2026-2027 Grove City Area Senior High School

Student/Parent Handbook and Code of Conduct

Alma Mater

Hail to Grove City Glorious Alma Mater, Here 'neath the Gold and White
We pledge our deep devotion, The Pine ever sturdy stands,
A guiding post before us, (Grove City), Hail to Grove City High!

Hail to Grove City Glorious Alma Mater, Four years of life and youth,
Spent within thy learned walls, The Eagle, our mascot,
Leads us on to victory (Grove City), Hail to Grove City High!

Grove City Area School District
Vision Statement

Empowering Our Community for Success

Mission Statement

Grove City Area School District is committed to developing productive members of society with a clear sense of purpose, a strong foundation for lifelong learning, and a determination to achieve excellence.

PA Law Requires Pledge or National Anthem

A Pennsylvania law requiring the recitation of the Pledge of Allegiance or the singing of the national anthem in public and private schools each day is in effect. The law also requires that the American flag be displayed in classrooms. Students in public or private schools may decline to recite the pledge or salute the flag, though school administrators will have to notify their parents. Private and religious schools may be exempt from the law for religious reasons.

Grove City Area Senior High School

511 Highland Avenue, Grove City, PA 16127

www.gcasdk12.org

Grove City Area School District is an equal opportunity institution and will not discriminate on the basis of age, race, color, national origin, sex, and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. All activities and courses, including industrial arts, vocational-technical education, family and consumer science and physical education courses are available to all students as required by Title VI, Title IX and Section 504. If there are any prerequisites, they are based on ability and aptitude, not on race, color, national origin, sex, or any handicapping conditions. If you are physically or mentally handicapped, you may qualify for special ser- vices and instruction, and equipment modifications so you can successfully complete the course or participate in an activity. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 coordinator at the district office located at 511 Highland Avenue, Grove City, PA 16127 or 724-458-6733. For more information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the building principal.

2026-2027 STUDENT HANDBOOK
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ADMINISTRATION

Dr. Brendan Smith	Principal
Dr. Jennifer Nemet	Assistant Principal
Mr. Rob Haggart	Athletic Director

SCHOOL COUNSELORS

Mrs. Michelle Albertini	Last Names Beginning with A-K
Mrs. Stephanie Sumner	Last Names Beginning with L-Z

SCHOOL NURSE

Mrs. Ann Lanshcak	Health Office

SECRETARIES

Mrs. Jessica Bish	Principal's Secretary
Mrs. Annette Eccles	Building Secretary
Mrs. Barb Lucido	Guidance Office Secretary

CUSTODIAL/FOOD SERVICE

Mrs. Jennifer Reiser	Food Service Director
Mr. Brian Van Dyke	Head Custodian

SCHOOL RESOURCE OFFICER

Mr. James Francic	School Resource Officer

FACULTY

Refer to the District website for individual faculty email addresses.

Mr. Vincent Anastasi	English
Dr. Deborah Armstrong	Special Education
Mr. Justin Bandi	Business Education
Mr. Nathan Barber	Science
Mr. Christian Bauer	Art
Mr. Brian Brown	English
Mrs. Sarah Coulter	Special Education
Ms. Amanda DiAlesandro	Art
Mr. Michael Everhart	Math - LTS
Mrs. Hannah Flowers	Music/Chorus Director
Ms. Alyssa Foore	Spanish
Mrs. Heather Fry	Gifted
Mr. Robert Haggart	Social Studies
Mrs. Marie Herman	English
Mr. William Hoffman	Science
Mrs. Kim Hohman	FACS
Mr. Nathan Hunter	Special Education
Mr. Bruce Irvin	Social Studies
Mr. Jeremy Janusziewicz	Special Education
Mr. Brandon Jones	Special Education
Mr. William Logan	Science

Mr. Jay Marstellar	Industrial Technology
Mr. Patrick McElroy	Librarian
Mr. Thomas Mourtacos	Industrial Technology
Mr. Gregory Mulato	Special Education
Mr. Jason Myers	Special Education
Mr. Matthew Prinkey	Music/Band
Mr. Dennis Ranker	Social Studies
Mr. Brian Reiser	Math
Mrs. Beth Sciullo	Wellness
Ms. Karyn Senita	French
Mrs. Janine Stuart	Math
Mrs. Tammy Thorne	English
Mr. Doug Tucker	English
Mrs. Jennifer Welsh	Social Studies
Mr. Steve Wilson	Math
Mr. Tom Wise	Educational Services
Ms. Olivia Wissinger	Math
Mrs. Andrea Wolfe	Science

EDUCATIONAL SUPPORT STAFF

Mrs. Michelle Cooper	Personal Care Aide
Mrs. Misty Doane	Instructional Aide
Ms. Amie Downing	Classroom Nurse (LPN)
Mrs. Lisa Rabold	Instructional Aide
Mrs. Vicky Ramsey	Instructional Aide
Mrs. Robbin Rihel	Personal Care Aide
TBD	Instructional Aide

ACTIVITIES AND CLUBS

Students are encouraged to get involved in some of the many activities and clubs offered at the High School. Colleges like to see in-depth participation in a few activities rather than superficial membership in many. Activity involvement is included on each student's permanent school record. Students can participate in the extra-curricular opportunities listed below.

Advanced Video Club
Aevidum
Band
Best Buddies
Chamber Singers
Choir
Community Art
Creative Writing
Dance Line & Silk Line
FACS Club
French Club
Global Scholars
Hive and Harvest Club
Interact Club
Jazz Ensemble
Leadership Club
Library Club
NASP (Archery)
National Honor Society
Makers Club
Physics Club
Prom Club
Show Choir
Ski Club
Spanish Club
Student Council
Thespians
Wellness Club
Yearbook

STUDENT COUNCIL

President: Maggie Ranker
Vice President: Calen Bishop
Secretary: Kaitlyn Majure
Treasurer: Liam Weller

Sophomore Representative: Quinn Peterson
Freshman Representative: Rebekah Hazy



All policies contained in the Student Handbook are subject to change based on the adoption of new policies and revision of current procedures by the School Board.

ARRIVAL

Students are not permitted to enter the building until 7:35 a.m. Upon entering the building, students are to report to either the cafeteria or the commons to await dismissal to their first period class. Once a student has arrived on school property (including the student parking lot) in the morning they are not to leave. Students may purchase breakfast in the cafeteria or commons and eat prior to being dismissed to their first period class.

ASSEMBLIES

Assembly programs will be scheduled by the Administration, Activities Director, and a committee of the Student Council. Students are required to attend all assemblies. Failure to attend an assembly will be considered a class cut.

ATHLETIC SIGNING

Grove City High School is proud to honor senior student-athletes who have committed to continue their athletic and academic careers at the collegiate level. The high school hosts two distinct **All-Sports College Commitment Ceremonies** each school year.

Ceremony	Date & Timing	Who is Included	Required Paperwork
Winter Ceremony	**February 4, 2027** *(National Signing Day)*	NCAA Division I & II athletes signing official **written offers of athletics aid (formerly known as the National Letter of Intent or NLI)**, and any Division III, NAIA, or Junior College athletes who have received **official written acceptance** and firmly committed by late January.	• Signed Financial Aid / Scholarship Agreement • NCAA Division III Celebratory Document provided by GCHS. • Official College Acceptance Letter provided by the student.

Late Spring Ceremony	**Late April / Early May 2027** *(Exact Date TBA in Spring)*	All remaining college commits, including winter/spring sport athletes, Division III or NAIA commits finalizing their admissions/financial aid packages in the spring, and junior college commits.	• NCAA Division III Celebratory Document provided by GCHS. • Official College Acceptance Letter provided by the student.

Important Guidelines for Parents & Students:

- **Scholarship Agreements vs. Division III Celebratory Document:** NCAA Division I and II institutions utilize official **written offers of athletics aid (formerly known as the National Letter of Intent or NLI)**. NCAA Division III institutions do not offer athletic scholarships and therefore do not utilize these agreements. To ensure Division III athletes enjoy the same milestone photo-opportunity, the school provides an identical signing experience. GCHS will provide a Celebratory Document.
- **Hard RSVP Deadlines:** To ensure proper media coordination, stage layout, and program printing, families must submit their intent to participate (along with proof of commitment/acceptance) to the Athletic Department **at least seven (7) calendar days prior** to the scheduled ceremony. Late RSVPs will automatically be scheduled for the Spring Ceremony.
- **Equity in Celebration:** The District maintains identical setups, photo backdrops, and recognition standards for both the Winter and Spring ceremonies. A student committing in April will receive the exact same high-quality celebration as those signing in February.

ATTENDANCE
Board Policy 204 - Last Revised May 11, 2026

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 six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[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 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 administrator(s) 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 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]
    - 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.
    - 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. Nonschool-sponsored educational tours or trips, if the following conditions are met:[3][29]
    - The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
    - The student's participation has been approved by the Superintendent or designee.
    - The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
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, foster care and other forms of educational instability.[3][6][30]

The district may limit the number and duration of nonschool-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][31]
    - 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.
    - The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
    - 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]

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within four (4) 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.[32]

The notice shall:[32]

1. Include a description of the consequences if the student becomes habitually truant;
2. Be in the mode and language of communication preferred by the person in parental relation and:
    - Include notice that a habitually truant student may not transfer, during the school year, to a cyber charter school unless a judge determines that the transfer is in the best interest of the student;

- Include resources available to assist the student and the person in parental relation with returning the student to compliant compulsory attendance and opportunities for academic recovery in response to the truant behavior.

When the notice is transmitted to a person who is not the biological or adoptive parent, it shall 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.[32]

The notice may include the offer of a School Attendance Improvement Conference.[32]

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.[32]

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.[32]

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.[32]

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.[32]

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.[32]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
   - A school-based or community-based attendance improvement program; or
   - 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.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

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.[33]

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.[33]

Unless a judge determines that it is in the student's best interest, a habitually truant student will not be permitted to transfer to a cyber charter school during the school year.[32]

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.[34]

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.[34]

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][35][36][37]

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][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

ATTENDANCE REGULATIONS AND PROCEDURES

Absence from School

All absences will initially be recorded as an unexcused unlawful absence until a parent note or doctor's excuse is provided. Once the excuse has been submitted, the absence will be recorded as an excused absence. All unexcused absences are also unlawful or illegal absences for students under age 18.

Regular attendance at school by each student is a specific requirement of the School Laws of Pennsylvania. The following attendance regulations are followed at Grove City High School.

A. The school day is from 8:00 a.m. to 3:00 p.m. Parents will be notified of absences by a computerized call service. Calls are made at 10:00 a.m. on the day of the absence.
B. A student who is absent from school must have their parent/guardian electronically submit the excuse for absence via ParentSquare. This excuse must state the exact reason for the absence and the exact dates of the absence. If applicable, the doctors excuse can also be attached to the message in ParentSquare. Excuses will no longer be accepted in paper form.
C. Students who fail to submit a parental excuse within four (4) school days following an absence will be charged with an unlawful absence.
D. When a student is absent for more than three consecutive days of school, the student or parent should contact the Guidance Office to obtain assignments and class work. Students are responsible to make up missed work. (Refer to the section on make-up work.)

E. A cumulative record of student attendance is maintained on a time-in-school basis. Student attendance is calculated by based upon the number of minutes a student is in school. This will include students who attend school, leave for a portion of the day and return to school.

Excused Absences

A. Medical excuses: All doctor's excuses for whatever reason should be submitted on doctor's script or letterhead and include the doctor's office phone number. These excuses must be submitted electronically through ParentSquare.
B. Parental excuses for personal illness, quarantine, or other exceptional or urgent reasons up to a total of ten (10) days absent per school year will be accepted. Parents may not excuse absences beyond ten (10) days. More than ten (10) days absent in any class for any reason will be considered unlawful, unless verified by a doctor's excuse.
C. Notification of the need for a doctor's excuse is sent home as a courtesy after the ninth and tenth (9th and 10th) excused absence.

Other Approved Absences

A. Absence for Urgent Reasons: When it is necessary for a student to be absent from school due to a trip, absences must be approved in advance. Requests should be made in writing. Requests for Legal Absence forms may be obtained from the high school website and returned to the high school office. Students are permitted to make up work in accordance with this policy.
B. College visitation, educational travel, school-related field trips, and athletic competitions must be pre-approved by the Administration. Request for Legal Absence forms are necessary for educational travel and college visits and are available on the high school website. A request for an educational travel or a college visit is subject to the following conditions:
    1. Parent/Guardian must submit a Request for Legal Absence form to indicate the days of absence; destination of the trip; adult supervision; and educational value of the trip.
        a. Forms must be signed by all of the student's teachers so that academic concerns can be noted and addressed.
        b. Work assigned for completion during the trip is due the day the student returns to school.
    2. No more than five (5) school days each school year per student will be approved for an educational trip.
    3. If a student is seeking approval for more than five (5) school days per year, the parent/guardian must contact the Assistant High School Principal, Dr. Jennifer Nemet.
    4. A student's academic and attendance standing will be reviewed when determining approval for the trip by either the principal or assistant principal.
        a. Educational travel days are included in the ten (10) parent excused absences and/or with the ten (10) doctor's excused absences.
            1. College visits are limited to two (2) per year for juniors and four (4) per year for seniors and are not included in the ten (10) Parent Excused Absences.
        b. Consideration for educational travel beyond ten (10) absences can be reviewed on a case-by-case basis. To have absences approved beyond ten (10) days, a parent or guardian must contact Dr. Jennifer Nemet, Assistant High School Principal.
        c. Educational travel and college visitations will not be approved if scheduled during Keystone and/or AP testing or final exams. If the school calendar changes for unforeseen reasons each request will be reviewed on an individual basis.
C. Funeral (family member).
D. Religious observance.

Penalty for Noncompliance

An unlawful absence will result in receiving zero credit for any work given on the day of the unlawful absence. This includes, but is not limited to tests, quizzes, graded class work, etc.

A. It is expected that students will make up all missed work immediately following their absence(s) from school. If a student missed one day, the student has one day to make up the work, if a student missed two days, the student has two days to make up the work, etc. (See Other Approved Absences above concerning Educational Travel and College Visitations.) Students should seek missed assignments from their teachers during lunch and learn upon their return to school. All work will be collected within the appropriate time frame and will be graded. Being absent for any reason the day before a previously announced exam or assignment due date does not excuse a student from taking the exam or completing and turning in the assignment on the due date. Important: Please review the Make-Up Policy section in the handbook for further information.
B. Three (3) unlawful absences will result in a first violation of the compulsory school attendance law. Letters will be sent home after each of the first three unlawful absences explaining the student's attendance status.
C. After four (4) unlawful absences and prior to filing charges with the magistrate, the assistant principal, nurse and/or counselor will discuss the student's attendance record and conduct an SAIP (School Attendance Improvement Plan).
D. Six (6) or more unlawful absences will result in a referral to the District Magistrate's Office.
E. The Administration will look at each case on an individual basis. Please call with individual concerns. It is the student's responsibility to see each of his/her teachers about making up any work he/she may have missed during an absence. Since it will not always be possible for a student to make up this instruction time or schoolwork, the number of days a student spends out of school must be kept to a minimum and should be limited to the reasons stated in the School Code as "excused absences."
F. The Administration may also issue an attendance contract for students with excessive absences.

Online Academy Attendance

Student attendance in Grove City Online Academy courses will be monitored by the Assistant Principal, guidance counselors and teacher(s) using an Internet-based system. To be considered in attendance during the school year, a student enrolled in the GCHS Online Academy must actively participate in online instruction not less than two and one-half (2.5) hours per week per course. Further information about the requirements for the GCHS Online Academy and attendance can be found in the Online Academy Handbook.

Students enrolled full-time in the GCHS Online Academy program must be actively engaged in their online courses a minimum of two and one-half (2.5) hours to qualify for participation in extracurricular activities or practices on that day. Weekly attendance will be processed at the conclusion of the final school day of the week.

Tardy to School

A. A student will be considered tardy if he/she is not in first period when the bell rings at 8:00 a.m. Students must present a parental note with date and time in the main office when entering school tardy. If coming from a medical appointment, the student should bring a dated medical excuse on the doctor's script or letterhead with the doctor's phone number or a parent note. The first three (3) tardies per semester, if accompanied by a parent note, will be considered excused. Thereafter, each tardy will be considered "unlawful" unless a medical excuse is provided.
    1. Tardiness is considered an illegal absence in accordance with the following:
        a. Before 8:30 a.m. – an unlawful tardy will be recorded (three parent notes will be accepted per semester)
        b. After 8:30 a.m. - an unlawful absence will be recorded towards total absences
B. Without a parental note or medical excuse (limited to three (3) per semester), unlawful tardies to school will be dealt with by the following:

1. 4th unlawful tardy: 1-hour lunch detention
2. 5th unlawful tardy: two 1-hour lunch detentions
3. 6th unlawful tardy: two 1-hour lunch detentions and revocation of extracurricular privileges
    a. STUDENTS HAVE TO SERVE LUNCH DETENTIONS ON THE ASSIGNED DAY. Failure to serve the detention will result in some form of progressive discipline and could include an attendance contract.
    b. The Administration, upon appeal from the student and for good cause (medical condition) shown, may forgive the lunch detention.
4. 7th unlawful late: student will be placed on an attendance contract. An attendance contract will result in the loss of the following privileges: prohibited from attending or participating in all school sponsored activities, loss of driving privileges for a minimum ten (10) days, and any other restrictions determined by the Administration.

C. Because emergencies and the unexpected happen, the attendance secretary will accept three (3) parental excuses for tardiness to school per semester. It is expected that such emergencies will be the exception, not the rule, so after three (3) parent excused tardy episodes per semester, all other tardiness will be considered unlawful without a medical excuse.
D. When late to school, regardless of the time of day, students must secure an admittance slip from the high school office and this must be presented to the teacher for admittance to class.

Tardy to Class

A. School halls are to be clear and all students are to be in their rooms before 8:00 a.m. Any student who is not, will be recorded as absent by the high school office. Any student who is tardy three times to class (other than 1st period class) will be assigned a lunch detention by the teacher.

Cutting Class

Illness is the only acceptable excuse for not reporting to class and/or a scheduled activity. If a student becomes ill, he/she must report to the school nurse immediately. Spending the class period in the rest room is not acceptable. Leaving class without a pass or permission is considered a class cut. Irregular attendance will hamper normal class progress; therefore, the penalties for the violation will be severe and are as follows:

1. Class cuts - No credit will be given for any work or exams missed. The teacher will send a referral form to the Administration.
2. Discipline according to the code of conduct will be assigned by the Administration.
3. Subsequent cuts of the same class or excessive cuts will result in additional discipline: revocation of extracurricular privileges, and/or being assigned to remote learning.

Early Dismissal

A. Students are not permitted to leave the school building without first receiving permission from the school nurse or administration, regardless of the reason. Any student who violates the rule will be considered “unlawful” from all classes missed. Requests for early dismissals must be submitted to the office before 8:00 am.
B. Early dismissal request must contain the following information:
    1. Full name of student and home phone number
    2. Date of early dismissal
    3. Precise time of early dismissal
    4. Reason for early dismissal
    5. Signature of parent or guardian

    Failure to provide the above information will result in a denial of the request.
C. Students should request doctors and dentists to make appointments after school hours, except in case

of emergency. Students must present a note on doctor's script or letterhead including the office phone number of the doctor or dentist upon their return to school in order for the absence to be recorded as a medical excuse.

D. In compliance with the Pennsylvania School Laws, early dismissals for purposes of any type of employment will not be considered unless it pertains to an approved independent learning plan.
E. The Advisory Period during 4th period on C Day is a part of the instructional school day. An early dismissal during the Advisory Period must be accompanied by a parent or doctor's excuse. Absences during this time will count against a students attendance. Once a student reaches10 total absences, without a doctor's note, an absence during the advisory period will be coded as an unlawful absence. Same-day requests to leave early on the day of the Advisory Period will not be excused unless accompanied by a doctor's excuse. If a student has an excessive number of unexcused absences during the Advisory Period, the Administration reserves the right to put the student on an Attendance Contract, which will exclude them from extra-circulular activities.
F. All students being dismissed early must sign out and exit the building by the main office.

BEHAVIOR EXPECTATIONS

Conduct

A climate for learning must be maintained throughout the school. Students who threaten this climate with inappropriate behavior will be dealt with promptly, consistently, and fairly. Penalties may vary with the frequency and seriousness of the infraction. (Refer to the Code of Conduct.) All rules of conduct apply to any school-sponsored event including those that are held off of school property.

Anti-Violence Policy

It is the policy of the Grove City Area School District to maintain an environment free from threat and/or violence. Threatening and/or violent behavior is hereby prohibited in the learning environment, at all school sponsored activities, on transportation to and from school and school sponsored events, on the way to and from school and on school property. Any student in this district who engages in conduct which constitutes violence as defined in this policy will be subject to discipline up to expulsion and/or legal action.

The following behavior constitutes violent behavior: assault, battery and fighting, terroristic threats and physical and verbal intimidation, the use, possession, display or transferal of weapons and vandalism. Weapons are defined as any firearm, explosive, knife, dangerous instrument, or any instrument represented as such.

Consequences of violation of the policy: The appropriate disciplinary sanctions shall be determined by the building principal. Building procedures will be based on the following: federal and state laws, severity of misconduct, age level, effect on the victim or victims, persistence of the misconduct and the intent of the perpetrator.

Authority of Teachers

Teachers are considered to have the same authority over students in school that parents have in the home. In case of a difference of opinion, students should not make matters worse by a show of belligerence. Situations can usually be corrected if the problem has not been aggravated by hasty words usually spoken in anger. A good attitude is the best insurance against misunderstanding, maladjustment, and wasted opportunities. Students are encouraged to discuss differences after class with the teacher, counselors, and principals.

Fighting

All students have a right to attend school in a safe environment without being threatened. Student behaviors exhibited that specifically intend to physically do harm to another student are considered to be fighting. When a student feels threatened, or feels that a fight may occur, he/she should immediately seek help from a staff

member. An assault should not be confused with fighting. In an assault, a person or people initiate a direct physical attack upon another. If a student attempts to defend himself/herself upon being assaulted and does not retaliate with physical aggression, he/she will not receive disciplinary action. However, if both parties react/respond or act in a physically aggressive manner, both students will receive appropriate disciplinary action, regardless of who initiated the contact. All fights are reported to the police for investigation. Furthermore, students must realize that criminal charges for assault may be initiated by the victim's parent/guardian.

Fighting is considered a major safety infraction. Students involved in fighting will be assigned to remote learning until the end of the quarter or as determined by the administration and the police will be notified. The local District Magistrate will then determine possible fines and/or further legal action, guilt or innocence. (See Disorderly Conduct, PA Crimes Code Sec. 5503 and Aggravated Assault, Act 167.) The school differentiates among harassment, assault and fighting. Assault and fighting begin with physical action. The person who makes initial physical action will be determined to be the cause of the fight (or assault). Verbal harassment will not be considered as an appropriate cause for physical action. Harassment should be brought to the attention of a counselor and/or the assistant high school principal to permit follow-up action. Any type of racist remarks would be considered harassment. Harassment may result in detention or suspension.

Hall Behavior

Students are not permitted food, snacks, pop cans, and bottles of drinks, etc. in the halls during the school day except in designated areas during Lunch and Learn. Any such food and drink items will be confiscated and dealt with as trash. Public displays of affection during the regular school day and/or any school sponsored activity (including transportation) are inappropriate for the school setting and are prohibited.

Obscene Language

Teachers and fellow students have the right to expect the use of appropriate language at all times. Teachers may make referrals to the office for any situations involving language they consider to be inappropriate. Detention may be assigned by the teacher or the principal. The principal may also assign discipline according to the code of student conduct.

Off-Campus School-Sponsored 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.
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.

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.

Pep Banners, Posters, Etc.

Pep banners, posters, etc. may be posted upon completion of arrangements with the principal's office. The cafeteria bulletin board has been designated for this purpose.

Removal from Classroom

Students who are requested to leave the classroom for disciplinary reasons are to report to the office immediately. Students will remain in the office until the end of the period. At the conclusion of the period students will report to their next scheduled class. While in the office, students are to remain quiet and not access their phones.

BUILDING EVACUATION AND USAGE

Evacuation

A. Familiarize yourself with the building floor plan, emergency exits and the evacuation route that is posted in each room. Students are to assume the responsibility for learning the evacuation routes for the rooms they frequent most often. Evacuation plans vary depending on the nature of the emergency.
B. When the alarm sounds, close the doors and windows as you exit.
C. The teacher will direct the students to the exits.
D. All rooms will exit in a quiet, orderly fashion and are to follow the route listed on the evacuation plan.
E. Students are to move as quickly as possible without running toward the assigned exit.
F. All students should continue to move away from the building to allow room for emergency traffic.
G. Under no circumstances are students to return to the building. (In a drill, an administrator will direct the students to return to the building.)
H. Should the alarm sound during a change in class, students should proceed to the nearest exit. Be alert - if blocked utilize another exit. Teachers will report to the student parking lot. Each student is to report to his/her first period teacher (all students must be accounted for by law).

Use of the Building

All students are required to leave the school building upon completion of the school day unless involved in a scheduled activity. Students are not permitted to stay over an extended period of time waiting for an activity to begin. Those students in the building for scheduled activities, including meetings with individual teachers and counselors, are required to obey all building and school rules and are required to behave in an appropriate manner. Students should plan to be in attendance for activities no earlier than 15 minutes before and/or after the scheduled activity. The school building is open from 7:35 a.m. to 3:00 p.m. for regular school activities. Students should plan their arrival and departure accordingly.

Use of Exits (Students)

Students entering the building are required to enter through the main entrance (near the cafeteria) or the activity entrance (near the auditorium and gymnasiums). All other exits are emergency/fire exits. Students entering or leaving the building during the school day are required to use the main entrance and to register in the attendance office. Students leaving the building without permission will be considered as having an unlawful absence and will result in a denial of privileges/extracurriculars for a minimum of 3 days as well as be subject to other discipline as outlined in the code of conduct. Students using emergency exits will be disciplined according to the code of conduct.

BULLYING AND CYBERBULLYING
Board Policy 249 - Last Reviewed September 11, 2023

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, 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 related to school or school activities.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the 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.

Title IX Sexual Harassment and Other Discrimination

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 shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

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

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. Referral to law enforcement officials.

The Reporting Form to file a complaint is attached to the Board Policy on the School District Website.

CAFETERIA

A well-balanced meal may be purchased by students at the school cafeteria or students can choose to bring their lunch from home.

Students must memorize their assigned student ID number before the first day of school, as this number will be used daily for them to enter into our point of sale for their school meal account.

Rules for Lunch and Learn Behavior

Failure to follow the established rules for conduct in the cafeteria may result in disciplinary actions and/or forfeiture of the privileges to eat in the cafeteria.

1. No food or drinks are permitted in the gymnasium.
2. No commercially prepared food is permitted during Lunch and Learn (food deliveries).
    a. 1st Offense: Verbal Warning
    b. 2nd Offense: Progressive Discipline
3. No throwing food. *Any item in the air is considered throwing.
4. No moving chairs and tables.
5. No tipping of chairs. *Automatic referral to the office and one day suspension of cafeteria privileges.
6. Students should only access the restroom that is closest to their Lunch and Learn location.
7. No visitors are permitted in any area of the building without permission of the administration.
8. Administration may restrict or eliminate open and uncapped drink containers in the school or carried in the halls. Students are expected to accept responsibility for these containers and any mess associated with them or else these privileges will be eliminated or restricted. Teachers may restrict open containers in their individual classrooms.

Welcome to the Grove City Eagles Café

WELCOME TO THE EAGLES CAFE
We are committed to providing nutritious, delicious, and fun meals in a welcoming environment for every student. Our goal is to fuel learning with well balanced meals students enjoy.

VIEW MENUS www.gcasdk12.org/district/food-services
MEAL PRICING

Breakfast Free to All Students
Elementary Lunch Meal $3.00
Secondary Lunch Meal $3.25
Secondary Premium Meal $3.75
Free & Reduced Lunch Meal Free to those that qualify

FREE & REDUCED MEALS
Students may qualify for FREE meals based on household income.
APPLY ONLINE www.schoolcafe.com
INCOME GUIDELINES www.fns.usda.gov/cn/income-eligibility-guidelines
✔ Applications are confidential
✔ Families may qualify for additional community benefits

💳 MANAGING YOUR SCHOOL MEALS ACCOUNT
All students use their GCASD Student ID number for meal purchases.
CREATE AN ACCOUNT www.schoolcafe.com
✔Add funds online
✔View meal history
✔Set spending restrictions
✔Receive low balance alerts
✔Manage automatic payments

💵 PAYMENT OPTIONS
ONLINE PAYMENTS (Strongly Recommended to speed cafe service lines)
Fast, secure, and convenient through SchoolCafe
CHECK PAYMENTS Make checks payable to:GC Food Services
CHECK & CASH PAYMENTS Send in a sealed envelope and include:
✔Student Name & Student ID Number
⚠️ No change will be given. Funds will be deposited directly onto the account.
Request refund for unused funds at cafehelp@gcasdk12.org

ACCOUNT CONTROL OPTIONS Email requests to cafehelp@gcasdk12.org
✔Meals Only (No Extras)
✔No Snacks/Ala carte Beverages
✔Cash Only for Extras
✔Limited Snack Days, ex: Fridays Only 1 Snack

SPECIAL DIETS Require Form submitted to Food Service Director:
https://resources.finalsite.net/images/v1742393894/grovecityk12paus/lw62slr3chiuyqjkmdm5/MedicalPlanofCareforSNPRevMarch2025_final.pdf

⚠️ IMPORTANT REMINDERS
✔ Pay negative balances promptly to avoid additional charges

🤝 WE'RE HERE TO HELP: cafehelp@gcasdk12.org
📞 SchoolCafé Support: customercare@schoolcafe.com
855-729-2328 Monday-Friday 6 am to 6 pm CST
Thank You for Supporting Our School Meals Program!

CHEATING AND PLAGIARISM

Cheating and plagiarism in any form involving curricular and extracurricular activities are strictly prohibited. Giving or receiving information during an examination, disclosing examination items to other students, providing completed assignments (or parts of assignments) for other students and/or doing assignments for other students are considered cheating. A teacher will assign a "0" for any of the above situations. Copying the work or using the ideas of others without giving reference to the source is considered plagiarism. Any student guilty of plagiarism will be given the opportunity to resubmit the assignment and will receive 50% of the value earned. If the assignment is not successfully resubmitted, the student will receive a "0" for the nine weeks. The school counselor and the principal will be notified in all cases of cheating. Parents will then be informed by the teacher.

The use of artificial intelligence (AI) can cross the line of cheating and/or plagiarism. Please reference the GCASD AI Guidebook by clicking here for a full explanation of the acceptable use of AI for assignments. Students should know that teachers will give direct instructions for the level of AI that may or may not be used for assignments. In all cases, AI use should be documented with a citation to explain the use of AI. While properly formatted in-text citations and bibliographies are always encouraged, students should at least be able to articulate when and how AI tools were used in their work, according to teacher guidelines. Creating or completing a paper or assignment using AI, regardless of the program or software used, is not considered your own original work and is therefore considered cheating.

Plagiarism: What It Is and How to Recognize and Avoid It

What is plagiarism and why is it important to understand it?

We are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. How can students avoid plagiarism?
To avoid plagiarism, you must give credit whenever you use:

1. another person's idea, opinion, or theory;
2. any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
3. quotations of another person's actual spoken or written words; or
4. a paraphrase of another person's spoken or written words.

How to recognize unacceptable and acceptable paraphrases:

Here's the ORIGINAL text, from page 1 of Lizzie Borden:
A Case Book of Family Crime in the 1890's by Joyce Williams et al.: The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and pro- vided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Borden's lived) which became the centers of production as well as commerce and trade.

Here's an UNACCEPTABLE paraphrase that is plagiarism:

The increase of industry, the growth of cities, and the explosion of the population were three large factors on nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants.

With industry came the growth of large cities like Fall River where the Borden's lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

1. The writer has only changed around a few words and phrases or changed the order of the original's sentences.
2. The writer has failed to cite a source for any of the ideas or facts. If you do either or both of these things, you are plagiarizing.

Here's an ACCEPTABLE paraphrase:

Fall River, where the Borden family lives, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers. (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

1. Accurately relays the information in the original by using her own words.
2. Lets her reader know the source of her information.

CHILD ABUSE
Board Policy 806 - Last Revised May 12, 2025

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

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.[5]

Bodily injury - impairment of physical condition or substantial pain.[5]

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[6][7]

Child - an individual under eighteen (18) years of age.[5]

Child abuse - intentionally, knowingly or recklessly doing any of the following:[5]

1. Causing bodily injury to a child through any recent act or failure to act.

2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.

3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.

4. Causing sexual abuse or exploitation of a child through any act or failure to act.

5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.

6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

7. Causing serious physical neglect of a child.

8. Engaging in any of the following recent acts:

    a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.

    b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.

    c. Forcefully shaking a child under one (1) year of age.

    d. Forcefully slapping or otherwise striking a child under one (1) year of age.

    e. Interfering with the breathing of a child.

    f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[8]

    g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life or has been determined to be a sexually violent predator or sexually violent delinquent.[9][10][11][12]

9. Causing the death of the child through any act or failure to act.

10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.[13]

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:[14]

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;

2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;

3. Is necessary for self-defense or defense of another;

4. Is necessary to prevent the child from self-inflicted physical harm; or

5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5][15]

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[5][13]

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.[5]

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:[5]

1. A youth camp or program.

2. A recreational camp or program.

3. A sports or athletic program.

4. A community or social outreach program.

5. An enrichment or educational program.

6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[5]

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[5]

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5]

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[5]

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or

2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[5]

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following:[5]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:

    a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.

    b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

    c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

    d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

   The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age.[5]

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[15]

Delegation of Responsibility

The Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[6][7][16][17][18][19]

2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.[20][21][22]

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[21]

Certification requirements for volunteers are addressed separately in Board Policy 916.[23]

The Superintendent or designee shall annually notify district staff, independent contractors and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.[24]

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

Guidelines

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.[16][17][18][19][22][25][26][27][28]

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:[26]

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.

2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.

3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1][3][4][27]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.

2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[27][29]

3. District policy related to reporting of suspected abuse and sexual misconduct.

4. Maintenance of professional and appropriate relationships with students.[28]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[1]

The district shall provide each volunteer with access to training on child abuse recognition and reporting.

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[15]

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.

2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.

3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.

4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that the individual has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[15]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[15]

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.[30]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[31]

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[32]

Any person who engages in intimidation, retaliation or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[33]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[34]

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[15][35][36]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[15][35][36]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.[15][35][36]

When necessary to preserve potential evidence of suspected child abuse, a school nurse or administrator may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.[37]

If the Superintendent or designee reasonably suspects that conduct being reported involves a school safety and security incident required to be reported under law, the Superintendent or designee shall inform the law enforcement agency that has jurisdiction over the school's property, in accordance with applicable law, regulations and Board policy.[38][39][40][41][42][43]

Investigation

The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth and/or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[15][44]

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[45]

CHROMEBOOKS – AGREEMENT AND INSURANCE

As part of our 1:1 initiative, the District distributes Chromebooks to all students after the Chromebook and the Protection Plan Agreements have been reviewed and the required fee has been paid. Information for the Chromebook and Protection Plan can be found here. Registration information can be found here. Online payment information for the Chromebook protection fee can be found here.

COLLEGE COURSES

Students may enroll in a local college during their junior or senior year or at the discretion of the college/university. All costs incurred through the course will be paid by the student/parent. Students must provide their own transportation. All arrangements must be made through the Guidance Office with the Principal's approval.

Requirements:

1. Student must be in good standing to Grove City Area High School policy.
2. Student must maintain a full-time schedule.
3. Transcripts must be submitted to the Guidance Office at the end of the college semester.

COMPUTER AND INTERNET POLICY
Board Policy 815 - Last Revised February 12, 2024

Acceptable use of internet, computer, and network resources.

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]

Computer - for purposes of this policy, district computers include any electronic device owned or leased by the district that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or provide a wired or wireless connection to the Internet.

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 district Internet, 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, access, receive or display on or over the district's Internet, computers or network resources, including personal files. The district reserves the right to monitor, track and log network access and use on district computers and network resources; monitor fileserver space and file storage 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 building principal or designee.

The Board establishes the following list of subject areas as inappropriate matter, in addition to those stated in law and defined in this policy, which shall not be inappropriately used by students except as set forth below:[4]

1. Hate speech.[9][10]

2. Lewd, vulgar or profane.

3. Threatening.[11][12]

4. Harassing or discriminatory.[9][10][13]

5. Bullying.[14]

6. Consisting of/Relating to Weapons.[15]

7. Terroristic.[16]

Note that teachers with the consent of the building's administrator can permit a student access to these subject areas for bona-fide research projects related to a school sanctioned-assignment. "Inappropriate use" shall

mean access and/or use of these subject areas by a student that is not a bona-fide research project and is not related to a school sanctioned assignment.

The district reserves the right to restrict access to any Internet sites or network functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of computers and network resources with Internet access.[3][4][17]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked or filtered but is not prohibited by this policy.[17]

Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to adjusting Internet blocking/filtering for a student's use. If a request for temporary adjustment of technology protection measures is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][18]

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.[17]

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 principals shall make initial determinations of whether inappropriate use has occurred, and may consult with the Superintendent or designee and the school solicitor when necessary.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers and network resources 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][19]

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 on district computers and network resources.

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.[14][20]

Guidelines

District computers and network accounts shall be used only by the authorized user of the computer or 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, building administrator or other appropriate school staff. Network users shall not reveal personal information to other users on the network or Internet, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[4][19]

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, social networking websites 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.[21][22][23]

5. Restriction of minors' access to materials harmful to them or which have been designated as inappropriate matter in Board policy.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette and federal and state law and regulations. Specifically, the following are prohibited uses of district computers and/or network resources:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement.
5. Bullying/Cyberbullying.[14][20]
6. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.[9][10][14][24]
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.[25]
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.[26]
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. Vulgar language or profanity.
11. Transmission of material that a reasonable person would know 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.[25]
15. Loading or accessing 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, systems and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization.

Security

System security is protected through the use of passwords and/or encryption and district security procedures. 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:[23][27][28]

1. Employees, students and other authorized users shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another user.

3. Any user identified as a security risk or having a history of problems with other computers or network systems may be denied access to the district's computers and network resources.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network or Internet shall be subject to fair use guidelines and applicable laws and regulations.[25][29]

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 authorized users publishing content on the district website shall receive appropriate training and 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.

Accessibility –

District staff who maintain district websites and web pages shall post content which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:[9][10][13][30][31][32]

1. Including alternate text descriptions or captions for images.

2. Including captions for video content.

3. Avoiding text that is posted as an image or conveyed using only color cues.

4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.

5. Formatting text so that it is accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.

All district websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Consequences for Inappropriate Use

Users of district computers and network resources shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate or willful acts.[17]

Illegal use of the district computers and network resources; 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 and Board policies for behavior and communications apply when using the district computers, network resources and Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action and/or referral to legal authorities. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the district, the 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 referral to legal authorities.[6][7][8]

CONTROLLED SUBSTANCE/PARAPHERNALIA
Board Policy 227 - Last Revised August 12, 2024

Purpose

The Board recognizes that the use and abuse of controlled substances as defined in this policy is a serious problem with legal, physical and social implications for the whole school community. The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy.[1][2]

Definitions

For purposes of this policy, controlled substances shall include:[3][4]

1. Any controlled substance prohibited by federal or Pennsylvania 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.[1][2]

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 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 or during nonschool hours to the same extent as provided in Board policy on student discipline.[14]

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.[15][16][17]

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][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving the prohibited 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 law enforcement agency 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 law enforcement and Board policies.[13][15][16][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the prohibited 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 law enforcement agency 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][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of controlled substances to the PA Department of Education on the required form.[13][15][16]

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.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their unauthorized use, possession, purchase or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

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.

CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS POLICY
Board Policy 105.1 - Last Revised November 10, 2014

Authority

The Board adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Guidelines

The rights granted by this policy are granted to parents/guardians of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

The following conditions shall apply to any request:

1. No more than one (1) request per semester per subject may be made by any parent/guardian or student for each enrolled child.
2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the building principal.
4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
5. The district may take necessary action to protect its materials from loss, damage, or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
6. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

Delegation of Responsibility

The Superintendent or designee shall annually notify parents/guardians and students regarding the contents of this policy and their rights.

DANCES

Basic requirements for all school, student council, or club sponsored dances and the prom:

1. There will be a meeting with all dance attendees prior to each dance to reinforce all dance expectations. It is a requirement that all dance attendees come to the meeting prior to the dance.
2. Students who owe obligations (including disciplinary and financial) may not attend.
3. All dances will begin at 7:00 p.m. and end no later than 10:00 p.m., with the exception of the prom.
4. Random or general searches may be conducted upon entry to the dance. These searches may include student's belongings and vehicles parked on school property. Please refer to the District's Search Policy - 226.
5. Doors (admission) close 15 minutes after the start of the dance.
6. Students are not permitted in the instructional areas and related halls of the building.
7. All school rules and policies will apply, and its code of conduct will be in effect.
8. Behavior problems may result in students being removed, parent notification and cancellation of the dance (and future dances). Students are not permitted to loiter in the parking lot.
9. Students must have a ticket to enter the dance.
10. Students are expected to dance appropriately. Sexually explicit dancing such as grinding, or any other type of dancing which could be construed as vulgar or provocative, is prohibited.

Dress – boys

1. Shirt, tie, dress slacks and dress shoes. No hats, work boots, or hunting boots.

Dress – girls

1. Gown, dress, skirt, or pants suit. Students are not permitted to wear a two-piece gown where the abdomen is exposed.
2. If a student arrives inappropriately dressed, he/she will not be permitted into the dance.

Guests / Grove City High School

1. If guests are permitted, one member of the couple must be a current Grove City High School student.
2. No other outsiders are permitted to attend.
3. Grove City students who wish to bring a guest from another high school must first provide the guest with a permission slip to be signed by an administrator from the guest's school. Permission slips for dances may be obtained from the main office or the dance sponsor and must be returned to the dance sponsor no later than 3:00 p.m. on the day before the dance.
4. If the non-Grove City student is not enrolled in a high school, the Grove City student must fill out the permission slip and have it signed by a Grove City High School Administrator. Guests may be refused.
5. Non-Grove City students must have photo ID when entering the dance.
6. Students must be at least in ninth grade to attend a high school dance. Under no circumstances will a junior high school or middle school student be permitted to attend. No guest over 20 years old may attend.

Early Departure

1. Once a student leaves, he/she may not return.
2. Guidelines for each individual dance will be added to these rules.
3. Complete dance rules will accompany the ticket purchase. Certain variations of the basic requirements may apply.

DISCIPLINARY MEASURES

Lunch Detention

Students may be assigned lunch detention at the discretion of the Administration and/or Staff Memebers. Lunch detention will be served during the entire Lunch and Learn period. Students who are assigned lunch detention will report directly to the lunch detention room. Students who purchase their lunch will purchase their lunch first in the cafeteria and then report to the lunch detention room.

Denial of Privileges/Extra-Curricular Activities

Students may be denied privileges and/or extra-curricular activities for a specified period of time as determined by the administration.

Suspension

An ***in-school suspension (ISS)*** will be served in the alternative learning center (ALC) room. In-school suspension is designed to address the educational and behavioral needs of a student who will not be allowed to attend regular classes for a specified period of time. Classroom teachers will provide assignments to be completed during the time there. Special Education students will receive services in the ALC room or other assigned location as per the support teachers.

A written notice will be sent home to the parent/guardian for notification of the date(s) and reason for the suspension. All regulations of the Code of Conduct will be strictly enforced in ISS. Students must follow the

guidelines established for the operation of the ALC room. During the time of a student being assigned to ISS, the student is prohibited from participation in all extra curricular activities the day of their ISS assignment. This includes, but is not limited to, athletic events, performances, dances, and attending school sponsored events. If the student does not adhere to this, the ISS may be extended and could also include the assignment of out-of-school suspension. If the suspension (ISS and OSS) carry over the weekend, the students will not be permitted to participate in any school sponsored activity over the weekend and for the duration of the suspension.

Rules of ISS

- Students will report directly to the ALC room at the beginning of the school day.
- Tardy to ALC will result in one day out-of-school suspension.
- The remaining areas of the building are off-limits throughout the entire day.
- Do not leave the ALC room or the high school without expressed permission of the supervisor or an administrator.
- Be fully prepared. Bring all appropriate textbooks and other required materials with you.
- Remain in assigned seat unless given permission to do otherwise. Students must raise their hands and wait for recognition by the supervisor before requesting assistance.
- Remain awake—no sleeping is permitted! Do not rest head on hands, arms, side of desk, or walls at any time. Keep both feet on the floor at all times.
- Remain silent—no talking is permitted unless given permission by the supervisor.
- Follow all directions of the ALC supervisor without question.
- Although a 30-minute lunch period will be given, this lunch period is not free time. All rules will apply.
- Students will receive two monitored restroom breaks. One break will be given in the morning and one in the afternoon. Both breaks will be directed by the ALC supervisor.
- Chewing gum, eating snacks and drinking beverages are strictly prohibited. The only exception is during lunch.
- Electronic devices, games, or card playing will not be permitted in ALC. School-issued student Chromebooks are the only acceptable electronic device.
- Students with special medical problems must receive permission of the ALC supervisor to address the medical problem.

An ***out-of-school suspension (OSS)*** may be assigned for a period of one to ten days in extreme cases or when other actions fail. During an out-of-school suspension, students are not permitted on District property and may not participate in or attend extra-curriculular events. The student must be accompanied by a parent or guardian in order to return to school in the following instances:

1. Suspension for the second time for the same offense.
2. Suspension for more than 3 days.

Expulsion

Permanent removal from school for the remainder of the school year is reserved for the most critical situations.

Behavior Contract

Once a student receives ten discipline referrals, they will meet with the assistant principal and be given a behavioral contract. The contract will outline acceptable behavioral expectations and will be customized in order to promote positive behavior of the student. This contract could include the denial of all school-sponsored activities including, but not limited to, sports participation and events, band activities, prom/dances, field trips, academic challenges, driving privileges, and other privileges as deemed fit. Failure to adhere to the contract could result in further restrictions or being assigned to remote learning for a period of time as determined by the administration or out-of-school suspension. Students have the opportunity to arrange an appointment with the assistant principal to review their status. Students who exhibit positive behaviors over an extended period of time can possibly have privileges reinstated.

STUDENT DISCIPLINE POLICY
Board Policy 218 - Last Revised May 12, 2025

Purpose

The Board recognizes 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 district.[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.[1][2][4][5][6][7][8]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct and district rules and regulations.[9]

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[10]

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[7][10]

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 law enforcement and Board policies.[5][7][11][12][13][14]

On and Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times 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 or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:[3]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;

2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;

3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;

4. The conduct involves the theft or vandalism of school property; or

5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct

otherwise establish a direct connection to attendance at school, to the school community or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

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 included in student handbooks and on the district website.[1][8]

The building principal or designee shall have the authority to assign discipline to students, subject to Board policies, administrative regulations, the Code of Student Conduct and school rules, and to the student's due process right to notice, hearing and appeal.[7][10][15][16]

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, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.[15]

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/or for the protection of persons or property.[9]

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 products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[17][18][19]

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 law enforcement agency 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 law enforcement and Board policies.[14][17][19][20][21][22]

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 law enforcement agency 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][17][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA

Department of Education on the required form.[14][19][22][24][25][26][27]

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

SUSPENSION AND EXPULSION
Board Policy 233 - Last Revised March 9, 2020

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 or 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.

DISCRIMINATORY LANGUAGE, HATE SPEECH, AND SLURS

Grove City School District is committed to maintaining a safe, inclusive, and respectful learning environment. Consistent with Board Policy, the use of any minority, ethnic, religious, sexual orientation, disability, or racial slurs—**including, but not limited to, the "N-word" and any of its variations**—is strictly prohibited.

This policy applies to all forms of communication (whether verbal, written, graphic, or electronic) on school grounds, school-provided transportation, and at all school-sponsored events. Because these slurs cause direct psychological harm and disrupt the educational environment, their use will not be treated as simple "inappropriate language."

Disciplinary Consequences & Intervention

The use of prohibited slurs or discriminatory language constitutes a serious **Level 3 infraction** under the Code of Student Conduct, resulting in an immediate administrative referral. To reflect the gravity of the disruption, the school enforces the following structured response:

The Disciplinary "Floor" (Minimum Consequence)

While general Level 3 infractions may utilize minor interventions, **discriminatory slurs will not be resolved with lunch or after-school detention.** The minimum starting consequence for a first-time offense is:

- An immediate **In-School Suspension (ISS)** (or progressive out-of-school suspension depending on severity).
- A mandatory **parent/guardian intervention conference** with school administration prior to the student returning to regular classes.

Mandated Restorative & Educational Component

Discipline alone stops the behavior temporarily, but it does not educate. Therefore, alongside the disciplinary consequence, the student **must** complete a mandated restorative action, which may include:

- A guided educational research project on the historical context and impact of the specific slur used.
- Participation in facilitated restorative mediation (when appropriate and agreed upon by all parties).

Application of Policy

This policy is enforced **regardless of intent, context, or how the speaker self-identifies.** The subjective intent of the speaker does not negate the objective harm and disruption caused to the school community.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STAFF
Board Policy 104 - Last Revised August 24, 2020

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[1][2][3][4][5][6][7][8][9][10][11][12]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding

the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the

grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[13][14][15][16][17]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[16]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.

2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.

3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[9]

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or

2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or

3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it

alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[15][18]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[18]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:[18]

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[18]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such

a relationship is determined by the following factors:[19]

i. Length of relationship.

ii. Type of relationship.

iii. Frequency of interaction between the persons involved in the relationship.

b. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[19]

c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[20]

d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[19]

i. Fear for their safety or the safety of others.

ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[14][15][18]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[21]

Address: 511 Highland Avenue, Grove City, PA 16127

Email: Email contact posted on District website

Phone Number: 724-458-6733

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices

for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.

2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.

3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.

4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer/Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.

2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.

3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

5. Use of relevant technology.

6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.

8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.[22][23]

All training materials shall be posted on the district's website.

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS
Board Policy 103 - Last Revised August 24, 2020

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[18][19][20][21]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students,

parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

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

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

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][20][23][24]

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the

Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[25][26][27][28][29]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[28]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.

2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.

3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the

grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[27][30]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[30]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:[30]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[18][23][24][17][31]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[30]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such

a relationship is determined by the following factors:[32]

i. Length of relationship.

ii. Type of relationship.

iii. Frequency of interaction between the persons involved in the relationship.

b. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[32]

c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[33]

d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[32]

i. Fear for their safety or the safety of others.

ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[26][27][30]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[34]

Address: 511 Highland Avenue, Grove City, PA 16127

Email: Email contact posted on District website.

Phone Number: 724-458-6733

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.

2. Training - Provide training for students and staff to prevent, identify and alleviate problems of

discrimination.

3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[35]

6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.

2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.

3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

5. Use of relevant technology.

6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.

8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

DRESS CODE

The students and parents of Grove City Area Senior High School are expected to use their good judgment with regard to proper dress and appearance for school. Every student is expected to be neat, clean, and well-groomed. As a student of the high school, you represent the school district and the community and should dress appropriately. Safety, health, and modesty are important considerations for choosing clothing for school and school activities. Students are urged to dress for weather conditions because in the event of an emergency, students may have to leave the building. With these items in mind, standards for school dress include but are not limited to:

1. Apparel that reveals or exposes the abdomen, lower back, or sides of the torso is considered inappropriate. Also inappropriate is clothing made of sheer or see-through fabric, clothing that does not cover backs, clothing that exposes cleavage, clothing that exposes the buttocks, clothing that is off the shoulder, and clothing that reveals undergarments. Any sleeveless top must cover undergarments.
2. Apparel that contains profanity, ambiguous phrases, sexual innuendo, potentially offensive symbols, and alcohol, drug, or tobacco messages is prohibited.

3. Shorts, skirts, and dresses must be mid-thigh length or lower.
4. Trousers that reveal underwear, that inhibit leg mobility, or that can be readily pulled down or fall down are prohibited.
5. Footwear must be worn. Footwear should be safe for use in our building.
6. Jewelry or other accessories that could be considered dangerous or that could damage furniture are not permitted. Examples include (but not limited to): dog collar chokers and long chains.
7. No hats, hoods, bandannas, headbands, or sunglasses (unless medically necessary) may be worn during school.
8. Safety requirements for certain classes may require additional clothing regulations.
9. Coats are not to be worn during school.
10. All dress code regulations also apply to all school functions, including all dances.

Remember: It is at the staff's discretion whether they feel a student is in violation of the dress code.

Administrative Response

The following actions will be taken for violations of the dress code policy. These violations will accumulate over the school year.

First Offense: The teacher will notify the administration and send the student to the office. At the office, the student will be given the opportunity to call home and have different clothing brought in; or, he/she can choose an item of clothing out of the school stockpile to change into for the remainder of the school day. The offending item of clothing must be given to the secretary and can be picked up at the end of the day.
Second Offense: Same as the first offense with the addition of a detention. A phone call will be made to notify the parent/guardian of the second offense.
Third Offense: The parent/guardian will be called. The student will be sent home and will be marked as unlawfully absent until they return to school within the dress code requirements.

ELECTRONIC DEVICES
Board Policy 237 - Last Revised January 18, 2023

Purpose

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

Definition

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Authority

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.

2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by

the classroom teacher.

3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[1][2]

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

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.

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 shall result in confiscation of the electronic device.[3][4][5]

ELECTRONIC DEVICES/CELL PHONE GUIDELINES AND PROCEDURES

Electronic devices are not permitted to be taken into restrooms or locker rooms during class time. See the procedures in the Hall Passes/Restroom section for more information. Electronic devices are not to be accessed or used in any restrooms, locker rooms, or medical areas during the school day or at school-sponsored functions. Electronic devices should only be used during class time when directed by the teacher or within the teacher classroom rules and expectations. A teacher may confiscate a cell phone or electronic device that is not being used within the classroom guidelines.

Grove City High School Electronic Devices/Cell Phone Guidelines and Procedures

Purpose
The purpose of these guidelines are to ensure a safe and focused learning environment.

Definition
For the purpose of these guidelines electronic devices refer to all devices that are not used for educational purposes. These include, but are not limited to, cell phones, Smartwatches, hand-held games, headphones, and earbuds.

General Guidelines and Procedures

- As students enter the classroom they will be required to silence their phones and place them in a cell phone caddy located in each teacher's classroom. Students are not to retrieve their phone from the caddy until the bell dismisses them from class. Note, there are no "tech checks" during instructional time.
- Cell phones are to remain in the caddy during restroom use, accessing the school nurse, guidance and school offices.
- Smartwatches, earbuds, and headphones are not to be worn in the classroom and need to be stored in backpacks.
- Students may access their phones in the hallways between classes and during Lunch and Learn.
- Students must use the caddy system during the Advisory Period for educational programming activities and assemblies.
- Students may access their phones during the Advisory Period based on need as determined by the teacher.

Exceptions and Special Circumstances

- Exceptions may be made for students who need cell phones for medical reasons or other specific educational purposes, with prior approval from the school nurse and/or school administration.
- Educational purposes: Teachers may allow the use of cell phones for specific classroom activities. In such cases, guidelines for appropriate use will be provided.

Enforcement and Violations

- **First Violation:** The cell phone will be confiscated and returned to the student at the end of the school day. A documented verbal warning will be given.
- **Second Violation:** The cell phone will be confiscated and returned to a parent or guardian.
- **Third Violation:** The cell phone will be confiscated and returned to a parent or guardian. The student will receive detention or other appropriate disciplinary action.
    - **Insubordination**: Students that refuse to comply with their phone being confiscated will be deemed as insubordinate and will lose cell phone privileges as well as receive additional appropriate disciplinary action as outlined in the student handbook.

Confiscation Procedure

- Confiscated phones will be labeled with the student's name and securely stored in the school office until they are returned.

Communication of Guidelines and Procedures of Electronic Devices/Cell Phone Guidelines and Procedures

To Students

- These guidelines and procedures will be explained to students at the beginning of the school year during assemblies and classroom discussions.

To Parents/Guardians

- These guidelines and procedures will be included in the student handbook and communicated through ParentSquare, and Open House..

To Staff

- Teachers and staff will receive training on the guidelines and procedures during in-service sessions and will be responsible for enforcing the guidelines consistently.

Review and Monitoring
Annual Review

- The guidelines and procedures will be reviewed annually by the school administration and the Cell Phone Guideline and Procedures Committee to ensure its effectiveness and relevance.

Educational Resources

- Information on digital citizenship and responsible cell phone use will be provided to students on an ongoing basis.

Support for Exceptions

- The school will work with families to accommodate any special needs or circumstances that require deviation from the general guidelines.

By following these guidelines and procedures, the high school can maintain a productive educational environment while addressing the needs and safety of all students.

ELIGIBILITY – ATHLETIC/CO-CURRICULAR

A. Any student holding a "Disciplinary Obligation" will not be eligible to participate in any co-curricular activities including, but not limited to the following:
    1. Athletic Events
    2. Athletic Practices
    3. School Sponsored Dances, Social Events & Prom
    4. Practice or Performances for Band, Chorus, etc.
    5. The Musical
    6. Commencement
B. "Disciplinary Obligation" is acquired by failing to attend and appropriately complete assigned detentions and is not removed until the student fulfills the assigned disciplinary obligation. Students have one week to satisfy assigned detentions. If not served, the student is ineligible to practice or play until detention is served.
C. Obligations (detentions, financial obligations, library obligations, and sports equipment) are acquired by failing to fulfill the responsibility to complete a task or requirement in any of these areas.
D. Students must be present by 11:30 (a minimum of 3.5 consecutive hours) in order to participate that day or evening in athletics or any other school related activities as described in Section A above. Students who are sent home by the nurse due to illness may not participate in after school or evening events as noted in Section A.
E. An athlete is required to be in attendance for a full day following an athletic event under normal circumstances. If a student is ill, normal procedures are to be followed. In unusual conditions when teams arrive back at the school late, students must report to school 9 hours after returning to school the night before. Example: A midnight arrival time back to school will require student/ athletes to report to class the following day no later than 9:00 a.m.
F. Participation on any school athletic team or activity is a privilege, not a right. As such, the GCASD student-athlete/student is expected to represent his/her team or activity in a positive and respectful manner at all times. Illegal or disruptive behavior of a GCASD player or student at school, in the community, and on social media may result in the student's loss of participation. This includes, but is not limited to: repeated disciplinary infractions or disciplinary infractions that are serious enough to require corrective action while in or under the supervision of the school; engaging in conduct contrary to the criminal code or ordinances in the community; and inappropriate use of social media that reflects poorly of one's self as a member of the team or activity.

Athletic/Co-Curricular Eligibility

Students must fulfill the requirements of the school as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA) and/or District 10.

Grove City students must be passing a minimum of four (4) full credit subjects and not be failing more than one course. Eligibility shall be calculated cumulatively from the first day of the quarter and shall be reported on a weekly basis each Friday at 3 p.m. or the final school day of that specific week. If a student's cumulative work does not meet the standard set in this policy, he/she will be ineligible from the following week's activities (Monday – Saturday). The Administration may revoke the privilege of participating in athletics/co-curricular activity at any time for disciplinary reasons, flagrant misconduct, poor sportsmanship, excessive absenteeism, and/or failure to meet minimum scholastic eligibility standards. Suspensions are considered absences from school and are applied to the eligibility requirement. (See the Athletic Director for questions relating to athletic eligibility information and other athletic policies.)

Transportation

School District policy requires students to ride District supplied transportation to and from all District sanctioned athletic events. If parents wish to transport their son/daughter, a travel release must be obtained through the Athletic Office prior to the event. If parents insist on taking their son/daughter from an event, at the completion of competition and have not previously obtained a waiver, a release of liability must be obtained by the coach/advisor. It is the responsibility of the coach/advisor to make sure that all athletes and parents are aware of this policy.

If an athlete fails to abide by the policy on the way to an event, the athlete may not participate in the event. The athlete's parents will be notified by the coach/advisor. The athletic director will be notified of the infraction.

A. If an athlete fails to abide by the policy on the way home from an event, the athlete may not participate in the next event. The athlete's parents will be notified by the coach/advisor. The athletic director will be notified of the infraction.
B. Exceptions will be considered. Repeat violations by an individual athlete may result in loss of athletic privileges. The coach/advisor, appropriate building principal, athletic director, assistant superintendent/ superintendent will meet to determine the appropriate sanction.

EMPLOYMENT CERTIFICATES/WORK PERMITS

Any student between the ages of 14-18 must, by law, secure an age and school permit for any employment whether or not work interferes with school hours. You must email the high school secretary, Jessica Bish (jessica.bish@gcasdk12.org) for the electronic form to begin the process for obtaining a "work permit". To obtain a work permit, it is necessary to bring one of the following forms of identification: birth certificate, driver's license, driver's permit, baptismal record, or passport to the office. Once the application has been signed by the parent/guardian, it must be returned to the high school office to obtain the official work permit.

For more information regarding the Pennsylvania Child Labor Law, go to https://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx.

ENROLLMENT OF STUDENTS
Board Policy 200 - Last Revised August 12, 2024

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[1][2][3][4][5][6]

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[1][7]

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

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][6][8][9]

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence and immunizations and a completed Parental Registration Statement, as required by law and regulations, except as follows:[1][2][3][10][11][12][13]

1. *Students Experiencing Educational Instability* -

   The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with law, regulation and Board policy.[5][14]

2. *Children of Active Duty Military Families* -

   The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's intention to move into the district. The parent/guardian must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders.[6][15][16]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][17]

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

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

Delegation of Responsibility

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

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

FIREWORKS

No student attending the Grove City Area Senior High School is permitted to have in his/her possession any device of the type generally referred to as smoke bombs, firecracker, sparkler, M-80 or any other incendiary and/or explosive device while under the authority of the school. This includes travel on a bus and transportation on school-sponsored field trips and/or activities. Penalties for possession of incendiary devices:

1. Notification of parents
2. Notification of police
3. Minimum three-day suspension
4. Filing of legal charges

Repeated violation and/or hazardous violations may also result in further actions up to and including a recommendation of expulsion to the Board of Education.

FOOD ALLERGY MANAGEMENT
Board Policy 209.1 - Last Revised November 10, 2014

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.

2. Ensure a rapid and effective response in the 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, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.[1]

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or

life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.

2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]

4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[4]

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[3][2]

The district must provide reasonable accommodations, substitutions or modifications for students with

disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[5]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Nondisabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[6][7][8]

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, may develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.[9][10][15][14]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.[12]
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.[4]
4. Development of a comprehensive and coordinated approach to creating a healthy school

environment.[10]

5. Communication and confidentiality.[6][7][8]
6. Emergency response.[13]
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The district's food allergy management policy may be reviewed through the school nurse or the district's website.

FOOD SERVICES
Board Policy 808 - Last Revised January 18, 2023

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[1][2][3][4][5][6][7][8][9][10]

The district shall ensure that, in the operation of the food service program, no student, staff member or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[11][12]

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[4][13]

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[13][14]

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[4]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager.[3][4]

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[2][3][4][6][7][8][9][10]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[15][16][17][18]

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

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[12]

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[19]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[20][21]

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the

need for submission of a household application. Direct certification shall be conducted:[20][21]

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[22][23][24][25]

School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

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

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district shall offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21]

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[3]

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[3]

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

District schools shall be prohibited from:[3]

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or

stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.

2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.

3. Requiring a student or school staff to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

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

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

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

Collection of Unpaid Meal Charges

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

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][29]

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][30]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][31]

GAMING

No gaming, gambling or wagering is permitted in school.

GRADING SYSTEM

Grove City Area Senior High School utilizes a percent marking system to indicate level of achievement. A grade that is accompanied by an incomplete comment is a temporary grade until work missed is made up. Marks issued are based upon percentage calculations determined by the teacher according to the following table:

Percent	Equivalent
100-91	A
81-90	B
71-80	C
61-70	D
0-60	F

HALL PASSES/RESTROOM PASSES

Students are required to sign out of the classroom to be away from their assigned room or other activity at any time other than during class changes. Students must also sign in when returning to the classroom or assigned activity. Passes are a privilege and are to be used in a mature, responsible manner. Any misuse of the hall pass system will result in disciplinary action and the loss of pass privileges.

Teachers have the right to refuse any request to use a pass at any time, unless it is an emergency situation.

A. Restroom: Students are permitted to utilize the restrooms during class if the student was given permission and has signed out from the classroom properly. Cell phones and electronic devices must be left in the classroom when using the restroom (Policy 237 - Electronic Devices).
B. Loitering is not permitted and will be handled as a class cut. If an emergency develops, it should be reported immediately to the nurse or main office.
C. Teacher conferences: Students are not permitted to be excused to confer with a teacher of another class. Students seeking to confer with a teacher should do so during Lunch and Learn.
D. Student conferences: Students are not excused from school activities to confer with other students unless approved by the teacher or administration.
E. School Counselors and/or Social Worker are accessible by appointment. Appointments can be arranged between classes through the School Counseling Office or via email. Use of counselors during scheduled classes is limited to counselor discretion..
F. Office: Students are permitted in the office during scheduled classes only with a pass.

Please see the list below detailing the classrooms assigned to each specific bathroom.

Designated Bathroom Zones

1. Gold Bathroom: Cafeteria, Office, Guidance, Nurse, 405, 194, 192, 190
2. Blue Bathroom: 406, 407, 408, 409, 411, 413, 415,184
3. Salmon Bathroom: 182, 181, 179, 178, 176, 173, 172, 171, 300, 302, 304, 308, 310, 312
4. Green Bathroom: Comp Lab, Library, 151, 153, 155, 157, 163, 165, 167, TV Studio, 313, LGI, Weight Room, Aux Gym, Commons, Auditorium, Main Gym
5. Purple Bathroom: 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 211, 213, 215, 217

HAZING
Board Policy 247 - Last Revised March 10, 2025

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.

Discrimination/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 or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged hazing.[11][12]

Delegation of Responsibility

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

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[13][14]

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 and publication in

handbooks.[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 they have 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/Law Enforcement

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 law enforcement consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to law enforcement at every stage of the proceeding. The decision to report a matter to law enforcement 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 law enforcement in this regard.[15]

Referral to Law Enforcement and School Safety and Security Incident Reporting –

For purposes of reporting hazing incidents to law enforcement in accordance with school safety and security 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 products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[16][17][18]

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 law enforcement agency 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 law enforcement and Board policies.[16][17][19][20][21][22]

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 law enforcement agency 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.[17][22][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA Department of Education on the required form.[16][19][22]

Confidentiality

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

Retaliation

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

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[15]

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][15][24][25]

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor or volunteer, and/or dismissal from district employment.[26]

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]

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.

Title IX Sexual Harassment and Other Discrimination

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

Delegation of Responsibility

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

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 publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.[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 they have 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 applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

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

Consequences for Violations

Safe Harbor –
An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[13]

Students –
If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][13][22][23]

Nonstudent Violators/Organizational Hazing -
If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –
Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

HEALTH SERVICES

At the beginning of the school year, parents will be requested to fill out an online Emergency Medical Information Form for their child. Parents may access the Emergency Medical Information Form through the Infinite Campus Portal. This information is vital in treating a student for a medical problem. Without it, proper medical attention cannot be given.

The nurse is available for emergencies, first aid treatment, routine tests, and advice on general matters of health. Students who are injured or become ill, must report to the health suite. Under no circumstances are ill or injured students to spend a period (or periods) in the restrooms. This is a safety issue, and it is also a class cut.

Students are not to report to the nurse's office during class changes. Students are to report directly to their assigned class, receive a pass to report to the nurse's office and then report directly to the nurse's office. Students are required to sign in when entering and/or leaving the nurses office. Violators will be considered missing from class and penalties for such will be enforced. If the nurse is not available, report to the principal's office.

If a student's condition is such that he/she should not remain in school, the nurse will contact the parents to make arrangements for dismissal from school and transportation. Students are not to leave the building without the supervision of the nurse. The nurse also assists in planning and placement for adaptive physical education.

Medication Procedures
No medications, including over the counter as well as prescribed drugs, are to be kept in student lockers, classrooms, pockets, backpacks, gym bags, etc. Exceptions to the medication procedures include: Epi-Pens & rescue inhalers may be carried by students with permission of a physician.

Students should take their medication before and after school, whenever possible. Students required to take medication during the school day or while under the jurisdiction of the school, must follow these procedures:

Obtain a Medical Form from the school nurse. This form must be completed. A physician's signature may be required.

1. Parents must provide medicine to be stored in the original container or an approved container.
2. The District will not assume responsibility for stored medicine.

Nurses will not prescribe and/or administer medication, except within the guidelines of the district policy. In all cases, failure to follow medication procedures may result in a violation of the District's Drug & Alcohol Policy. Written permission is required before any medication is taken.

HOMEBOUND INSTRUCTION

For those students who are ill for at least 10 school days, provisions are made for homebound instruction. Arrangements are completed through the guidance office. Instruction is provided at no cost to the parents. Procedures are as follows:

1. The parent should request homebound by calling the student's counselor. Forms are available from the counselor.
2. The student's doctor must certify the student's need to be instructed in the home.
3. Instruction is approved by the Superintendent of Schools.

Instruction consists of 5 hours of instruction each week in the home setting and typically consists of tutoring. Marks are assigned by the homebound instructor at the conclusion of the homebound instruction.

HOMELESS STUDENTS POLICY
Board Policy 251 - Last Revised February 13, 2023

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.[1][2][3][4][5][6][7][8]

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.[1][2][3][4][5][6][7]

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[1][2][3][4][5][6][7]

1. Dress code.[9]

2. Transportation.[10]

3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[11][12][13][14][15][16][17]

4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18][19][20][21][22]

5. Graduation.[19]

6. Registration deadlines.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]

1. Homelessness.[1][3][7]

2. An adjudication of:[23][24]

    a. Dependency relating to child protective services and juvenile matters;

    b. Delinquency, if disclosed by the student's parent/guardian; or

    c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or **Enrollment** means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's 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.[25]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

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 in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[27]
- The school of origin for a *child in foster care* - 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 is the school the child is attending immediately prior to each change in placement.[8]
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

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.[26]

Delegation of Responsibility

The Board designates the Director of Pupil Services to serve as the district's point of contact for students experiencing educational instability.[4][5][27]

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[4]

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs:[4][5][27]

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 local service agencies and entities that provide services to students experiencing educational instability.

3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]

5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.

2. Facilitate the prompt placement of the student in appropriate courses.

3. Connect the student with educational services that meet the student's specific needs.

4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.

5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's point of contact 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.[27]

The district's point of contact 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.[27]

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's point of contact 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.[27]

The district's point of contact shall arrange professional development programs for school staff, including office staff.[27]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[27]

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.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[4]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

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.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.

2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]

2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, 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 point of contact 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 file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

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 their school of origin, pending resolution of the dispute.[2][38]

Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the semester in this district, if appropriate, without payment of tuition. *The board shall not be responsible for transportation to or from school for any student discharged from Foster Care residing outside school district boundaries.*

Education Records

Information about a student's educational instability 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.[29][30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[29][30][39]

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.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:[3][27][40]

1. Transportation services.[10]

2. School nutrition programs.[21]

3. Career and technical education.[12]

4. Educational programs for which the student meets the eligibility criteria, such as:

    a. Services provided under Title I or similar state or local programs.[41]

    b. Programs for English Learners.[42]

    c. Programs for students with disabilities.[11]

    d. Programs for gifted and talented students.[16]

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

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.[27]

Transportation for Students in Foster Care –

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]

2. How transportation costs will be covered if additional costs are incurred. Options include:

    a. The local children and youth agency agrees to reimburse the district;

    b. The district agrees to pay for the cost;[6]

    c. The district and the local children and youth agency agree to share the costs; or

    d. The district of origin, the district of foster 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.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]

    a. Competency demonstration, which could include, but is not limited to:

        i. Submission of an essay, presentation or project.

        ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.

    b. Performance on an examination.

    c. Successful completion of a career and technical education course.

    d. Other evidence or method determined appropriate by the district.

2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.

3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

   If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[4][43]

1. All other graduation options have been exhausted.

2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[4][43]

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[11][19]

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[19]

HOMELESS STUDENTS - MCKINNEY VENTO ACT INFORMATION

The McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.) is a federal law that provides important educational rights and services to PreK-12 children and youth experiencing homelessness. Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeed Act) defines *homeless* as follows:

The term "homeless children and youths"-

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) Include-

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping groups due to the lack of

alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) 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 (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(Iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

View the full text here: 42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths

Unaccompanied Youth

The McKinney-Vento Act defines an unaccompanied youth as a homeless child or youth who is not in the physical custody of a parent or guardian. To be eligible for McKinney-Vento services, the youth must meet both definitions of unaccompanied and homeless.

For more information, please visit:
BEC
Board Policy #251

If you have questions or need support, please contact the district's homeless liaison, Jennifer Connelly, Director of Pupil Services, at 724-458-6733 ext. 2140 or jennifer.connelly@gcasdk12.org

If you have questions about whether you or your family qualify under the McKinney Vento Act, you can contact Jennifer Connelly at jennifer.connelly@gcasdk12.org or 724-458-6733 X 2140.

Grove City has numerous community resources for families in need of assistance. Below is a list of some of these resources:

All Good Things Thrift Shop - (724) 264-4307

Beloved Mercy Ministries- (724) 761-1221

Christian Assistance Network (CAN) - https://www.christianassistancenetwork.org/ (724) 992-3193

Grove City Food Pantry - www.gccomunityfoodpantry.org (724) 458-5208 (724) 967-5852 for food emergencies

Grove City United Way- www.grovecityunitedway.org (724) 458-4527

Grove City Salvation Army - https://satruck.org/ (724) 458-9840

The Grove City Area School District employs a social worker, Mrs. Amber Fitch, who is here to help with any family needs. Mrs. Fitch has helped with the following:

- Helping families set up medical appointment
- Helping families get to appointments
- Helping families complete paperwork for Medicaid
- Helping families complete paperwork for housing assistance
- Helping families gain assistance for monthly rent payments
- Helping families with housing bills

**This list is not all-inclusive.*

If you want to speak to Mrs. Fitch, she can be reached at amber.fitch@gcasdk12.org or 724-458-5456.

HONOR ROLL

Any student achieving an average of 86% will be on the honor roll. Those students achieving an average of 91% or higher will be on the high honor roll.

INSURANCE

Pupil accident insurance plan is available to students at the beginning of each school year. Enrollment in these plans is voluntary. However, students engaging in any program of interscholastic athletics of inter-school sports in Grove City Area Schools are requested to have accident insurance. Parents who do not wish to purchase must sign a waiver in order for children to participate in the sports program.

LIBRARY

Students are encouraged to utilize the Grove City Area High School Library Media Center. Print and digital resources are available for class assignments and independent enjoyment. The Grove City Area School District has an online library catalog, which can be found at destinydiscover.com or on the school district website. Students can log in to the Library Media Center homepage in order to check out ebooks and audiobooks and fully utilize digital resources, though log-in is not necessary for browsing the catalog.

The Library Media Center is open to students before school, beginning at 7:30 a.m. and throughout the school day, and while classes often utilize the space, students are encouraged to visit on their own. Students using the library during regular class time should check in upon entering, and should have a pass from their subject teacher.

Circulation Procedures for the Grove City Area High School Library Media Center

The Library Media Center's online management system, Destiny, records all resource circulation, and students are responsible for all materials borrowed and any accrued library fines or charges on their personal library accounts. Overdue library materials and/or lost or severely damaged materials will result in fines. Any student holding an obligation will not be eligible to participate in any co-curricular activities including, but not limited to the following:

1. Athletic Events
2. Athletic Practices
3. School Sponsored Dances and other Social Events
4. Practice or Performance for Band, Chorus, and other Arts Events

5. Commencement

The library will communicate with students regarding outstanding obligations periodically throughout the school year, **though students can always check their status by logging into Destiny or stopping in the library**. Students with outstanding obligations can resolve them in the library at any time during the school year. In the summer, obligations can be resolved in the high school main office.

Expectations

A. Students are expected to behave in a mature, respectful, well-disciplined manner at all times.
B. Books, magazines, and materials from the open shelves that have been used during the period are to be returned to their proper places by the students who have been using them.
C. Defacing or damaging library property, including furniture and shelves, will not be tolerated. Offenders will be required to pay for damages.
D. Students are to use the main library/media center door, by the circulation desk.
E. Any materials taken from the Library Media Center without proper checkout procedure will be considered stolen property. If a student realizes that he/she has mistakenly taken a book without signing it out, the student is to return it immediately.
F. Unfortunately, library space and resources can be limited. Although we do our best to accommodate everyone's needs, when there is a high demand for resources, classes will be given priority access. Use of the space will be determined by the Librarian, Library Clerk, or supervising faculty.

LOCKERS

Lockers are the property of the Grove City Area School District, and their use is a student privilege. Therefore, students should not have an expectation of privacy in regard to their lockers. Lockers are loaned to the student for use during the school year and are subject to inspection by authorized persons at any time and for any reason. Responsibility for the locker and contents rests solely with the student. Under no circumstances should students' money or valuables be contained in lockers. Food, perishables, gym bags, etc. are not permitted in lockers for longer than one school day. Cigars, cigarettes, vapes, intoxicants, drugs, etc. are not permitted in lockers. School officials may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband. Blanket or random searches may also be conducted by opening and searching lockers or through the use of drug detecting dogs or other means of detecting contraband. Lockers, vehicles, and all personal belongings are subject to be searched. The student will be assessed for locker damage at the end of the school year. Lastly, under no circumstance should students share a locker.

Use of Student Lockers

Students are not permitted to use physical education or athletic lockers as general lockers. Students are assigned a locker for their personal use. Students are not permitted to use lockers other than those assigned to them. Students should keep all their supplies, books, etc. in their general locker and transfer items to gym lockers as needed. The administration will not investigate the theft of valuables if they are not locked up in a locker. Going to a locker is not an acceptable excuse for being late to a class. All students have locks on their lockers to protect their possessions.

Students are reminded the locker and its contents are their responsibility. Therefore, students would be well advised not to disclose their lock combination to anyone. Students are responsible for removing all materials and cleaning the locker at the end of the year.

LOST AND FOUND

A lost and found department is maintained in the main office. All articles which are found in school should be turned in at the office. Items are only kept for 30 days.

The school cannot be responsible for theft of personal property. Students are encouraged to leave money and valuable items at home. If valuables are brought to school, they are to be locked in a locker. Valuables that are in a book bag and are unattended or left out in the open are not the school's responsibility. Valuables (money, cell phones, jewelry, clothing, etc.) that are not locked in a gym locker are not the school's responsibility.

LOST OR DAMAGED SCHOOL MATERIALS

Students are responsible for all school owned material that is entrusted to them. Therefore, it is the responsibility of the student or his/her parent to pay the replacement cost for any textbook or school material that is lost, stolen, or damaged while it is assigned to the student. No grades, transcripts or records will be released for any student who has a financial obligation to the District. Lost or damaged materials will be held as financial obligations and may impact a student's participation in activities. Students should carefully examine the condition of materials as soon as the materials are assigned to them and inform the teacher of any damage.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES POLICY
Board Policy 824 - Last Revised March 10, 2025

Authority

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

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

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

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

Definition

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

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[2]

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care legitimately administered by an athletic trainer, coach or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.

4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names or otherwise in an overly familiar manner.
15. Telling a student personal secrets, sharing personal secrets with a student or asking students to keep any conversation, gift or activity a secret.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or send or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that they have maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report orally or in writing. Upon receipt of a report, school staff shall promptly notify the Title IX Coordinator.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the school safety and security provisions of School Code, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination/harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony and destruction of or hiding evidence.[5][8][12][19][20][21][22]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

MAKE-UP POLICY

In accordance with District policy, all students are permitted to make-up work for excused, unlawful, and unexcused absences and receive credit for class work done. Students cutting classes will not receive credit for work done during the class period.

Teachers do not have the authority to devise their "own" system of dealing with make-up work. The following procedures are to be used:

Assignments Not Submitted On Time

Until submitted, work not submitted is handled as a zero. A seven percent (7%) penalty is deducted for each school day the assignments are submitted late. This does not permit students to routinely submit daily homework assignments late. "Assignment" here refers to reports, compositions, projects, major works, etc. It does not include daily homework (the purpose of which is independent practice that will be built upon during the next lesson.)

Assessments

For the purpose of this policy, assessments include but are not limited to tests, quizzes, projects, labs, and performance-based assessments.

If a student misses a regularly scheduled assessment or an assessment deadline, he/she may be permitted to take a make-up assessment or granted additional time to complete the assessment. Students need to follow the procedures described below for making up an assessment.

Students who miss an assessment or assessment deadline must see their teacher during Lunch and Learn on the day he/she returns to school to arrange a time to make-up the assessment. In the event students arrive at school after Lunch and Learn, the student must send an email to their teacher by the end of the day to make arrangements to complete the assessment.

Incomplete Marks

All missed work or assessments from the day(s) a student is absent will be entered as an 'M' until work is made up in accordance with the make-up policy. The 'M' will be calculated as a zero in the gradebook.

Multiple Day Absences (Excuses)

The length of time students have to submit assignments and complete tests missed due to multiple day absences is dependent upon the length of the absence. The following chart indicates the period of time available to complete work:

Length of absence	Period to submit work
2-5 days	1 day for each day absent.
6 or more	Arrangements are to be made through the guidance office.

One Day/Partial Day Absence

- Students absent for one day are required to submit all of the work due on the next school day.
- Students that are in school for a partial day are required to turn in announced projects and assignments that day.
- Any tests missed are to be completed on the day of return. (Tests not completed will be marked as a zero percent (0%)).
- If a student has an early dismissal or arrives late to school they need to turn in their assignments prior to leaving or upon arrival. Students should use Lunch and Learn to turn in assignments and communicate to their teacher(s). If Lunch and Learn is not available due to the timing of the early dismissal or late arrival, students are still required to communicate with their teachers in-person or through email.

Out-of-School Suspension

The student who is suspended out-of-school for a period of time may be allowed to make up work. Teachers will refer to the Multiple Day Absences section above to determine period of time allowed for completion.

Preannounced Assignments, Projects, Tests

With regard to all preannounced work that becomes due during an absence students are required to meet with their teacher(s) during Lunch and Learn to make arrangements for extended time to complete the work. The teacher may use the Multiple Day Absences timeline as a guide or the teacher and student may decide on a reasonable timeframe based upon the situation.

Tests and Quizzes

- If a student cuts class on the day of an assessment or classwork, he/she will receive a 0% for the assessment or classwork.
- If a student is in school and fails to get permission to miss class, they will receive a zero for all assessments and classwork.

NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES
Board Policy 103.1 - Last Revised February 10, 2025

Authority

The Board declares it to be the policy of this district to provide all district programs and practices free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][4][5][6][7][8][9][10]

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees, in accordance with Board policy.[10]

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district and its employees are prohibited from intimidating, threatening, coercing, discriminating or retaliating against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[11][12]

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[4][9]

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services and extracurricular activities.[13]

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's educational programs, nonacademic services or extracurricular activities.[10]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Director of Pupil Services as the district's Section 504 Coordinator.[14]

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[15][16]

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's Individuals with Disabilities Education Act (IDEA) child find efforts, in order to not duplicate efforts.[16][17]

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[18][19][20]

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[20]

The district shall specifically identify the procedures and types of tests used to evaluate a student and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services or accommodations necessary to provide the student with FAPE.[13]

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.[13]

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[18]

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[21][22]

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[21][22][23][24][25][26][27]

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child and give or withhold their written consent to the evaluation and/or the provision of services.[13][19][20][28]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations and Board policy.[29][30][31][32]

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[33][34]

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 products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[35][36][37]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[11][13][21][31][33][35][38][39][40][41][42][43][44][45][46][47][48]

In making a determination of whether to notify the law enforcement agency of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[10][40][48][49]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[13][41]

In accordance with state law, the Superintendent shall annually, by July 31, report to the PA Department of Education on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[35][38][48]

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian and a review procedure.[28][50]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating action in federal court under Section 504.[19]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the PA Department of Education if one (1) or both of the following apply:[28]

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.

2. The district has failed to comply with the procedures and state regulations.

The PA Department of Education shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the

parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[28]

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[28]

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[28][51]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[28]

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[10]

Step 1 – Reporting

A student or parent/guardian who believes the student has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory law enforcement or child protective services reports required by law.[48][52]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the oral or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The Section 504 building administrator or Section 504 Coordinator and other appropriate individuals will promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][48][52][53][54]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of

this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.[10]

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.[29][30][31][32]

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements and state and federal laws.[33][34][55][56]

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, they may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

OBLIGATIONS

Obligations may be held by the School District throughout a student's high school career. These obligations may forfeit the students' opportunity to participate in school sponsored sports or activities. These include, but are not limited to: detentions, financial obligations, library obligations, and sports equipment. Prior to dances, before and during athletic and extra-curricular seasons, and prior to graduation students who have obligations will be notified. At the end of each school year a letter will be sent home that identifies the obligations that

students are responsible for before the start of the next school year. At the end of the student's senior year, if obligations still exist, a diploma will not be issued.

OUTSIDE OF THE BUILDING

Students outside of the building during the school day without permission from a staff member will be subject to discipline according to the student code of conduct.

PARENTSQUARE (DISTRICT NOTIFICATIONS)

The District utilizes "ParentSquare" to communicate information to parents and students for events, school cancellations, delays, activities, attendance, and etc. All parents should have an account at www.parentsquare.com linked to your student(s). Please verify your phone number(s) and notification settings after logging in to ParentSquare.

Please note that all school absence excuse letter and doctors notes should be sent by the parent to the school through ParentSquare. The school will use ParentSquare to send important group and individual notices to students and their families.

PARKING ON SCHOOL PROPERTY/STUDENT DRIVERS

Parking at school is a privilege and it must be treated as such. All students driving to school and parking on school grounds must register their vehicle(s) and obtain a parking permit in the High School Office. ***Parking permits must be obtained by the end of the first week of school***. Parking permits are $25 and are transferable to other student vehicles that have been registered with the high school office. Failure to obtain a parking permit may result in the vehicle being towed at the owner's expense.

A parking permit may be suspended or revoked if a student's behavior in school is found to be inappropriate or unacceptable. Student drivers are subject to state and borough regulations when operating an automobile on school grounds. Application for student parking is only available to students with a valid driver's license. The regulations governing student drivers will be strictly enforced.

Driving privileges may be immediately revoked if/when the District becomes aware of any student driver being issued a warning or citation for any summary violation by law enforcement while traveling on or near school district property. The incident will be reviewed by school administration for sanctions such as warning, revocation of the student's parking permit, and/or discipline according to the student code of conduct.

Any violation of these regulations will result in notification of police, parent contact, loss of driving privileges, and discipline according to the student code of conduct. Again, students are required to register all vehicles to be driven to school and to display parking permits on the rearview mirror of the car.

Students are to park in the lower lot behind the YMCA Early Education Center or in the gravel lot across the street from the YMCA Early Education Center. Any student vehicle parked in an undesignated area will be ticketed at the owner's expense. Vehicles without a parking permit are also considered illegal and may be towed at owner's expense. Students that have had driving privileges revoked and park on school property may have their vehicle towed at the owner's expense. Students are not to loiter in the parking lot but report directly to the building. Once a student is on school property, they are expected to attend classes. Leaving school property without permission will result in discipline according to the student code of conduct.

The school is not responsible for the safety and protection of vehicles parked on school property.

Please note: Students that need to access their vehicles must sign in/out in the high school main office. Students are not permitted to access another student's vehicle without the owner and administrative approval, failure to do so could result in disciplinary action. Students that drive or park vehicles on school grounds that display in-appropriate decals are subject to disciplinary action. This could include loss of driving privileges.

Guidelines for Parking on School Property

Rules Requiring Administrative Action:

Attendance/Tardy to School

1. Seven unlawful tardies results in permit revocation for a minimum of ten (10) school days.
2. Issuing of an attendance contract could include revoking the permit for the school year.

Obligation

1. Excessive monetary obligation(s) will result in a permit suspension until obligation(s) are paid.

Inappropriate Behavior

The following list of infractions may constitute a permit suspension for a minimum of two weeks, with the potential of a parking permit revocation:

1. Leaving school without permission
2. Excessive referrals to the office for behavior in school/classroom
3. Multiple suspensions from school
4. Career Center students driving unauthorized to the Career Center

Expulsion from school for any reason will result in an automatic permit revocation.

Rules

1. Applicant must have a valid driver's license.
2. Students must obey all traffic laws.

Minor Infractions, resulting in permit suspension for a minimum of two weeks, include:

1. Parking permits not displayed from the rearview mirror of the car.
2. Parking in areas that are not student parking as denoted by the yellow lines.

Major Infractions, resulting in revocation of a parking permit include:

1. Repeated minor infractions
2. All traffic violations – speeding, not adhering to street signs (one way, stop signs), passing a school bus when stop lights are activated
3. Careless and reckless driving
4. Damage to other cars or property without notification to GCHS office.

Students that use multiple vehicles may transfer the pass as long as all vehicles are registered for that permit in the high school office.

Miscellaneous Rules and Procedures

1. Permission for riders is the responsibility of the driver and the parents of drivers and riders.

2. Students are not permitted to be in the parking lot any time during the school day without authorization from a teacher or administrator.
3. Student drivers are responsible for any items found in their vehicles during a search by school personnel or persons acting as agents of the school. Vehicles are subject to search by school administrators and police canine units under the authority/supervision of school administration. The school district is not responsible for damage to a vehicle during a search.
4. Any unauthorized vehicles may be towed or detained at the owner's expense.

POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO INJECTORS
Board Policy 210.1 - Last Revised December 3, 2018

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

The School Nurse within each school will 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.

PROGRAM OF STUDIES

Each year the guidance department publishes an electronic program of studies posted on the District's website. This lists all the courses to be offered the following year with a description of the courses.

Students and parents should use the program of studies for additional information on course pathways, scheduling procedures and changes, awarding of credits to graduation, testing, student acceleration options, state graduation requirements, individualized graduation requirements, graduation ceremonies, graduation honors, and GPA calculations.

PUBLIC ATTENDANCE AT SCHOOL EVENTS
Board Policy 904 - Last Revised January 20, 2014

Purpose

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

Definition

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, electronic cigarettes, cigar, pipe or other smoking product or material and smokeless tobacco in any form.[1]

Authority

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.[2][3]

Guidelines

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and

adopted by the Board.

Tobacco

The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][4]

The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person 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.[5][7][8][14][11][10]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office for Safe Schools on the required form.[11][10]

The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.[1]

District personnel and one (1) family member will be admitted to all school events at no charge.

Free passes to school events will be available to senior citizens and to each Board member.

Free passes shall not include or convey reserved seating.

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[15][12][13]

PUBLIC COMPLAINTS
Board Policy 906 - Last Revised January 20, 2014

Purpose

The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution.

Authority

Attempts to resolve public concerns and complaints of district residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and district organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.

In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the No Child Left Behind Act. The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.[1]

Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures.

Guidelines

General Complaint Procedure

General complaints about Board policy and district procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.

First Level - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.

As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.

Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.

Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.

Fourth Level - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.

Final Level - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.

The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.

NCLB Complaint Procedure

Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.[1]

The complaint must be filed with the district as a written, signed statement that identifies:

1. Alleged NCLB violation.

2. Facts supporting the alleged violation.

3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.

Complaints shall be referred to the Superintendent or designee.

The Superintendent or designee will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.

2. Opportunity to present evidence by all individuals and/or organizations involved.

3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Superintendent or designee will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.

2. Nature of the complaint.

3. Summary of the investigation.

4. Recommended resolution.

5. Reasons for the recommended resolution.

The Superintendent or designee will determine whether further investigation is required and/or the district's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.

The Superintendent or designee will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

REMOTE LEARNING EXPECTATIONS AND STANDARDS OF BEHAVIOR

Depending on various circumstances, our classroom environment could become one of remote learning, the standards of behavior are as important as they are in the traditional school setting. As such, appropriate student

behavior is expected. While working with Grove City Area School District's online resources and remote classroom and instruction, participants and guardians are expected to abide by the following rules:

Academic Integrity and Quality of Work

Learners in a remote classroom or who are participating in a remote learning platform or some other form of live streaming (e.g., Google Meet) will be expected to turn in their own work. The teachers have a number of technologies to check that student work is unique and their own.

With that in mind, learners and guardians must abide by the following rules:

1. Videos, pictures, or copies of either student generated work or teacher work should never be shared as posts on social media, gaming networks, or elsewhere online.
2. Learners should not use or attempt to access files or content that do not belong to them, or that they have no legitimate reason to access.
3. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences. (Refer to the Cheating and Plagiarism section)
4. Creating or completing a paper or assignment using AI (artificial intelligence), regardless of the program or software used, is not considered your own original work and is therefore considered cheating.
5. Collaboration with other students is prohibited unless directed to do so by the teacher. In addition, guardians, parents, or acquaintances of the learner may not log in to a student account and complete coursework on behalf of the student.
6. Students should not use excessive "slang", written abbreviations, or language that they might use in other environments for completion of online work and graded tasks.

Digital Citizenship and Appropriate Use of Technology

It is important to not only teach content, but also have students be aware of their actions in a remote learning environment. Students and staff have rights to their own privacy that cannot be violated.

Learners and guardians must abide by the following rules:

1. Learners and guardians must respect the privacy of others online, and on all devices accessed or used.
2. The sites and tools approved by the Grove City Area School District will not request private information from learners or guardians. At no time should private information be given to programs of outside access. That information includes last name, phone number, address or school name.
3. Hurtful, harassing, or threatening messages, or inappropriate photos and/or videos are in no way permissible through Grove City's remote learning content or while participating in the live streaming of a lesson.
4. No pictures or videos should be taken, sent, or shared of anyone without that person's permission. This includes teachers or any other Grove City Area School District staff.
5. No comment, whether written or spoken, should be made unless you are completely comfortable with your principal and/or guardians seeing or knowing about it. This includes any profile pictures.
6. As a remote learner, your communication with your teacher will be slightly different than in a traditional setting. As such, the learner's school email account must be checked on every date of virtual instruction, and responses should be sent to instructor questions or comments in a timely manner.

7. Violations of some rules in this section may also result in violations of the Family Educational Rights Privacy Act (or FERPA), the school's anti-bullying policy, or the school's academic integrity policy, and may be subject to disciplinary action.
8. If you witness anything in your remote learning classroom that appears to violate any rule stated within the remote learner standards of behavior, please notify your teacher immediately.

Additional Disciplinary Information

In any classroom, there is always the potential for actions that detract from the learning experience. Adding the remote learning component to our traditional classroom will cause some differences in expectations.

We wanted to reassert the following:

1. Being intentionally disruptive to a live class with an online account is not acceptable and may result in the same consequences as being disruptive in the classroom.
2. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the internet is cheating, and students may suffer the same consequences.
3. Disciplinary action of students in a remote learning environment will be done in the same manner as students violating school rules in a traditional setting.
4. Grove City students are subject to all local, state, and federal laws governing the internet. As such, district administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.

Grove City Online Academy Expectations

The GCHS Online Academy is a learning platform that allows Grove City High School students the ability to engage school curriculum from a fully remote setting. These courses are offered to students through a variety of platforms including, but not limited to Google Classroom, Google Sites, and Edgenuity. Each course is customized and monitored by GCASD staff. Although the delivery of the curriculum is different from in-person learning, students are expected to maintain many of the same standards expected of in-person learners. These standards of expectation include, but are not limited to the following:

1. Submit only your own work. Copy and pasting information from sites on the internet is explicitly prohibited and will be processed as plagiarism.
2. Work must be completed individually. Students are not to share answers on assignments or activities for any online course.
3. Although students may not meet with their assigned instructor in a face-to-face manner, the same level of professionalism and respect must be given to the GCASD employee teaching the course as is expected of students learning in-person.
4. Students are not permitted to share their password with another student. Students should only use their login credentials to access their own online academic course work.

Students may choose to participate in the GCHS Online Academy for a variety of reasons and purposes. For example, a student may wish to take an online course that does not fit into their in-person schedule or may wish to take an additional course over the required seven period day. Students may choose to take a full course load with the GCHS Online Academy and not attend school in-person at all. At times, students may wish to create a hybrid schedule in which they attend a portion of their day in-person and a portion of the day online. Such a schedule can be created with a physician's note that details a reason that the student is unable to attend either fully in-person or fully online.

Students who are utilizing the GCHS Online Academy can find more information and further instructions in the Online Academy Handbook.

Synchronous Learning Expectations

Synchronous learning requires students to participate remotely in the greatest capacity possible through a real time classroom experience. Students participating in approved synchronous learning are expected to attend every class through Google Meet for the entirety of the class period, participate in the class activities, and complete and submit work on regularly scheduled course deadlines. Students seeking to participate in synchronous learning must first contact Dr. Nemet and their assigned guidance counselor with the expected dates and reason, to be approved before the start of synchronous learning. Once approved, students should reach out to each of their teachers letting them know of their request for synchronous learning in advance of the start date.

Approved Reasons for Synchronous Learning

1. Administration discretion and reviewed on a case-by-case basis.

Non-Approved Reasons for Synchronous Learning

1. Student does not feel well that day.
2. Student does not want to participate in person for a particular activity
3. Student does not want to take an assessment
4. Weather conditions including rain, snow, or ice

REPORT CARDS

Teachers are responsible for determining the mark awarded to each student. (Flexibility is permitted to enable teachers to vary practices according to the needs of a particular group, the type of material being learned and the nature of the course.)

Marks for students measure achievement in the instructional material and concepts included in the course. All homework, tests, class work, projects, laboratory experiences that are to be evaluated are included in the mark awarded for the marking period.

Report cards are issued to every student on a 9-week basis indicating the quality and quantity of achievement during the particular marking period. Each teacher determines a percentage mark for each student assigned to his/her class.

Report cards are handled through the guidance department. Grove City Area Senior High School utilizes a computerized report card system through the Infinite Campus Portal.

RUMOR SPREADING, GOSSIP, AND DEFAMATION

The Grove City Area School District is committed to maintaining a safe, respectful, and focused learning environment. The intentional fabrication, spreading, or promotion of malicious rumors, gossip, or unverified personal information about students or staff is strictly prohibited.

Why It is Prohibited: Rumor spreading is not a victimless action; it constitutes a severe disruption to the school day, creates a hostile educational environment, and frequently leads to harassment, bullying, or physical altercations.

Scope of the Policy: This policy applies to verbal communication, written notes, and electronic communications (including text messages, social media posts, group chats, and unapproved audio/video recordings of private conversations).

Accountability and Consequence Tiers: To maintain clarity and fairness, school administration will investigate and apply disciplinary actions based on a student's level of involvement:

- **Originating or Weaponizing Information (Level 3 Infraction):** Creating a false rumor, or intentionally exposing/sharing another student's private personal information or secret recordings with the intent to humiliate or harm, is a major violation. This will result in an immediate administrative referral, potential In-School Suspension (ISS), or Out-of-School Suspension (OSS).
- **Active Dissemination (Level 2/3 Infraction):** Actively forwarding, posting, or aggressively keeping a rumor alive after being aware of its harmful nature will result in progressive disciplinary action, including detentions or suspension.
- **Administrative "Cease and Desist" Directives:** To shut rumors down immediately, school administrators reserve the right to issue a formal verbal or written directive to involved students stating that a specific topic is closed. Any student who continues to discuss, repeat, or keep the rumor alive after receiving this administrative directive will face immediate insubordination and harassment consequences, regardless of who started it.

SCHOOL COUNSELING SERVICES

The school counseling department is located beside the main office. Facilities include a resource room and two private counseling offices. In the resource room, printed materials relating to career, college, and other post-high school opportunities are provided.

Two school counselors are available to all students, grades 9-12. Michelle Albertini is the counselor for students with the last names starting with A-K and Stephanie Sumner is the counselor for students with last names starting with L-Z. However, students may choose to see either school counselor.

School counseling services include career information, individual and group counseling, student scheduling, Mercer County Career Center coordination, homebound instruction, and withdrawals.

Students are given assistance in making long- and short-range plans, in setting realistic goals, and in using different strategies for dealing with everyday problems. Students and parents are encouraged to take advantage of the school counseling department.

Summer Hours: Summer hours will vary. Please see the website.

The following major services are provided to students and are available upon request:

Group Counseling

Group Activities are conducted to help students become acquainted with high school, vocational opportunities, scholarships, testing procedures, and proper procedures to follow in making applications. Students are encouraged to visit the counselors whenever they feel the need for a conference.

Information Service

A wide variety of information regarding the world of work, educational opportunities, and personal/social data is collected, maintained, and dispersed.

Parent Conference Service

The guidance department aids in the initiation, planning of, and participation in parent-teacher conferences as the need arises. Appointments can be made by calling 724-458-5456.

Placement Service

Students are aided in researching and making choices concerning college, trade and technical schools, armed services, and employment opportunities.

Psychological Services

Grove City Area School District recognizes that some students have personal or family problems they would like to discuss with a school psychologist. Therefore, services are available to any student. Arrangements can be made to speak with the school psychologist through the school counselors. All discussions are kept strictly confidential. However, in cases of suspected abuse, neglect, or instances where a student may be harmed, counselors are required by law to report information.

Pupil Appraisal and Record Service

A student's permanent record card and cumulative records are maintained. Interpretation of a student's test scores and other factual data is readily available to the students. Standardized tests are administered to assess progress, help individualize programs, and to place a student at his/her program level.

Resource Coordination Service

The identification of school and community resources and referrals to those resources are provided. Referrals can be made through the counselor.

School Counseling Service

This service is a helping relationship in which the counselor assists the student in making interpretations, planning and adjusting to life experiences leading to self-understanding, and the development of a life plan.

SCHOOL WELLNESS
Board Policy 246 - Last Revised March 11, 2019

Purpose

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

Authority

The Board adopts 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. Suggestions for improvement in specific areas.

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]

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[5]

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.

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.

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.

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][9]

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

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.

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.

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.[10][11][12][13]

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.[14][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.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[10]

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.

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

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.[10][11][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 for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

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.

3. Shared Classroom Snacks:

    a. Shared classroom snacks are not permitted in district schools.

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

SEARCHES POLICY
Board Policy 226 - Last Revised November 14, 2022

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 desks, 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 desks, 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 desks, 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 desks, 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.

Students, and their belongs, may be subjected to an electronic search including, but not limited to, a hand-held wand search by the district when there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, materials 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. These searches may not be used to create reasonable suspicion for a search, but may be used to confirm the location of suspected contraband, material, or evidence.

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 desks, 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, desks, 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.

SPORTSMANSHIP

All students who attend any interscholastic contest must behave appropriately. Attendance is a privilege and not a license to verbally assault others and be generally obnoxious. Remember, you are representing Grove City Area High School, therefore, we expect you to act in a mature manner. Show respect for the opposing players, coaches, officials, spectators, and support groups. Refrain from criticizing officials, name calling, use of profanity, throwing objects, and/or any other rude behavior. Any student or students who behave in a manner as described above will be asked to leave the contest and possibly be suspended from future events, as well as receive disciplinary action as identified in our student code of conduct.

STUDENT ASSISTANCE PROGRAM (SAP)

Students with serious personal/social problems or serious academic difficulties are encouraged to seek help of the SAP Team through any school staff member. All discussions are kept strictly confidential. Any student who feels that another student may need help should discuss this situation with one of the school counselors.

The purpose of the team is to assist students through an in-depth case study approach, using in-house resources or referring to outside agencies. The SAP Team has a close working relationship with the Mercer County Behavioral Health Commission, and other counseling and helping agencies.

The SAP Team consists of trained teachers, school counselors, the school nurse, the school psychologist and the assistant principal. Students may contact any of these individuals.

STUDENT ACTIVITIES

Only recognized clubs related to school activities are permitted in the school setting. All clubs must be supervised by a senior high school staff member.

Activity Fund

Only authorized student activity groups may maintain activity accounts. The Grove City Area School District has established guidelines for the control and use of such funds. Only authorized persons may expend funds as approved by the activity group. These funds are subject to state audits.

Fund Raising

Fund raising activities are limited to the Student Council and clubs approved by the School Board. All fund-raising activities must be approved by the administration in accordance with School Board Policy 229. Student fund raising forms are available in the high school office.

STUDENT COUNCIL

Student Council is a school service organization. It is responsible for fostering school spirit, encouraging good citizenship, and promoting mutual respect and cooperation between the student body and the administration and staff. Student council may also serve as a link between the students and the administration in a continuing effort to maintain a positive learning atmosphere in the school.

Student Council is responsible for student clubs, for homecoming activities, winter festival, parent recognition nights for senior athletes, posting information on the school marquee, and other responsibilities delegated by the school administration or student council advisor.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS
Board Policy 220 - Last Revised May 11, 2020

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 nonschool 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 nonschool 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 nonschool 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.

Nonschool 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 nonschool 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 nonschool 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]

The Board requires that distribution and posting of nonschool 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][3]

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.[2]
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 nonschool 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 Nonschool Materials

The Board requires that students who wish to distribute or post nonschool 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 nonschool 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 nonschool materials.

Students who post or distribute nonschool 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 Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool 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 nonschool 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.[4]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool 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 nonschool materials to noninstructional times.

The building principal may determine disciplinary action for students who distribute or post nonschool 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.[5]

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.

STUDENT RECORDS
Board Policy 216 - Last Revised January 20, 2014

Authority

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.[1][30][31][32][12][33][3][4][5][6][7][35][34]

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.[9]

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[7][9]

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[9]

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.[7][9]

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.

2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.

3. Grades on peer-graded papers before they are collected and recorded by a teacher.

4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.[9][10]

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[9][11]

Personally identifiable information - includes, but is not limited to:[9]

1. The name of a student, the student's parents or other family members.

2. The address of the student or student's family.

3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.

4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.

5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.[9]

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.

Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.[12][13][14]

Guidelines

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.

2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[15]

3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.[16][17][18]

4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[19]

5. Procedures for requesting and conducting hearings to challenge the content of the student's education

records.[20][21]

6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.

7. Determining the types of personally identifiable information designated as directory information.[9][22]

8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[23]

9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.[15][24]

10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[25]

11. Ensuring appropriate review, retention, disposal and protection of student records.[26]

12. Transferring education records and appropriate disciplinary records to other school districts.[1]

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.[27]

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.[28]

In the event the district receives a request for information from the school records of a missing child, the district shall:[29]

1. Attempt to obtain information on the identity of the requester.

2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

STUDENT RECRUITMENT POLICY
Board Policy 250 - Adopted January 20, 2014

Authority

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters, and prospective employers.

Guidelines

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.

The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.

Military Personnel

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.

Delegation of Responsibility

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters, and prospective employers.

The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation and discipline of the school; is likely to cause violence or disorder; or will constitute a violation of the rights of other students.

The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:

1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

STUDENT RIGHTS
Board Policy 235 - Last Revised March 12, 2018

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][5][12][13]

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][5][6][7][8][14]

It shall be the responsibility of the student to:[4]

1. Be aware of all policies, rules and regulations for the 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.[8]

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.[15]

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.[16]

7. Attend school daily and be on time to all classes and other school functions.[7]

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.[14]

11. Not use obscene language in student media or on school property.[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 parent/guardians.[5][8]

Delegation of Responsibility

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

SURVEYS POLICY
Board Policy 235.1 - Adopted May 11, 2015

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

Guidelines

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in

part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.

Collection of Information for Marketing, Sales or Other Distribution Purposes

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education related activities, or student recognition programs.

Privacy

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians and students of:

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes.

TERRORISTIC THREATS
Board Policy 218.2 - Last Revised January 20, 2014

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.[16]

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.[16]

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.[8][9][7]

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.[8][15][12][13][7]

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.[12][14][7]

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.[15][7]

TEXTBOOK AND SUPPLIES

All textbooks, paperbacks, etc. are loaned to the student for use during the school year. Texts are the property of the Grove City Area School District. Students are responsible for texts issued to them and may be required to pay for loss or damage. Students must return the textbook that was originally assigned to them at the start of the class. Texts that are returned and were not originally assigned to the student will still require payment for loss.

THEFT

Theft of any kind is a suspendable offense and may be prosecuted under the criminal code. Local law enforcement will be notified of any illegal activity.

TOBACCO AND VAPING PRODUCTS
Board Policy 222 - Last Revised August 12, 2024

Purpose

The Board recognizes that tobacco and vaping products, including 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.

Definition

For purposes of this policy, tobacco product encompasses not only tobacco but also vaping products including 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]

Authority

The Board prohibits possession, use, purchase or sale of tobacco products, 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 tobacco products prohibited by 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 law enforcement and Board policies.[6][7][8][9][10][11]

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, Code of Student Conduct 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 product, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the law enforcement agency 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.[11][12][13]

Annual School Safety and Security Incidents Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco products by students to the PA Department of Education on the required form.[11][14][15]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco products 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 law enforcement agency 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 law enforcement and Board policies.[1][2][11][12][14][15][16]

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]

School counselors shall provide students who have violated this policy with information regarding available tobacco cessation programs.

Tampering with devices installed to detect use of tobacco products shall be deemed a violation of this policy and subject to disciplinary action.[17]

TOBACCO, ELECTRONIC CIGARETTES, AND VAPE POSSESSION AND/OR USE

A. Possession and/or use of any tobacco product, electronic cigarette, vape, or any paraphernalia related to a vape on or around school property or while attending or traveling to or from any school related function is strictly prohibited. Violations of the District Tobacco and Vaping Policy No. 222 will be prosecuted under the provisions of the BOCA, (Basic Fire Prevention Code).
B. Possession and/or use of any tobacco product is punishable by a fine through the district magistrate. Following citation by the administration, those convicted by the local magistrate may be subject to a fine.
C. Possession and/or use of any tobacco product, electronic cigarette, vape, or any paraphernalia related to a vape on or around school property or while attending or traveling to or from any school related function will be subject to the following:

1st Offense: A citation will be filed with the magistrate. Assigned to remote learning until the end of the nine weeks or as determined by the administration. Self-enrollment in INDEPTH program with Mercer County Behavioral Health. The certificate must be provided to the

administration within 6-weeks. All extra-curricular activities will be denied if a certificate is not provided. Assigned to three days of In-School Suspension. Denial of extra-curricular privileges for three consecutive days. Student will be assigned a minimum of one week of lunch detention as well as hallway restriction until further notice.

2nd Offense: A citation will be filed with the magistrate. Assigned to remote learning until the end of the semester or as determined by the administration. Assigned to five days of In-School Suspension. Denial of extra-curricular privileges for five consecutive days. Student will be assigned a minimum of three weeks of lunch detention as well as indefinite hallway restriction.

3rd Offense: A citation will be filed with the magistrate. Assigned to remote learning until the end of the school year or as determined by the administration. Assigned three days of Out-Of School Suspension. Removal from all extra-curricular privileges.

D. Possession of a lighter or matches will result in a Level II disciplinary consequence.
E. Any contraband will be confiscated and not returned to the student.
F. Students who are in possession of a vape containing a controlled substance will be in violation of Board Policy 227 - Controlled Substance/Paraphernalia and are subject to expulsionary proceedings.

TRANSPORTATION
Board Policy 810 - Last Revised November 10, 2014

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Authority

The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for athletic events, field trips and extracurricular activities.[1][5][18][22][16]

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.[5][6]

The Board shall transport handicapped students without regard to distance or hazardous walking conditions.[7][8][9][10]

The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.[1]

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history, child abuse and FBI clearances and the contractor and district have evaluated the results of that screening process.[11][12][13]

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.[14]

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.[15]

Delegation of Responsibility

The district shall designate a transportation supervisor for specified schools. The transportation supervisor shall be responsible for transportation arrangements and the building principal shall be responsible for transportation discipline of students in attendance at the school.

The district's transportation coordinator shall be responsible for the daily operation of student transportation services. Both the Transportation Coordinator and the transportation supervisor are responsible to the Superintendent.

The school bus driver shall be responsible for the discipline of students while they are being transported.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[16]

The Superintendent or designee shall be responsible to:

1. May establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[16][17]

2. Prepare a rosters or schedule indicating each bus stop and bus route.[16]

3. Maintain records and make required reports regarding school transportation.[18][16]

4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[16]

Reports of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.

2. Were charged with a crime deemed serious under the criteria established by law.[11]

3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.[19]

The district and contract carriers shall have procedures in place to ensure they are notified in writing by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.[20]

If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.

Guidelines

Video/Audio Monitoring

Buses may be equipped with video/audio monitoring equipment. Video/Audio recordings may be utilized to

monitor student conduct on the bus. Use of video/audio recordings on buses shall be governed by applicable Board policy.[21]

Alternate Busing Arrangements

The district will cooperate with working parents and a reasonable day care arrangement. This means the child will be picked up and/or discharged at the same loading zone EVERYDAY. (The child may be picked up at one location and dropped off at a different location but this must be done on an everyday basis.)

The parent or guardian may request IN WRITING that a student be reassigned to a different loading zone and/or route. Each written request shall be reviewed by the Transportation Office and may be granted if the following criteria are met:

1. The route is operated from the student's assigned school.
2. The route does not have to be changed or extended.
3. The load on the vehicle shall not exceed the legal limits for the vehicle.
4. The change does not increase the cost to the school district.
5. The change shall be LONG TERM except under emergency conditions.

TRANSPORTATION SERVICES

The Grove City Area School District transports the majority of its pupils to and from school each day. In addition to normal transportation, many pupils are transported on field trips and extracurricular activities. The safety and welfare of all pupils being transported on District-operated buses is of vital concern. Drivers have the authority to assign seats, to ensure the safety of the riders, and to provide an orderly atmosphere on the bus. Only authorized pupils are permitted to ride a bus.

Disorderly conduct or persistent refusal to follow the district bus regulations or submit to the authority of the bus driver shall be sufficient reason for the pupil to be denied transportation.

Misbehavior on the school bus will be viewed as endangering the safety and welfare of others and will be treated seriously. Students are expected to ride only their assigned bus. Passes to ride another bus will not be issued unless an emergency exists and prior approval is given.. The bus company, Krise Transportation, can be contacted at 724-264-8620 for permission.

Bus Regulations:

1. Be ready on schedule; walk in front of bus when crossing road.
2. Always follow the directions of the driver and take assigned seat.
3. Pupils must refrain from annoying the driver and other passengers.
4. Remain in seat while bus is in motion.
5. Keep feet on floor of bus when seated.
6. Keep laughter, talk, and noise at a low level.
7. Pushing or shoving while getting on or off the bus is prohibited.
8. Fighting is prohibited.
9. Swearing is prohibited.
10. Marking or writing on any part of the bus is not permitted.
11. Eating, drinking, smoking or the use of tobacco of any kind is not permitted on buses.

12. Do not extend hands or head out of window.
13. Do not put pressure on the back of the seat in front of you.
14. Loosening or removing screws, bolts or nuts is strictly forbidden.
15. Do not use emergency door unless there is an emergency.
16. Littering inside of bus with paper or other refuse is prohibited.
17. Pupils must have written permission to leave bus at other than regular stop.
18. No pupil is permitted to ride bus unless authorized to do so.
19. Transportation by school bus is a privilege and not a right. Pupils may be suspended from the bus riding privilege for violation of rules.
20. All bus regulations will be enforced by existing school policies. Riding the school bus is considered a continuation of the school day. Violations will be dealt with in a similar manner as in-school offenses (i.e. fighting, use of tobacco, profanity, back talk etc.).
21. All bus regulations will be enforced while traveling with an athletic team or extra-curricular activity. Violations will be dealt with in accordance to the Code of Conduct.
22. Student(s) will be required to pay restitution for any damages to the bus that are a result of vandalism.

Mercer County Career Center (MCCC) Transportation

It is the responsibility of the student to find transportation to Grove City Area Senior High School if the calendars are not compatible. Transportation will be provided to the MCCC from our high school. MCCC students will follow the daily time schedule of Grove City Area Senior High School.

On normal school days transportation is provided from home to school and back. (No parental responsibility).

On Mercer County Career Center school days (no home school) transportation is provided from home school to Mercer County Career and return to home school. (Parental responsibility for transportation to and from home school at 11:45 a.m. and 3:00 p.m.).

On early dismissal days, transportation is provided from home school to Mercer County Career Center and back to home.

On days when there is no Mercer County Career Center transportation is provided to home school. (Parental responsibility for transportation home at 11:45 a.m.)

Transportation Options

<u>Option 1 - Student rides to and from MCCC on District Provided Transportation:</u>
MCCC: Students will depart daily from the Grove City High School (GCHS) on a District provided school bus at 11:45 A.M. and arrive at the MCCC at approximately 12:00 P.M. At the conclusion of the day, students will depart the MCCC at approximately 2:40 P.M. and arrive back to GCHS at 3:00 P.M.
Pros:

- Transportation to and from the MCCC is under supervision and at the expense of the GCASD.
- Transportation to and from the MCCC will be provided every day the MCCC is in session.
- Students may forfeit the option of District provided transportation to and from the MCCC upon the attainment of his/her driver's license as long as the student completes the proper authorization and release agreement.
- Students may forfeit the option of District provided transportation to and from the MCCC if alternative transportation becomes available as long as the student completes the proper authorization and release agreement.

- Students may attain a "Green Day Pass" to drive to and from the MCCC as long as it has been signed by the parent prior to departure of the requested day and has been signed and authorized by the GCHS administration.

Cons:

- Students must ride on the bus daily to and from the MCCC and are not permitted to ride periodically either to or from the MCCC with other students that provide his/her own transportation. In essence, students cannot arbitrarily decide to take an alternative form of transportation to and from the MCCC
- Violation of this policy is a matter of safety and would result in school sanctioned discipline for both parties.

Option 2 – Student rides to and from the MCCC via his/her own transportation:

Students may leave GCHS after Lunch A (11:15 AM) and must arrive at the MCCC no later than 12:05 PM. At the conclusion of the day, students will depart the MCCC at approximately 2:40 P.M. and are not to come back to school grounds unless they are participating in an extracurricular activity or for a pre-authorized reason such as tutoring and/or a school sanctioned meeting/activity.

Each student driver may choose to transport only themself or only one student passenger to and from MCCC with the appropriate paperwork and permission signed by both parents/guardians and administration and submitted to the High School Office. Administration reserves the right to deny passenger travel to and from the Career Center.

Pros:

- Students have the flexibility to use Lunch A at GCHS for academic or lunch purposes and to sign out to the MCCC once Lunch A is over at 11:15 AM.
- Students may drive directly home, to work, etc., from the MCCC.
- Students may drive one other student to and from the MCCC as long as both parents complete the proper authorization and release agreement.

Cons:

- Once the student/parent has completed the proper authorization and release agreement, transportation is the responsibility of the student/parent.
- Once the student/parent has completed the proper authorization and release agreement, students are not permitted to arbitrarily ride District provided transportation to and from the MCCC.
    - In the event that a student's personal vehicle is temporarily being serviced or inoperable, students must still find their own alternative transportation to and from the MCCC.
- Students that drive or ride with other students that are not authorized or listed within the release agreement will be subject to school sanctioned discipline and may lose his/her privilege to drive on school property.
- Students are not permitted to return to school grounds unless he/she is participating in an extracurricular activity or for a pre-authorized reason such as tutoring and/or a school sanctioned meeting/activity.

Unauthorized Driving to MCCC

Being able to drive to the Career Center is a privilege. It is also a responsibility that students should take seriously. Students must have the proper paperwork turned into the office prior to driving themself to the Career Center. This paperwork includes a parking permit to park on school property at the High School as well as the permission paper with parent signature allowing the student to drive.

If a student is found to be transporting themself and/or another student(s) without the proper permission the consequences may include, but are not limited to:

- Notification of parents.
- Lunch detention.
- Being required to ride the bus to MCCC for part or all of the school year.
- Having driving privileges revoked for part or all of the school year.
- Having parking privileges at the High School revoked for part of all of the school year.

Student Drop Off and Pick Up Procedures

Vehicles do not have access to the Poplar Street and Highland Avenue entrance during the hours of 7:00 a.m. to 8:15 a.m. and 2:00 p.m. to 3:15 pm. During the morning arrival, students will enter the designated drop off location adjacent to the district offices. Students will utilize the sidewalk at the front of the high school to enter through the main doors or the commons entrance. Students are not to enter the building through the auxiliary gym (Main Street) parking lot doors.

Vehicles picking students up at dismissal time can park in the following designated areas while waiting for the student(s): Highland Avenue lot, District Office parking lot and Main street (auxiliary gymnasium) lot. Please note that vehicles are not permitted to be parked in the lot facing the front of the high school. In addition, the Poplar Street entrance will be barricaded during the morning arrival and dismissal periods.

Students are dismissed from Grove City Area Senior High School at 11:45 a.m. to board the Mercer County Career Center bus. Students are not to plan on re-entering the building upon return. Time is provided for transferring buses. All books, homework, etc. is to be carried with the student when dismissed from Grove City Area Senior High School.

TRANSPORTATION - VIDEO/AUDIO RECORDING
Board Policy 810.2 - Revised December 5, 2016

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.

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.

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

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. This policy is published on the district's publicly accessible website.
3. Each school year, this policy will be communicated 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]

VANDALISM

Students responsible for vandalizing school property may be suspended from school and will be held responsible for paying the full cost of the damages (repair/replacement).

VIDEO AND AUDIO RECORDING

Unauthorized Recording and Misuse of Personal Devices

The Grove City Area School District values the privacy and dignity of all students and staff. While personal electronic devices may be carried in accordance with school rules, **the unauthorized audio or video recording of any individual without their explicit knowledge and consent is strictly prohibited** in areas or situations where a reasonable expectation of privacy exists (such as classrooms, locker rooms, restrooms, or private personal conversations).

- **Prohibition of Malicious Intent:** Recording, distributing, sharing, or uploading audio, video, or images of another student or staff member with the intent to bully, harass, humiliate, defame, blackmail, or otherwise cause harm or distress is a severe violation of the Student Code of Conduct. This includes the secret recording of private conversations to expose or exploit personal information.
- **Administrative Discretion & Investigations:** The administration recognizes that students may occasionally capture video or audio of public incidents (such as a physical altercation or safety concern) that can assist in a school investigation. While the broad dissemination or posting of such footage on social media is prohibited and subject to disciplinary action, students are encouraged to turn such recordings over to school authorities immediately. The context, intent, and use of the recording will determine whether a violation of this policy has occurred.

Disciplinary Action: Violations of this policy will be categorized under the Code of Conduct progression levels based on severity, potentially resulting in Level 3 or Level 4 infractions, including device confiscation, In-School Suspension (ISS), Out-of-School Suspension (OSS), or referral to law enforcement when applicable.

WEAPONS
Board Policy 218.1 - Last Revised May 11, 2026

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 is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon 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 or assigned storage area; or 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 district buildings, onto school property, to any school-sponsored activity and onto any public vehicle providing transportation to or from 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.[2][4][5]

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[2]

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 law enforcement and Board policies.[2][4][6][7][8][9][10][11]

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 the law enforcement agency that has jurisdiction over the school's property, and the district's emergency preparedness plan.[11][12][13][14]

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[15][16]

Reporting

Law Enforcement Incident Report -

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 law enforcement agency 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 law enforcement and Board policies.[2][11][13][17][18][19]

Parental Report - Direct Involvement -

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 law enforcement agency 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.[11][12][18][20]

Additional Parental and Employee Notifications -

The Superintendent or designee shall, in accordance with applicable law, ensure notification of an incident involving possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to employees and parents/guardians of students, as follows:[12][21]

1. Incident occurring at a school building - Notification to parents/guardians of students enrolled in or attending that school building and school employees assigned to that building.
2. Incident occurring at a school building that shares a campus with other school buildings - Notification to parents/guardians of students enrolled or attending and school employees assigned to any building on the shared campus.
3. Incident occurring at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity - Notification to the appropriate population of parents/guardians and school employees. Notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.

Such notification(s) must occur within twenty-four (24) hours of the incident using a method of communication likely to reach designated parents/guardians and employees, unless the circumstances of the incident necessitate otherwise.[12]

Annual School Safety and Security Incidents Report -

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the PA Department of Education on the required form.[11][13][17]

Guidelines

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, in accordance with law, who shall prescribe special conditions or administrative regulations to be followed.[2]

Transfer Students

When the 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][24]

Code of Conduct
2026-2027
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STUDENT RIGHTS AND RESPONSIBILITIES

Freedom of Expression

Students have the responsibility to avoid the following whenever they speak or write:

- Obscenity
- Ridiculing or causing a person to be ridiculed
- Damaging a person's reputation
- Causing unlawful behavior or serious disruption to normal school operation
- Using derogatory terms demeaning another's race, ethnicity, religion, gender, or sexual orientation.

Searches

The administration may authorize a search of a student, a student's locker, a student's vehicle or other belongings if there is a reasonable suspicion that there is a possible threat to the health, welfare and/or safety of any student or staff member. All property is subject to being searched by canine units without prior notice.

- **Personal searches -** a student's person or personal property (purse, book bag, jacket, trousers) will be searched whenever the administration has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials or dangerous substances.
- **Locker searches -** Student lockers are school property and remain at all times under the control of the school. Students shall have no expectation of privacy in their lockers, and the administration reserves the right to inspect lockers at any time by any means. Students are expected to assume full responsibility for the content of their lockers. Students will be given the opportunity to be present during a locker search when appropriate. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Students are encouraged to lock their lockers. Students must use the locks provided by the school.

Flag Salute

Every citizen should show proper respect for our country and its flag. Students who choose to refrain from the Pledge of Allegiance and Flag Salute shall respect the rights and interests of classmates who do wish to participate.

Confidential Communication

Statutes and regulations govern use of a student's confidential communications to school personnel in legal proceedings. Information received in confidence from a student may be revealed to the student's parents, the principal, or other appropriate authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Unlawful Harassment

The Board prohibits all forms of unlawful harassment of all employees, students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The

Board encourages students and third parties who have been harassed to promptly report such incidents to the appropriate authorities.

Due Process Procedures for Exclusion of Students from School

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.

No student may be suspended without notice of the reasons for which he/she 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 health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

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. Prior to the hearing, the student and parents must receive notice stating the nature of the alleged charges and all information to which they are entitled. Students are permitted to make up exams and work missed while on suspension.

Expulsion is exclusion from school for more than ten (10) consecutive school days, and it may be permanent. Expulsion proceedings require a formal hearing before members of the School Board. Appropriate notices and appropriate information to which students and parents are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

All students ages 6-21 are entitled to a free and full education in Pennsylvania.

HONOR CODE

Respect

For ourselves and others

As a member of the school community, I will do my best to make a positive contribution. Therefore, to show respect for others, and myself, I will

- dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect others or myself.
- avoid the use of any illegal or harmful substance that is in violation of school policy.
- present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
- not purposely hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his or her beliefs, choices, and/or behaviors.

For authority

To show respect in attitude and language to those in positions of authority, I will

- choose appropriate words.
- act and speak in a positive manner.
- avoid insubordinate behavior.
- question in a respectful manner.

For surroundings

I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will

- properly dispose of trash, waste, recycle when appropriate, and avoid any action that unduly contributes to pollution.
- not damage, deface, destroy or vandalize any community, school, or individual property.
- not take things that belong to others.

Responsibility

As a reliable person in the school community, I will accept responsibility

- for myself in what I do, say and in the choices I make.
- to treat others as I would like to be treated.
- to adhere to the K-12 Honors Code to maintain a safe and healthy learning environment.

Honesty

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will

- do my own work, understanding that copying and cheating are forms of plagiarism.
- work cooperatively with others, and not take their ideas or work and present either as my own.
- act in a trustworthy manner, neither lying nor intentionally misleading others.

Accountability

I understand that the Codes of the Grove City Area School District are necessary to maintain a positive learning environment, and if I fail to follow these Codes, I will accept the consequences.

CONDUCT PROGRESSION LEVELS
Level I

Misbehavior on the part of the student which IMPEDES ORDERLY CLASSROOM PROCEDURES or INTERFERES with the ORDERLY OPERATION OF THE SCHOOL. These behaviors are usually handled by individual staff members but sometimes require the intervention of other support personnel.

Examples but Not Limited To:

- First offense class cut
- Non-defiant failure to complete or carry out directions
- Misconduct in school, at school sponsored functions, or on a school bus
- Excessive unlawful tardiness/Classroom tardiness
- Loitering
- Littering
- Inappropriate language
- Inappropriate public displays of affection
- Use of electronic devices
- Violation of dress guidelines
- Lying

Examples of Disciplinary Options:

- Verbal or written reprimand
- Special assignment
- Written agreement
- Lunch detention
- Denial of privileges
- Confiscation
- Warning
- Parent conference
- Community Service

CONDUCT PROGRESSION LEVELS
Level II

Misbehavior whose frequency or seriousness tends TO DISRUPT THE LEARNING CLIMATE OF THE SCHOOL.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which DO NOT represent a direct threat to the health and safety of others, but whose EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH to require corrective action on the part of administrative personnel.

Examples, but Not Limited To:

- Extreme Level I misconduct
- Illegal or disruptive behavior of a GCASD player or student at school, in the community, and on social media. This includes, but is not limited to: repeated disciplinary infractions or disciplinary infractions that are serious enough to require corrective action while in or under the supervision of the school; engaging in conduct contrary to the criminal code or ordinances in the community; and inappropriate use of social media that reflects poorly of one's self as a member of the team or activity.
- Continuation of Level I misconduct
- Open defiance of authority, willful refusal to do as directed, or any form of insubordination
- Violation of driving/parking privileges
- Harassment
- Instigating or rumor spreading
- Bullying
- Relationship aggression
- Inappropriate use of social media that causes a disruption to the school day
- Being outside of the building without authorization
- Failure to serve assigned detentions
- Persistent violation of the dress guidelines
- Violation of the computer and internet policy
- Using forged notes or excuses
- Cheating/Plagiarism
- Excessive unlawful absences or unlawful tardies/recurrent class cuts
- Possession of lighter or matches
- Possession and/or use of an electronic cigarette

Examples of Disciplinary Options:

- Modified day
- Lunch detentions
- Denial of privileges/extracurricular activities; social probation
- Temporary removal from class
- Behavior Contract, Attendance Contract and/or Problem-Solving Contract
- Parent conference
- Assigned to remote learning
- Confiscation
- No credit for assignment
- Mini courses or Skill Modules
- Community service
- Suspension
- District Magistrate

In cases of suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Students Rights and Responsibilities".

CONDUCT PROGRESSION LEVELS
Level III

Acts whose FREQUENCY or SERIOUSNESS tend to disrupt the learning climate of school and/or ACTS DIRECTED AGAINST PERSONS OR PROPERTIES and whose consequences COULD ENDANGER THE HEALTH OR SAFETY OR OTHERS IN THE SCHOOL.

Examples, but Not Limited To:

- Continuation of or extreme Level II misconduct
- Retail theft
- Destruction of private or school property
- Violations of the school regulations on the use of tobacco
- Minority, ethnic, or racial slurs or intimidation
- Intimidating others
- Horseplay/Physical Contact
- Fighting
- Hazing
- Sexual harassment
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Lewdness or indecent exposure
- Possession and/or use of tobacco products, vapors, E-Cigarettes
- Possession of drug related implements
- Second offense of cheating and plagiarism
- Third offense truancy

Examples of Disciplinary Options:

- Lunch detention
- Confiscation
- Temporary removal from class
- Assigned to remote learning
- Denial of privileges/extra-curricular activities
- Social probation
- Behavior Contract, Attendance Contract and/or Problem-Solving Contract
- Restitution of property or damages
- Mini Courses & Skill Modules
- Suspension
- Referral to police or district magistrate
- Referral to outside agency
- Cheating/plagiarism may result in a failing grade for the nine weeks
- BOCA code enforcement

In cases of suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Students Rights and Responsibilities".

Accumulation of three or more Level II and Level III suspensions may be referred to Superintendent of Schools/School Board for a hearing.

CONDUCT PROGRESSION LEVELS
Level IV

Acts whose FREQUENCY or SERIOUSNESS tend to DISRUPT OTHERS OR DISRUPT the learning climate of the school. ACTS DIRECTED AGAINST PERSONS OR PROPERTY WHICH COULD OR DO POSE A THREAT TO THE HEALTH, SAFETY OR WELFARE OF OTHERS IN THE SCHOOL. Such acts will require administrative action, which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.

Examples, but Not Limited To:

- Continuation of or extreme Level III misconduct
- Third offense of cheating and plagiarism
- Possession, sale or use of firecrackers or other fireworks
- Theft
- Engaging in conduct contrary to the criminal code or ordinances in the community such as but not limited to: loud, boisterous and tumultuous behavior; making comments that disrupts the learning climate of the school; unreasonable noise, obscene language or gestures; or creating a hazardous or offensive condition by any act that serves no legitimate purpose
- Possession, sale, or use of drugs and alcohol on school property or at school sponsored functions, or being under the influence of drugs and alcohol on school property or at school sponsored functions
- Possession of a weapon
- Assault
- Terroristic Threats
- Terroristic Acts
- Arson or attempted arson
- Bomb threat or threatening phone calls
- Lighted or ignited objects
- Unauthorized use of fire alarm or equipment
- Retaliation against a student for reporting bullying or for assisting in an investigation

Examples of Disciplinary Options:

- Confiscation
- Assigned to remote learning
- Restitution of property or damages
- Suspension
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency
- BOCA Code enforcement

In cases of suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled "Students Rights and Responsibilities."

A Level IV suspension may result in a School Board Hearing for further disciplinary action; possibly expulsion.

DEFINITIONS OF KEY TERMS

BOCA Code: the Basic Fire Prevention Code which makes it unlawful to smoke, throw or deposit any lighted or smoldering substance in places where No Smoking signs are posted

Detention: requiring a student's presence before or after the regular school day or during lunch time for disciplinary reasons

Due Process: a student's right to be informed of charges and be heard before the designated authority

Suspension: exclusion from school, for one day up to ten days of school, by the principal or designee, after a conference with the student and notification of the parent, suspensions of more than three days of school and not exceeding 10 days of school an informal hearing is offered to the student and the student's parents

Expulsion: exclusion from school, after formal hearing, for an offense for a period exceeding ten school days; this may be permanent expulsion from school rolls

Modified Day: a change designated in a student's daily schedule by the principal

Weapon: an instrument of offensive or defensive combat; something to fight with; anything used, or designed to be used in injuring someone else; the administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger

Below please find a list of the Board Policies referred to in this handbook:

103	Discrimination/Title IX Sexual Harassment Affecting Students
103.1	Non-Discrimination - Qualified Students with Disabilities
104	Discrimination/Title IX Sexual Harassment Affecting Staff
105.1	Curriculum Review by Parents/Guardians and Students
200	Enrollment
204	Attendance
210.1	Possession/Administration of Asthma Inhalers/Epinephrine Auto Injectors
209.0	Health Examinations/Screenings
209.1	Food Allergy Management
216	Student Records
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
219	Student Complaint Process
220	Student Expression/Distribution and Posting of Material
222	Tobacco
226	Searches
227	Controlled Substances
233	Suspension and Expulsion
235	Student Rights/Surveys
235.1	Surveys
236	Student Assistance Program
237	Electronic Devices
246	School Wellness
247	Hazing
249	Bullying/Cyberbullying
250	Student Recruitment
251	Homeless Student Policy
806	Child Abuse
808	Food Services
810	Transportation
810.2	Transportation - Video/Audio Recording
815	Acceptable Use of Internet, Computers and Network Resources
824	Maintaining Professional Adult/Student Boundaries
904	Public Attendance at School Events
906	Public Complaints

For further information on the above-mentioned Board Policies, please refer to the Grove City Area School District's website at http://www.grovecity.k12.pa.us or you may contact either the High School or the Administrative offices.