Foundation for Suicide Prevention (AFSP): https://www.afsp.org/
- Suicide Prevention Resource Center (SPRC): http://www.sprc.org/

Pennsylvania:

- Prevent Suicide PA: http://www.preventsuicidepa.org/
- Jana Marie Foundation: http://www.janamariefoundation.org/
- Aevidum: http://aevidum.com/cms/
- Services for Teens at Risk (STAR-Center) https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx
- Pennsylvania Department of Education www.education.state.pa.us

VOLUNTEERS – 916

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, curricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

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

All volunteers shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[3]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[3]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[3]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

Volunteer – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[5]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.

2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[5]

2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[5]

3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[4][5][7]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[5]

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[8]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[5]

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[9][10]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[7]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[7]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[7]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[11][12]

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[12][13][14][15]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

PARENTAL/FAMILY INVOLVEMENT – 917

Purpose

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

Definition

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

Authority

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

Delegation of Responsibility

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

Guidelines

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

Education for Homeless Children and Youth (Act of 2001)

Education for Homeless Children and Youth (Act of 2001) The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate night time residence, including:

- Children and youth sharing the housing of other persons due to loss of housing (doubled-up), economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds; are living in emergency or transitional shelters, are abandoned in hospitals or are awaiting foster care placement

- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and

- Migratory children to include immigrant children who qualify as homeless because they are living in circumstances described above.

The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin. If you believe that your child may qualify for this service, please contact the principal of your child's school.

Elizabeth Craig
Homeless Liaison
724-832-2885
elizabeth.craig@gslions.net

FACTS ON RELEVANT STATE LEGISLATION

School Violence and Weapon Possession (Act 26 of 1995)

Act 26 creates a mandatory one-year expulsion for the possession of weapons on school property, including buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

Truancy (Act 29 of 1995)

Act 29 provides for a $300 fine and allows the court to impose parent education classes and community service sentences for parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the District Magistrate. Act 29 also provides that truant students may lose their driver's license for 90 days for a first offense, 6 months for a second offense.

Criminal Prosecution of Designated Felonies (Act 33 of 1995)

Act 33 provides that any person age 15 or older who commits a violent crime and either (a) committed the crime with a deadly weapon or (b) has previously been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

Blood Alcohol Content of Minors (Act 93 of 1996)

Act 93 creates a summary offense with a fine of $100.00 for any person under the age of 21 who operates a motor vehicle with ANY alcohol in their blood stream. The new summary offense is in addition to the loss of driving privileges and other sanctions allowable under current drunk driving laws.

Education for Homeless Children and Youth (Act of 2001)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate night time residence.

The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

If you believe that your child may qualify for this service, please contact the Principal of your child’s school.

This fact sheet is intended to provide a brief synopsis of the legislation outlined above. For more detailed information or a copy of the legislation, you may contact your legislator or the Center for Safe Schools, 1300 Market Street, Suite 301, Lemoyne, Pa 17043.

APPENDIX

Student Excuse Forms

Private Request for Administration of Medication During School Hours Form

Physical Exam Form

School Calendar 2026 - 2027

Greensburg Salem School District
Student Excuse Form

Student's Name_____

Teacher_____ Grade_____

School_____

Was absent from school on: date(s)_____

_____

Because: _____

_____

_____

_____

_____ ___/___/___
Signature of Parent Date

Failure to provide the school with a written excuse for a child's absence will result in the absence being recorded as unexcused.

Greensburg Salem School District
Student Excuse Form

Student's Name_____

Teacher_____ Grade_____

School_____

Was absent from school on: date(s)_____

_____

Because: _____

_____

_____

_____

_____ ___/___/___
Signature of Parent Date

Failure to provide the school with a written excuse for a child's absence will result in the absence being recorded as unexcused.

Greensburg Salem School District
Student Excuse Form

Student's Name_____

Teacher_____ Grade_____

School_____

Was absent from school on: date(s)_____

_____

Because: _____

_____

_____

_____

_____ ___/___/___
Signature of Parent Date

Failure to provide the school with a written excuse for a child's absence will result in the absence being recorded as unexcused.

Greensburg Salem School District
Student Excuse Form

Student's Name_____

Teacher_____ Grade_____

School_____

Was absent from school on: date(s)_____

_____

Because: _____

_____

_____

_____

_____ ___/___/___
Signature of Parent Date

Failure to provide the school with a written excuse for a child's absence will result in the absence being recorded as unexcused.

Greensburg Salem School District

PRIVATE REQUEST FOR

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

High School	Middle School	Hutchinson Elementary	Metzgar Elementary	Nicely Elementary
65 Mennel Drive Greensburg, PA 15601 P:724-832-2960 F:724-832-2926	301 North Main Street Greensburg, PA 15601 P: 724-832-2930 F: 724-689-0029	810 Welty Street Greensburg, PA 15601 P:724-832-2885 F:724-832-2874	140 CC Hall Drive New Alexandria, PA 15670 P:724-668-2237 F:724-668-8297	55 McLaughlin Drive Greensburg, PA 15601 P:724-832-2868 F:724-832-2860

PUPIL'S NAME_____

TEACHER _____ GRADE _____ BIRTHDATE ___ /___ /___

It is our procedure to request that medication be taken prior to or after school hours whenever possible. If it is essential that the child receive the medication(s) during school hours, please complete the following information. The fact that this is a service or accommodation which the school is not legally required to perform is recognized by all parties signing this form, and in so signing they waive all liability suits, and claims of whatever nature or kind, which might arise out of these arrangements.

The following information should be completed and signed by your physician.
Parents should then sign where indicated and return this form to the school nurse as soon as possible.

Diagnosis (Condition for which medication is being taken). _____

Medication _____

Dosage_____

Times to be given in school_____

How long will the pupil be taking this medication? _____

Possible side effects_____

Please bring no more than a one (1) day supply of the medication in the original container with the original label from the pharmacy on it. A note from the parent should accompany the medication stating medication dosage(s) and time(s).

Physician's signature_____

Physician's address_____Physician's phone Date ____/____/____

Parent's signature _____

Parent's address _____

Parent's phone _____ Date ____/____/____

H511.336 (Rev 5/02)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HEALTH

PRIVATE PHYSICIAN'S REPORT OF PHYSICAL EXAMINATION OF A PUPIL OF SCHOOL AGE

DATE _____ 20____

NAME OF SCHOOL _____ GRADE ____ HOMEROOM _____

NAME OF CHILD			DATE OF BIRTH	SEX
Last	First	Middle		☐ M ☐ F

ADDRESS

No. and Street	City or Post Office	Borough or Township	County	State	Zip Code

MEDICAL HISTORY
IMMUNIZATIONS AND TESTS

VACCINE	DOSES Enter Month, Day, and Year each immunization was given			BOOSTERS & DATES	
Diphtheria and Tetanus (Circle): DTaP, DTP, DT, TD	1 / /	2 / /	3 / /	4 / /	5 / /
Polio (Circle): OPV, IPV	1 / /	2 / /	3 / /	4 / /	5 / /
Measles, Mumps, Rubella	1 / /	2 / /			
Hepatitis B	1 / /	2 / /	3 / /		
HIB	1 / /	2 / /	3 / /		
Varicella	1 / /	2 / /	Varicella Disease or Lab Evidence Date: _____		
Other: _____					

☐ MEDICAL EXEMPTION The physical condition of the above named child is such that immunization would endanger life or health
☐ RELIGIOUS EXEMPTION (Includes a strong moral or ethical conviction similar to a religious belief and requires a written statement from the parent/guardian)

If Applicable:

Tuberculin Tests Date Applied	Arm	Device	Antigen	Manufacturer	Signature
Date Read	**Results (mm)**		**Signature**		

Follow-Up of significant tuberculin tests:
Parent/Guardian notified of significant findings on _____.

Result of Diagnostic Studies: _____.
Preventive Anti-Tuberculosis – Chemotherapy ordered. ☐ No ☐ Yes _____ Date

Private Physician Report of Physical Exam – (04/09) 5011456

GREENSBURG SALEM SCHOOL DISTRICT

2026 - 2027 School Calendar

August '26

Su	M	Tu	W	Th	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	School Begins August 24				

September '26

Su	M	Tu	W	Th	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			

October '26

Su	M	Tu	W	Th	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

November '26

Su	M	Tu	W	Th	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					

December '26

Su	M	Tu	W	Th	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		

January '27

Su	M	Tu	W	Th	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						

February '27

Su	M	Tu	W	Th	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						

March '27

Su	M	Tu	W	Th	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			

April '27

Su	M	Tu	W	Th	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	

May '27

Su	M	Tu	W	Th	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	May 27 Last Day of School				

August 18 & 20.....In-Service Day
August 19.....Act 80 - No School
August 21.....No School for Staff
August 24.....First Day of School
September 7.....No School
October 12.....Act 80 - No School
October 23.....End of Marking Period 1
November 13.....In-Service Day
November 25.....Early Release K-12
November 26-30.....Thanksgiving Break
December 23.....Early Release Day
December 24 - January 3.....Christmas Break
January 11.....End of Marking Period 2

January 15.....Early Release Day
January 18.....In-Service Day
February 15.....Snow Make-up Day # 1
No School
March 17.....End of Marking Period 3
March 24.....Early Release K-12
March 25-30.....Easter Break
April 16.....Act 80 - No School
May 7.....Senior Project Day
No School K-11
May 14..... Snowl Make-up Day # 2
No School
Prom
May 27.....Early Release
Last Day of School/Commencement
May 28.....In-Service
Commencement Rain Date

School Closed/ Holidays
In-Service
Act 80 Day

First and Last Day of School
End of Marking Period
Early Release Day K-12

Updated 4/24/2026