Student Handbook 2026-2027

FLEETWOOD AREA HIGH SCHOOL

803 North Richmond Street
Fleetwood, PA. 19522
Telephone: 610.944.7656
Fax: 610.944.6952

It is the policy of Fleetwood Area School District not to discriminate on the basis of sex, handicap, religion, race, color, and national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding Superintendent of Schools, Title Coordinator, Fleetwood Area School District, Fleetwood, PA. 19522, telephone 610.944.9598, or the Director of the Office of Civil Rights, Department of Health, Education of Health, Education and Welfare, Washington, D.C.

Fleetwood Area School District Website:
https://www.fleetwoodasd.org/

Student grades can be accessed through Infinite Campus at –
https://www.infinitecampus.com/login
A username and password can be obtained through the
Technology Department at 610.944.7656 ext.10500

TABLE OF CONTENTS-
(click on the item to go to the page)

Profile of a Graduate	5
Welcome to the Fleetwood Area High School	8
Faculty and Room Assignments	9
Daily Class Schedules	10
School Closings	13
Fleetwood Area School District Student Rights and Responsibilities	14
Attendance And Conduct	14
Exclusions From School - (Suspensions and Expulsion)	16
Nondiscrimination In School And Classroom Practices	19
Freedom Of Expressions	20
Absence	23
Berks Career and Technology Center	25
Early Dismissal	25
Code of Conduct	25
Acceptable Behaviors	25
Bicycles	26
Courtyard	26
Disorderly Conduct	26
Fighting	26
Food and Drink	26
Gum Chewing	26
Classroom Expectations	26
Study Hall Expectations	27
Personal Conduct	28
Show of Affection	28
Skateboards	28
Student Rights	28
Student Responsibilities	28
Concerns and Complaints Procedure	29
Assembly Rules	30
Class Meetings	30
School Bus Rules	30
School Bus Disciplinary Response Procedures	31
Medication in School	31
Fleetwood Area School District Policies	32
Attendance # 204	32
Bullying and Cyber-Bullying Policy # 249	37
Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injections Policy #210.1	38
Computer Acceptable Use Policy # 815	42
Hazing #247	47
Student Expression/Distribution and Posting of Materials # 220	50

Return to Table of Contents

Student Accident Insurance # 211 53
Controlled Substances/Paraphernalia # 227 53
Electronic Devices #237 56
Audio/Video Monitors #810.1 57
Searches Policy #226 58
Tobacco Policy #222 60
Nondiscrimination – Qualified Students With Disabilities # 103.1 62
Nondiscrimination/Title IX Sexual Harassment Affecting Staff #104 67
Maintaining Professional Adult/Student Boundaries #824 67
Weapons Policy #218.1 71
Homeless Student Resources 73
Decline Permission to Use Student Work/Photography 76
Parking and Vehicle Guidelines 76
Overnight Field Trips 77
Field Trip Guidelines 77
Disqualification From Trips and Activities 78
Disciplinary Action 78
Consequences and Restoration 79
Cell Phone Expectations 80
Cell Phone Violations 81
Attendance Related Issues 83
Non Academic Issues 84
Non-Academic Issues - Level I 84
Non-Academic Issues - Level II 85
Non-Academic Issues - Level III 86
Vehicle Related Issues 86
Academic Issues 87
Academic Issues - Level I 87
Academic Issues - Level II 88
Drugs, Alcohol, Tobacco-Related Issues 89
Drugs, Alcohol, Tobacco-Related Issues - Level II 89
Drugs, Alcohol, Tobacco-Related Issues - Level III 90
Violent Acts 91
Violent Behaviors- Level IV 91
Terroristic Threats to Staff Members/Other Students/Inciting A Riot/or Seriously Endangering Others 92
Dress Code 94
Restroom Usage and Availability 95
Search Procedure 95
Testing of Vape Materials/Testing Fee 96
Miscellaneous 96
Athletics 96
Student Activity Fee 96
Building Regulations 97

- **Cafeteria** 99
- **Child Custody** 98
- **Chromebooks** 98
- **Chromebook Borrowing** 99
- **Closed Campus** 99
- **Court Ballot Eligibility** 99
- **Electronic Surveillance** 99
- **Evening Activities** 99
- **Excused Absence from Class** 102
- **Fire Drill Rules** 100
- **Hall Passes** 100
- **Health Room/Illness** 100
- **High School Dances** 100
- **Office/Classroom Phone Usage** 101
- **School Functions** 101
- **School Pictures** 101
- **Sporting Event Attendance** 101
- **Student Visits To The Main Office** 101
- **Textbooks** 101
- **Travel- Educational Trip Request** 102
- **Visitors** 102
- **Volunteer Firefighters** 103
- **Withdrawing From School** 103
- **Working Papers** 103

Internship Program 104
Career and Technology Centers- Selection Process 104
School Counseling Program 104
Student Assistance Program (SAP) 105
Academic Information 106
- **Class Rank** 106
- **Honor Roll** 106
- **National Honor Society (NHS)** 106

Graduation Requirements 107
Curriculum Reviewed By Parents/Guardians 108
Final Examination Or Competency Test 109
Remediation 109
Report Cards 109
Summer School 110
Eligibility For Students Participating In Extracurricular Activities 110

ALL ITEMS LISTED IN THIS HANDBOOK ARE SUBJECT TO REVIEW AND CHANGE BY THE HIGH SCHOOL ADMINISTRATION. SOME ITEMS ARE STATED IN GREATER DETAIL IN SCHOOL BOARD POLICY OR DISTRICT GUIDELINES AND OTHERS ARE NOT LISTED HEREIN, BUT ARE ASSUMED AS PART OF APPROPRIATE BEHAVIOR AND CONDUCT.



Our goal is to prepare students for success in the future and to become productive members of society by exhibiting skills in the areas of:

- COMMUNICATION
- CREATIVITY
- RESPONSIBILITY
- CRITICAL THINKING/PROBLEM SOLVING
- PERSEVERANCE/ADAPTABILITY

PRIDE BEHAVIOR MATRIX

Prepare
- Be on time and in your seat
- Dress appropriately
- Bring a lunch or have money in your account
- Know your locker combination

Respect
- Use kind and appropriate language and actions
- Follow cafeteria rules
- Avoid public display of affection
- Respect school and personal property of others

Integrity
- Be accountable
- Clean up after yourself
- Keep hallways, stairwells, lockers and bathrooms clean

Decision Making
- Make classwork a priority
- Consider the consequences of your words and actions
- Choose the shortest route to destination
- Make decisions that positively represent your district

Excel
- Have a positive attitude
- Clean up or report a mess
- Always try your best

Fleetwood Area School District

Mission Statement

The Fleetwood Area School District educates, inspires, and empowers each student on their journey to excellence.

Vision

Fleetwood Area School District students will exemplify the skills and attributes contained in the Profile of a Graduate to positively impact our communities.

Shared Values

Students are responsible for:

- Striving for high standards of personal and academic growth and achievement.
- Embracing challenges as opportunities to learn and grow.
- Treating others with kindness and respect.
- Providing feedback to help improve academics and school culture.
- Participating in activities that benefit the local and global community.

Staff are responsible for:

- Creating an inclusive, respectful, and supportive school environment.
- Inspiring students to become lifelong learners while instilling a sense of community and civic responsibility.
- Promoting collaboration and communication with families and our communities.

Administration are responsible for:

- Ensuring decisions, made at every level, have the best interest of the students at the forefront in an effort to grow the attributes of the Profile of a Graduate for all students.

Parents are responsible for:

- Actively partnering with the school district to empower students and respectfully advocate for their needs.
- Participating in school events and activities.
- Being a support system to the students, school district, and community.

Community is responsible for:

- Demonstrating empathy, respect, and support for the students, families, and educators within the Fleetwood Area School District.
- Fostering active engagement with Fleetwood Area School District in both school and community events and activities.
- Valuing and participating in quality, two-way communication with the Fleetwood Area School District.

Welcome to the Fleetwood Area High School

Superintendent of Schools
Dr. Greg M. Miller

Assistant Superintendent of Schools
Dr. Michael P. Kelly

Central Administration Administrative Assistant
Mrs. Elaine Bleiler
Telephone: 610.944.9598

Principal	**Assistant Principal**	**Dean of Students**
Mr. Stephen A. Herman	Ms. Carol A. Knasiak	Mr. Joseph Snyder

Fleetwood High School Main Office	**Telephone: 610.944.7656**
Administrative Assistant	Mrs. Jennifer Bessey
Administrative Assistant	Ms. Stacy Berry

Administration	**Telephone: 610.944.8111**
Director of Special Education	Ms. Gwynn Bollinger
Director of Teaching and Learning	Dr. Natalie Lytle
Director of Information Technology	Mr. Thomas DeAngelo
Director of Athletics	Mr. Matthew Diehl
Director of Safe Schools	Mr. Jeff Doelp
Business Administrator	Mrs Heidi Orth
Director of Facilities	Mr. Kerry Strickler
Director of Food Service	Mr. Nathan Shefter

Board of School Directors

President	Mr. Jason Valick
Vice President	Mr. Adam Chernow
Treasurer	Mrs. Heidi Orth
Secretary	Mr. Michael Noll

Board of School Members

Mrs. Lisa Bogacki	Mrs. Brandi Brown
Ms. Whitney Kopco	Mr. John Noll
Mr. James Younker	Ms. Elizabeth Hersh

Counseling office	**Telephone: 610.944.1245**
Counseling Secretary	Mrs. Stacey Hawkins
School Counselor	Ms. Amy Moyer **(Students last name A-G)**
School Counselor	Mr. Fred Englehardt **(Students last name H - O)**
School Counselor	TBD **(Students last name P - Z)**

Safe to Say 1.844.SAF2SAY (723.2729) Safe2saypa.org
Service Access Management Inc. SAM 484.816.ruOK (7865)

Counseling Office website: Counseling Office - Fleetwood Area High School

Faculty and Room Assignments

Mrs. Althouse……	Room 203	Mr. King……	Room 210
Mrs. Amico……	Room 103/155	Mr. Lindenmuth ……..	Room 8
Mr. Barnett……..	Library	Ms. Ludwig……	Room 200
Mrs Behm ……	Room 13	Ms. Machikas……	Room 213
Mrs. Bernet ……	Room 206	Ms. Mahovsky……..	Band Room
Mr. Bricker …….	Room 212	Mr. Motze…….....	Room 215
Mrs. Cammauf……	Gym/Room 111	Mr. Mraz……..…..	Room 3
Ms. Carino……...	Room 109	Ms. Munteanu……	Room 11
Mr.	Room 10	Ms. Nagle……	Room 5
Carr……..….	Room 218	Mrs. Hassler ……...	Room 207
Mr. Coassolo……	Room 16	Mrs. Price……	Room 4
Ms. Crawford……	Art 1	Mrs. Rankin……..	Room 9
Dr. Cullen…….	Room 214	Mrs. Riley……	Room 101
Mr. Driesbach…….	Room 2 (Study Hall)	Ms. Rozzi……..	Room 202
Mr. Dietrich……..	Room 204	Mrs. Sahaydak…….....	Room 107
Mrs. Dunn……	Room 209	Mrs. Sanocki……...	Tech Ed
Ms. Duffy…….....	Room 217	Mrs. Seaman……	Nurse's Suite
Mr.	Room 100	Ms. Schlott……...	Virtual Office
Farr……	Room 216 (Study Hall)	Ms. Schmidt ……...	Room 102
Mr. Gaston……...	Room 105	Mrs Schultz ……	Gym/Room 111
Mrs. Geisler ……...	Tech Shop	Mrs. Sherman……	IPC A
Mr. Good……..	Room 7	Mrs. Shuey……..	Orchestra
Mr. Heck……..	Room 1	Ms. Skelly……..	Room 211
Mrs. Heffner……	Art 2	Mr. Snyder……..…..	DoS Office
Mrs. Heiser……..	Room 108	Mrs. Starkey……	Room 110
Ms. Hilbert……..	Room 12	Ms. Vaknin……	Room 201
Mr. Houp…….....	Gym/Room 111	Ms. Wade……..	Room 6
Ms. Jarosynski……	IPC C	Mr. Walter……..….	Room 106
Mr. Jonassen…….....	Room 208	Ms. Williams-Hartman....	Room 104
Mrs. Jones-Carr…….	Room 14	Mrs. Williamson…..……	Vocal Room
Mrs. Justiniano……			
Mrs. Kaucher……			

Click here to access the High School Staff Directory.

Daily Class Schedules

A. Regular Bell Schedule:

FLEETWOOD AREA HIGH SCHOOL
BELL SCHEDULE: Regular Day 1-4 and Block Day 5/6 Schedule

	Time	Days 1, 2, 3, & 4		Time	Days 5 & 6	
	7:37	*Warning Bell*		*7:37*	*Warning Bell*	
1	7:40 – 8:25	1st Period		7:40 – 9:14	1st or 2nd Period	
	8:25 – 8:28	*Passing*				
2	8:28 – 9:14	2nd Period				
	9:14 – 9:17	*Passing*		*9:14 – 9:17*	*Passing*	
3	9:17 – 10:02	3rd Period		9:17 – 10:51	3rd or 4th Period	
	10:02 – 10:05	*Passing*				
4	10:05– 10:51	4th Period				
	10:51 – 10:54	*Passing*		*10:51 – 10:54*	*Passing*	
5	**10:54 – 11:24**	**Lunch A**	10:54 – 11:40 5th Period	**10:54 – 11:24**	**Lunch A**	10:54 – 12:29 5th or 6th Period
	11:24– 11:27	*Passing*		*11:24– 11:27*	*Passing*	
	11:40 – 11:43	11:27 – 12:13 5th Period	*Passing*	11:27 – 1:02 5th or 6th Period		*Passing*
	11:43 – 12:13		**Lunch B**			**Lunch B**
	12:13 – 12:16	*Passing*		*12:29– 12:32*		
6	12:16 – 1:02	6th Period		**12:32 – 1:02**		
	1:02– 1:05	*Passing*		*1:02 – 1:05*	*Passing*	
7	1:05 – 1:51	7th Period		1:05 – 2:40	7th or 8th Period	
	1:51 1:54	*Passing*				
8	1:54 – 2:40	8th Period				

B. Two (2) Hour Delay Schedule:

FLEETWOOD AREA HIGH SCHOOL
BELL SCHEDULE: 2-Hour Delay

Time	Days 1, 2, 3, & 4	
9:40 –10:08	1st Period	
10:08 – 10:11	*Passing*	
10:11 – 10:39	2nd Period	
10:39 – 10:42	*Passing*	
10:42 – 11:10	3rd Period	
11:10 – 11:13	*Passing*	
11:13 – 11:41	4th Period	
11:41 – 11:44	*Passing*	
11:44 – 12:14	**Lunch A**	11:44 – 12:30 5th Period
12:14 – 12:17	*Passing*	
12:30 – 12:33	12:17 – 1:03 5th Period	*Passing*
12:33 – 1:03		**Lunch B**
1:03– 1:06	*Passing*	
1:06 – 1:34	6th Period	
1:34 – 1:38	*Passing*	
1:38 – 2:06	7th Period	
2:06 – 2:09	*Passing*	
2:09 – 2:40	8th Period	

BCTC students should report to the main office by 12:14 on a 2 Hour Delay for Cycle Days 1-4

Time	Days 5 & 6 – 1st Lunch
9:40 – 10:39	1st or 2nd Period
10:39 – 10:42	*Passing*
10:42 – 11:41	3rd or 4th Period
11:41 – 11:44	*Passing*
11:44 – 12:14	**Lunch A**
12:14 – 12:17	*Passing*
12:17 – 1:34	5th or 6th Period
12:14 – 12:17	*Passing*
1:38 – 2:40	7th or 8th Period

Time	Days 5 & 6 – 2nd Lunch
9:40 – 10:39	1st or 2nd Period
10:39 – 10:42	*Passing*
10:42 – 11:41	3rd or 4th Period
11:41 – 11:44	*Passing*
11:44 – 12:30	5th or 6th Period
12:30 – 12:33	*Passing*
12:33 – 1:03	**Lunch B**
1:03 – 1:06	*Passing*
1:06 – 1:34	5th or 6th Period
12:30 – 12:33	*Passing*
1:38 – 2:40	7th or 8th Period

BCTC students should report to the main office by 12:10 on a 2 Hour Delay for Cycle Days 5 or 6

Return to Table of Contents

C. Three (3) Hour Delay Schedule:

FLEETWOOD AREA HIGH SCHOOL
BELL SCHEDULE: 3-Hour Delay

	Time	Days 1, 2, 3, & 4		Time	Days 5 & 6	
H	10:40– 10:47	HOMEROOM-Attendance		10:40 – 10:47	HOMEROOM-Attendance	
	10:47– 10:50	*Passing*		*10:47 – 10:50*	*Passing*	
5	10:50 – 11:20	Lunch A	10:50 – 11:37 5th Period	10:50 – 11:20	Lunch A	10:50 – 12:27 5th or 6th Period
	11:20– 11:23	*Passing*		*11:20– 11:23*	*Passing*	
	11:37 – 11:40	11:23 – 12:10 5th Period	*Passing*		11:23 – 1:00 5th or 6th Period	
	11:40 – 12:10		Lunch B			
	12:10– 12:13	*Passing*		*12:27 – 12:30*		*Passing*
6	12:13 – 1:00	6th Period		12:30 – 1:00		Lunch B
	1:00– 1:03	*Passing*		*1:00 – 1:03*	*Passing*	
7	1:03 – 1:50	7th Period		1:03 – 2:40	7th or 8th Period	
	1:50 – 1:53	*Passing*				
8	1:53– 2:40	8th Period				

ALL Students, including BCTC, arrive by 10:40 on a 3 Hour Delay

11 BCTC Students will eat 1st Lunch

11 All Music Students will eat 2nd Lunch

D. Early Dismissal

FLEETWOOD AREA HIGH SCHOOL
Important Information and Early Dismissal Schedule

Early Dismissal Schedule

Period	1	7:40-8:08
Period	2	8:11-8:39
Period	3	8:42-9:10
Period	4	9:13-9:41
Period 5 A/B		9:44-10:12
Period	6	10:15-10:43
Period	7	10:46-11:14
Period	8	11:17-11:45

BCTC students must report to their scheduled class upon returning to the Fleetwood Area High School.

E. **Flexible Instruction Day (FID)**

FLEETWOOD AREA HIGH SCHOOL

BELL SCHEDULE: Flexible Instruction Day (FID)

*****Login information for FID instruction will be provided by individual teachers.*****

	Time	Days 1, 2, 3, & 4	Time	Days 5 & 6
1	7:40 – 8:07	1st Period	7:40 – 8:38	1st or 2nd Period
	8:07 – 8:11	*Passing*		
2	8:11 – 8:38	2nd Period		
	8:38–8:42	*Passing*	*8:38 –8:42*	*Passing*
3	8:42 – 9:09	3rd Period	8:42 – 9:40	3rd or 4th Period
	9:09– 9:13	*Passing*		
4	9:13 – 9:40	4th Period		
	9:40 – 9:44	*Passing*	*9:40 – 9:44*	*Passing*
5	9:44– 10:11	5th Period	9:44 – 10:42	5th or 6th Period
	10:11 –10:15	*Passing*		
6	10:15 – 10:42	6th Period		
	10:42– 10:46	*Passing*	*10:42 10:46*	*Passing*
7	10:46 – 11:13	7th Period	10:46 – 11:44	7th or 8th Period
	11:13–11:17	*Passing*		
8	11:17 – 11:44	8th Period		

Lunch from 11:45-12:15 for all. Teacher office hours from 12:15 -3:05 for extra help/enrichment.

F. Flexible Instruction Day - 2 hour delay

FLEETWOOD AREA HIGH SCHOOL

BELL SCHEDULE: 2 hr Delay Flexible Instruction Day (FID)

*****Login information for FID instruction will be provided by individual teachers.*****

	Time	Days 1, 2, 3, & 4	Time	Days 5 & 6
1	9:40 – 10:07	1st Period	9:40 – 10:38	1st or 2nd Period
	10:07 – 10:11	*Passing*		
2	10:11 – 10:38	2nd Period		
	10:38 –10:42	*Passing*	*10:38 –10:42*	*Passing*
3	10:42 – 11:09	3rd Period	10:42 – 11:40	3rd or 4th Period
	11:09 – 11:13	*Passing*		
4	11:13 – 11:40	4th Period		
	1 1:40 – 11:44	*Passing*	*11:40 – 11:44*	*Passing*
Lunch	**11:44- 12:14**	**LUNCH BREAK**	**11:44 - 12:14**	**LUNCH BREAK**
5	12:14 – 12:41	5th Period	12:14 – 1:12	5th or 6th Period
	12:41 –12:45	*Passing*		
6	12:45 – 1:12	6th Period		
	1:12 – 1:16	*Passing*	*1:12– 1:16*	*Passing*
7	1:16 – 1:43	7th Period	1:16 – 2:14	7th or 8th Period
	1:43–1:47	*Passing*		
8	1:47 – 2:14	8th Period		

Teacher office hours from 2:15 -3:05 for extra help/enrichment.

G. Flexible Instruction Day - 3 hour delay

FLEETWOOD AREA HIGH SCHOOL

BELL SCHEDULE: 3 hr Delay Flexible Instruction Day (FID)

*****Login information for FID instruction will be provided by individual teachers.*****

	Time	Days 1, 2, 3, & 4	Time	Days 5 & 6
1	10:40 – 11:02	1st Period	10:40 – 11:28	1st or 2nd Period
	11:02 – 11:06	*Passing*		
2	11:06– 11:28	2nd Period		
	11:28 –11:32	*Passing*	*11:28 –11:32*	*Passing*
3	11:32 – 11:54	3rd Period	11:32 – 12:20	3rd or 4th Period
	11:54 – 11:58	*Passing*		
4	11:58 – 12:20	4th Period		
Lunch	*12:20 – 12:50*	LUNCH BREAK	*12:20– 12:50*	LUNCH BREAK
5	12:54 – 1:16	5th Period	12:54 – 1:42	5th or 6th Period
	1:16 –1:20	*Passing*		
6	1:20 – 1:42	6th Period		
	1:42 1:46	*Passing*	*1:42– 1:46*	*Passing*
7	1:46 – 2:08	7th Period	1:46 – 2:34	7th or 8th Period
	2:08–2:12	*Passing*		
8	2:12– 2:34	8th Period		

Teacher office hours from 2:35 -3:05 for extra help/enrichment.

School Closings

Should the need for a school closing arise as a result of inclement weather, or any other reason, the district will utilize a rapid notification system.
The rapid notification system, FASD Messenger, will be used to notify parents/guardians in the event of school closings, early dismissals or school emergencies. Please keep all contact information updated in Infinite Campus to ensure timely, accurate notification of emergencies. To update your contact information in Infinite Campus select MORE from the left side menu, then Family Information and scroll to find the parent name. Make necessary changes to contact information, then click Update on the right hand side. Here is the link to the update page: Infinite Campus

The information will also be posted on the district website and may also be found on local news websites such as WFMZ/Channel 69. You can also follow Fleetwood Area School District on social media:

- X (Twitter) – @FASD Tigers
- Instagram – FASD Tigers
- LinkedIn – Fleetwood Area School District
- Facebook – Fleetwood Area School District

When it is necessary to cancel school due to inclement weather (i.e. snow), irrespective of the length of time involved (early dismissal or whole day) no co-curricular or extra-curricular activities are to be held. This includes "voluntary" practice, whatever the nature of the practice might be.

If school is in session when roads are slippery with snow or ice, students are strongly urged by Administration to take school transportation. Driving of personal vehicles is the responsibility of the student and parents/guardians.

Fleetwood Area School District Student Rights and Responsibilities

Attendance And Conduct

A. Free Education and Attendance

1. All persons residing in the district between the ages of six (6) and twenty- one (21) years are entitled to a free and full education. This right extends to migratory children and pregnant or married students. Disabled children will be provided with a program of education and training appropriate to their learning capabilities.
2. Parents or guardians of all children between the ages of eight (8) and eighteen (18) are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.
3. Students will not be asked to leave school because they have reached eighteen (18) years of age provided they are fulfilling their responsibilities as students, as defined hereafter. A student will not be excluded from the public schools or from extra-curricular activities due to being married or pregnant.

B. Attendance Policy

1. Once a student has been absent from school for three (3) days without a written excuse from a parent/guardian, doctor or other approved institution, a letter notifying parent/guardian will be sent home.
2. If a student has been absent from school for six (6) days without a written excuse from a parent/guardian, doctor or other approved institution, an additional letter is sent home. It states that a parent/guardian is to set up a meeting with a High School Administrator within one week of receiving the notice. A citation and or fine may be issued, which is handled through the District Justice's Office.
3. If a student has been absent from school for ten or more (10+) days without a written excuse from a parent/guardian, doctor or other approved institution, another letter is sent home and a citation and /or fine will be issued, which is handled through the District Justice's Office. **All absences beyond ten (10) cumulative days will require an excuse from a doctor or other approved institution.**
4. If a student is **eighteen (18) years of age or older,** the Attendance Policy procedures #1 and #2 above will be followed. If the student has ten (10) days without a written excuse from a parent/guardian, doctor or other approved institution, a written notification will be sent. In addition, a hearing before the Superintendent of School may be scheduled and the student may be asked to withdraw from school because of failure to adhere to school policies.
5. Late minutes can accumulate to trigger truancy citations.

C. Student Responsibilities

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. It is expected that the students will share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the students to:
    a. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
    b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
    c. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
    d. Assist the school staff in maintaining a safe school environment for all students.
    e. Be aware of and comply with state and local laws.
    f. Exercise proper care when using public facilities and equipment.
    g. Attend school daily, except when excused, and be on time to all classes and other school functions.
    h. Make all necessary arrangements for making up work when absent from class or school.
    i. Pursue and attempt to satisfactorily complete the courses of study as prescribed by state and local school authorities.
    j. Avoid inaccuracies and indecent or obscene language in student newspapers or publications.

D. School Rules

1. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school within statutory and constitutional restraints which are enumerated in the laws of the state, or which may reasonably be implied as necessary for the orderly operation of the school.
2. School Boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. Each Board of School Directors shall adopt a code of student conduct which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed electronically to students and parents. Copies of the code shall also be available in each school library and school office.
4. It is the goal of the high school to establish a fair, firm, consistent and progressive discipline system.*

* Therefore, in most cases, initial infractions of the rules will result in the assigning of minimum discipline options available. As infractions increase in either proportion or severity, discipline options will increase accordingly.

E. Discrimination
Consistent with the Pennsylvania Human Relations Act (43 P.S. SS951-963) no student shall be denied access to a free and full public education on account of race, religion, sex, national origin or handicap.

Exclusions From School - (Suspensions and Expulsion)

A. Implementation of School Laws of Pennsylvania

1. The Board of School Directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code SS13.62 and 314.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placements).

2. Exclusion from school may take the form of suspensions or expulsion.
    a. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
        i. Suspensions may be given by the principal or designee in charge of the public school.
        ii. No student shall be suspended until the student has been informed of the reasons for the suspensions and given an opportunity to respond. Prior notice of the intended suspensions need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
        iii. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
        iv. When the suspensions exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in S12.8 (c) relating to hearings
        v. Suspensions may not be made to run consecutively beyond a 10 school day period.
        vi. Students coming back from suspension will be encouraged to attend remediation for the number of days that the student was suspended or until the teacher determines the work has been completed. ***It is the student's responsibility to make arrangements for all work missed***.
        vii. Students that are assigned 3 or more in-school suspension days or any out of school suspension days will not be allowed to participate in extracurricular activities, field trips, dances, or attend school activities on or off school property during the time of the suspension. Monies for field trips may be reimbursed only if the district recovers any monies previously paid.
        viii. Students who are assigned Out of School Suspension will not be permitted on school property during the time of the suspension.
    b. Expulsion is exclusion from school by the board of education for a period exceeding 20 school days, and may be permanent expulsion under S12. 8 (relating to hearings).

Expulsion from Classes – Suspensions

1. No student may receive an in-school detention or suspension unless the student has been informed of the reasons for the detention or suspension.

2. Communication to the parents or guardian shall follow the suspension action taken by the school. When the in-school suspensions exceed 10 consecutive school days, an informal hearing with school administration shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedure S12.8 (relating to hearings).
3. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

Hearing

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or qualified hearing examiner appointed by the School Board. When the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
3. The following due process requirements are to be observed with regard to the formal hearing:
    a. The following due process requirements are to be observed with regard to the formal hearing:
        (i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
        (ii) Sufficient notice of the time and place of the hearing must be given.
        (iii) The hearing shall be held in private unless the student or parent requests a public hearing.
        (iv) The student has the right to be represented by counsel.
        (v) The student has the right to be presented with the names of witnesses against the student, and copies of statements and affidavits of those witnesses.
        (vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
        (vii) The student has the right to testify and present witnesses on their behalf.
        (viii) A record must be kept of the hearing. The student is entitled to, at the student's expense, a copy of the transcript.
        (ix) The proceeding must be held with all reasonable speed.
    b. When a student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
4. The purpose of the informal hearing is to enable the student to meet with appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
    a. The informal hearing is meant to encourage the student's parents or guardian to meet with the administration to discuss ways by which future offenses can be avoided.
    b. The following due process requirements are to be observed in regard to the informal hearing.

(i) Notification of the reasons for the suspensions shall be given in writing to the
parents or guardians and to the student.
(ii) Sufficient notice of time and place of the informal hearing shall be given.
(iii) A student has the right to question any witness present at the hearing.
(iv) A student has the right to speak and produce witnesses on their behalf.
(v) The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

Hearing Procedure:

3. The President of the Board of School Directors or a nominee shall preside at all hearings.
4. It shall be the duty of the Chairman to instruct the accused student, parents or guardians of the student, or their counsel, that the student accused is not compelled to testify, and refusal to testify shall not be construed as an admission of guilt.
5. Hearings shall be private unless the accused student, parents or guardians of the student, or their counsel request that the hearing be public. Such a request must be in writing and must be received by the School Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: members of the School Board or a duly authorized committee of no fewer than three (3) members of the School Board, School Board Solicitor, the student accused, parents or guardians of the student, their respective counsel, and all witnesses to be called by the parties involved, or the School Board. Witnesses may be separated.
6. All witnesses shall be sworn by the Chairman of the School Board Committee.
7. The School Board, its solicitor, the student and/or parents or guardians of the student, or counsel for either of them, shall have the right to examine and cross-examine all witnesses.
8. Only relevant and competent evidence shall be received and considered by the School Board, but strict rules of legal evidence shall not be followed so that every opportunity may be afforded the School Board to hear and obtain all relevant and pertinent facts.
9. The accused student's past records or any testimony pertaining thereto, shall not be consulted or received into evidence until after the School Board determines the guilt or innocence of the student accused. If the student is found guilty, the School Board has the right to review "past" academic and discipline reports to determine the student's penalty.
10. The testimony of all witnesses shall be recorded so that it may be transcribed later if required.
11. After the evidence is closed, the accused student, parents or guardians of the student or their legal counsel may make a summation of the testimony and argument, not to exceed 15 minutes in length.

Disposition of Case:

1. As promptly as is possible after said hearing is closed, the full School Board shall convene to consider the evidence and, by majority of members present, by roll call vote, determine the guilt or innocence of the accused student, and shall further determine the penalty, if any. The School Board may reprimand, suspend or expel.
2. If the charges are sustained, the School Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused or to parents or guardians of the

student and to their counsel, not later than five (5) days from the date of such board meeting.
3. In case of suspensions or expulsion of a student, any information or testimony concerning the incident shall be classified as Category B information, and shall remain confidential, unless the parent gives written permission for its release to identified courses. Said request shall be directed to the School Board.
4. If the School Board finds in favor of the student, all references to the alleged incident shall be removed from the student's records.
5. When the student is dissatisfied with the results or the hearing, recourse can be made to the appropriate state or federal court.

Nondiscrimination In School And Classroom Practices

The School 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 offered in the schools regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. In order to achieve the aforesaid goal, the School Board directs the Superintendent to assume the responsibility of coordinating all implementing activities as Compliance Officer.

It shall be the duty of the Compliance Officer to monitor:

1. Curricula Content – Review current and proposed curriculum guides and textbooks to detect any bias upon race, sex, sexual orientation, religion, national origin, ancestry, culture or handicap/disability: ascertain that supplemental materials fairly depict the contribution to society of all genders and the various races and ethnic groups.
2. Staff Training – Develop an ongoing program of in-service training for school personnel, designed to identify and solve problems of racial, sexual, gender, religious, creed, nationality, cultural or handicap/disability bias in all aspects of the school program.
3. Student Access – Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, religion, creed, gender, sexual orientation, national origin, or handicap/disability in any duty, work, play, classroom or school practice, except as may be permitted under State regulations.
4. District Support – Ensure that all aspects of school programs receive equitable support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.
5. Student Evaluation – Ensure that tests, procedures, and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, religion, creed, gender, sexual orientation, national origin, or handicap/disability.

The Compliance Officer may be assisted in these duties by a committee composed of:
1. Teaching staff members.
2. Administrators.
3. Parents and other residents.
4. Community/business people.

The Compliance Officer shall report to the School Board on progress in the nondiscrimination program for school and classroom practices as requested or needed.

Complaint Procedure

A Complainant has the right to be accompanied by a third party during all steps of this procedure.

Step One

The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the building principal. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.

Step Two

If not satisfied with the principal's decision, the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.

Step Three

If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the School Board at its next regular Board meeting by notifying the Board Secretary in writing within ten (10) calendar days after receipt of the Compliance Officers' decision. The School Board shall conduct a review and issue a decision within thirty (30) days following the Board meeting at which the complaint was presented.

Freedom Of Expressions

A. Policy Statement of Freedom of Expressions

1. Supreme Court in the case of *Tinker vs. Des Moines Community School District,* 303 U.S. 508 (1969), where the court said. "It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the school house gate. Students in school as well as out of school are 'persons' under our Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect their obligations to the State. The United States Supreme Court further stated that:

   "…but conduct by the student, in class or out of it, which for any reason – whether it stems from time, place, or type of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of others, is of course, not immunized by the constitutional guarantee of freedom of speech.
2. Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm bands, and any other means of common communication, provided that the use of public school communications are in accordance with the regulations as described below. Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

4. Identification of the individual student or at least one responsible person in the student group may be required on any posted or distributed materials.
5. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

B. Bulletin Boards

1. The principal of each building will designate certain bulletin boards for school announcements. Bulletin board space will be provided for the use of students and student organizations, in addition.
2. The following general limitations on posting are applied.
    a. The principal will prohibit material which is obscene according to current legal definitions; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or physical disruption of the orderly operation of the school.
    b. Identification on any posted notice will be required of the student or student group. Including the name of at least one person of the group posting such notice.
    c. The principal will require that notices or other communications be officially marked for posting and removal.
    d. Nothing will be posted on bare walls or windows without prior approval of the principal.

C. School Newspaper and Publications

1. Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report the news and editorialize.
2. The principal or a designated advisor will supervise and remove obscene or libelous material. In addition, he will edit material that would cause a substantial disruption or material interference with school activities.
3. The above is subject to the following:
    a. School officials will not censor or restrict material simply because it is critical of the school or its administration.
    b. Rules of the school for prior submissions for review of obscene, libelous material, and material advocating illegal actions will be reasonable, and not calculated to delay distribution.
    c. Each principal will establish prior approval procedures. They will identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for approval elapses without a decision, the literature will be considered as authorized for distribution.
4. Students who are not members of the newspaper staff and other members of the school community will have access to its pages. The criteria for submission of material by non-staff members will be prepared, published, and distributed to all students by the principal or a designee.
5. Students' and staff members will be held responsible for materials which are libelous or obscene, and such publications may be prohibited by the building principal.

D. Unofficial Publications

The constitutional right of freedom of speech guarantees the freedom of public school students to publish their own materials other than those sanctioned by the school. The school has no

responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

E. Distribution of Literature, Leaflets, and Newspapers

1. The principal may prohibit the distribution or dissemination of student originated material on school grounds when such material would, in their judgment, materially and substantially interrupt the educational process or intrude upon the rights of others.
2. Students have the right to distribute leaflets, newspapers, and other printed material adjacent to school property without any restriction by school authorities.
3. The distribution of leaflets, newspapers, and other printed materials on school district properties by a student or students of the school district is permitted under the following conditions:
    a. The material to be distributed has been submitted to the principal or principals in charge of the areas in which the distribution is to be made. Each principal has determined whether distribution might result if not denied within twenty-four (24) hours, the petitioner may proceed provided the further requirements are fulfilled.
    b. The material to be distributed bears clearly the name of the sponsoring organization and the name of one individual of such organization.
    c. The distribution is made at the time and place determined by the principal so that there is no material and/or substantial interference with the appropriate discipline of the operation of the school. The principal will find the location best suited for the distribution to reach fellow students without interference with normal flow of traffic within or outside of the school buildings such as busy corridors, exterior doors, and entrances and exits from parking areas. The principal will see that proper protection from harassment is provided to those distributing approved material.

F. Button, Badges, and Armbands

1. The wearing of buttons and badges or armbands bearing slogans or sayings by students will be permitted even though unpopular with some students and school district employees unless one of the following conditions is determined by the principal.
    a. The wearing of the material would lead to a substantial disruption or material interference with school activities.
    b. The message expressly or by implication is obscene according to current legal definitions, or libelous.
    c. The wearing of the object presents a clear and present danger to the physical safety of the wearer.

G. Flag, Salute, and Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

H. Hair, Dress and Personal Care

1. Students have the responsibility to keep themselves, their clothes, and hair clean.

2. Students may wear clothing of any style, fashion, or taste provided their clothing does not offend the accepted sense of decency of the community and thereby adversely affect the good order and discipline of the school as determined by the principal.
3. Students participating in physical education classes or in extra-curricular activities are required to wear the clothing as detailed by the Physical Education Department or the director or advisor of the particular extra-curricular activity.

I. Confidential Communications

1. Use of a student's confidential communications to school personnel in legal proceedings is governed by statues and regulations appropriate to the proceeding. See for example, 42 PA C.S. S5945 (relating to confidential communications to school personnel).
2. Information received in confidence from a student may be revealed to the students' parents, the principal or other appropriate authority where the health, welfare, or safety of the student or other persons is clearly in jeopardy.

J. Pupil Records

1. All current pupil records are considered confidential and private at all times. They are maintained solely for the purpose of assisting district professional staff in achieving the maximum educational development of each pupil.
2. A copy of the complete pupil records policy is available through respective counselors or the principal.

Absence

All students must be in school by 9:00 A.M. in order to participate in any extracurricular activity.
(To be exempt, a written note from a doctor or dentist must accompany the student if arriving after 9 am)

Absences, late arrivals, and early dismissals are able to be submitted directly through the Parent Portal.

- Once signed in to the Parent Portal, click "More" and then "Absence Requests."
- Please download doctor notes in the Parent Portal, send in with your student(s) or email to hsattendance@fleetwoodasd.org.

When picking up your child early from school, please remember to BRING YOUR ID!

Parents may also call or email the high school main office the morning of absence. The phone number is 610-944-7656 option 1. The email is hsattendance@fleetwoodasd.org.

The day after your child's absence please submit an excuse blank or note, dated and signed by a parent/guardian, indicating the reason for the absence. This note must be turned in to their 1st period teacher or the high school main office within three (3) school days of the absence. Failure to do this within three (3) school days of the absence will be classified as unlawful and subject to prescribed legal measures outlined on page13, Attendance and Conduct.

The day after any absence students shall have the responsibility to report to all their teachers and obtain any assignments that were missed during their absence. We encourage students who are absent for less than three (3) days to contact friends or teachers to keep informed of daily assignments. If a student is absent for three (3) or more consecutive days, parents may request homework assignments by calling the high school main office. Please allow 24 hours

from time of notification to pick up assignments. **Completion of assignments during any type of absence remains the responsibility of the student. Work must be completed within the same number of school days as the absence with a maximum of five (5) days upon the student's return unless special arrangements are made with the teacher assigning the work.**

The following excuses will be considered:
Lawful (Excused) Absences:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
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.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Funeral attendance
11. Doctor or Dentist's written excuse
12. School authorized field trips or activities
13. Educational trips or extended excused absences may be permitted if approved by the District Superintendent or designee.
    a. Submit an Educational Trip/Excused Absence Request form on Infinite Campus:
    b. Here is the link Portal and directions for completion: Educational Trip Request Portal and Directions
    c. **This form must be submitted (via the Infinite Campus Portal) no less than two weeks prior to the date of the student's expected absence.** The Board has established **a limit of ten (10) days** per year for educational trips.
14. College, postsecondary institution, and/or Military visit with approval.
15. 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.

Unexcused/Unlawful Absence

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

Parental Notice of Absence or Tardiness -

- Absences and Tardiness shall be treated as unlawful until the district receives a written excuse explaining the absence or tardiness, to be submitted within three (3) days of the absence or tardiness.
- **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.

*** Truancy during the school day or any part of the school day is punishable under the school code which will be strictly enforced**.

- Unexcused lateness to school (no parent note as noted above) can accumulate to trigger truancy citations.

Berks Career and Technology Center

A.M. Berks Career and Technology Center (BCTC) students must have a parent/guardian call the high school main office if the student will be absent. Students enrolled in the co-op program should notify the school in the morning, if they do not attend their place of work study.

Early Dismissal

Parent/Guardian will need to report to the high school main office and sign their student out, unless a parent/guardian note is turned in prior to leaving for the early dismissal. The permission note or excuse note should be given to their first period teacher, or dropped off in the high school main office in the morning. The note must contain the date, time of dismissal, a valid reason for early dismissal, and a parent/guardian signature. The statement "Personal Reason" is not a valid reason for early dismissal. Examples of early dismissal may include reasons listed above under excused absences. This procedure is meant to be a safety precaution.

1. Medical Dismissals: Any student requesting an early dismissal for a medical/dental appointment should turn in a doctor note upon returning to school.
2. Any student who is seen by the school nurse during the school day and has a fever of 100.6° and greater may be sent home. A parent will be notified to pick up their student.
3. Extra-Curricular: Students who have received permission from the office for early dismissal must personally notify the teachers who will be affected.
4. Class Dismissals: A special request to leave a class to do work or meet with another classroom teacher must be accompanied by written permission from all involved teachers.

Code of Conduct

Acceptable Behaviors

It is each student's responsibility to demonstrate behavior that is conducive to a safe and orderly environment for all students that protects their health, safety and welfare. In the event that a student's behavior becomes counterproductive to the educational process, the following system will be enacted. (Please note that this list of unacceptable behaviors is not all inclusive. Any event not mentioned below will be addressed by Administration.)

Administration may use higher levels of disciplinary measures as deemed necessary. The code is divided into three (3) sections: *attendance offenses, general disciplinary offenses and dress code violations.*

The student will be ineligible from all extracurricular activities (musical, trips, athletics, dances, etc.) until all suspensions are completed, unless given permission by the High School

Administration. Continuation of not completing detentions/suspensions may warrant additional privileges being revoked such as driving privileges or assemblies (i.e pep rally).

NOTE: Police will be notified whenever federal, state, county or municipal laws are violated or as deemed necessary by the administration.

Bicycles

Students who ride their bicycles to school do so at their own risk. They may lock their bicycles in the bike racks outside of the gymnasium entrance. **Fleetwood Area School District does not assume any responsibility for damaged, lost or stolen property.** Additionally, electronic or motorized bikes must comply with traffic laws including speed limits, crosswalks, and stop signs. They should not be operated in the bus lane. Students with electronic bikes may be asked to park their vehicles in a different location per the request of administration.

Courtyard

All senior and junior members of the National Honor Society are permitted to use the courtyard during their lunch. These students are responsible for maintaining this area. If there are any violations, this privilege can be revoked.

Disorderly Conduct

Students who are engaged in disorderly conduct by fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose may be issued a police citation for *disorderly conduct*. In addition to being a suspendable offense, students who are cited for disorderly conduct will be fined at the district justice level.

Fighting

Fighting will not be tolerated.

Fighting/Harassment (refers to a loud shouting match or argument or physical contact between/among students). Physical Fighting (refers to the act of two (2) or more students involved in intentional unwanted contact, punching, slapping, pushing, wrestling with each other, including the use of weapons).

Food and Drink

Food and drink is allowed at the discretion of the individual teacher. Any food or drink brought into the school should be kept in the student's locker. Food being delivered from restaurants or food services/apps must have prior administrative approval. **Students are not permitted to order outside food or drinks through food delivery services/apps (doordash, Uber Eats, etc) for lunches.** All outside food or drinks must be brought in by a parent or guardian. **There will be no food or drink permitted in the library, computer lab areas or auditorium without prior approval.**

Gum Chewing

Gum chewing is allowed at the discretion of the individual teacher.

Classroom Expectations

1. Every student should respect the position of the teacher in class.
2. Respect other people's property.

a. Do not mark desks or furniture.
b. Return all materials such as books, pamphlets, or apparatus to their proper places at the close of the period.
c. Deposit all trash or other appropriate materials in the waste baskets provided.

3. Respect the rights of the speaker at all times.
    a. Remain quiet while others speak.
    b. Learn to offer and respect constructive criticism.
4. To create a more focused and engaging learning environment the following **Cell Phone expectations** apply to all classrooms, including study halls:
    a. **Cell phones must be turned off and securely stowed (in a backpack, purse, locker, or the main office) during the school day.**
    b. **Phones may not be carried in pockets or used during class, study hall, or passing periods.**
    c. **All other personal electronic devices—including smartwatches, earbuds, headphones, and similar items—must also be turned off and stored out of sight during the school day.**
    d. **Use of cell phones in restrooms, locker rooms, or the nurse's office is strictly prohibited due to privacy concerns. Violations in these areas may result in more serious consequences.**
    e. **Phones and smartwatches will be allowed for medical purposes, such as managing diabetes or monitoring heart conditions. In these cases, documentation from a healthcare provider must be submitted and kept on file in the nurse's office.**
5. Students are expected to be attentive, engaged, and actively participating in classroom activities.
6. If a student misses a teacher consequence, a formal referral will be submitted.

Study Hall Expectations

Study halls give students the opportunity to complete assignments and/or prepare themselves for upcoming classes. This is most effectively done in a quiet environment; therefore study halls should be quiet areas. Study hall monitors may give permission for students to work together on schoolwork/projects.

Study hall procedures are as follows:

1. Students should enter the room quietly, take a seat and begin working.
2. Attendance must be taken after the bell that marks the beginning of the period.
3. Students wishing to leave study hall must create a pass in Infinite Campus using their Chromebook and the pass must be approved before allowing them to leave. Please check with the receiving teacher if the student is going to another classroom, unless you already have permission from the teacher or the receiving teacher issued the pass for the student.
4. No talking during study hall. The only exception is if the study hall monitor gives permission for a student to discuss schoolwork with another student.
5. To create a more focused and engaging learning environment the following **Cell Phone expectations** apply to all classrooms, including study halls:
    a. **Cell phones must be turned off and securely stowed (in a backpack, purse, locker, or the main office) during the school day.**
    b. **Phones may not be carried in pockets or used during class, study hall, or passing periods.**

c. **All other personal electronic devices—including smartwatches, earbuds, headphones, and similar items—must also be turned off and stored out of sight during the school day.**
d. **Use of cell phones in restrooms, locker rooms, or the nurse's office is strictly prohibited due to privacy concerns. Violations in these areas may result in more serious consequences.**
e. **Phones and smartwatches will be allowed for medical purposes, such as managing diabetes or monitoring heart conditions. In these cases, documentation from a healthcare provider must be submitted and kept on file in the nurse's office.**

6. Students should make effective academic use of the study hall time.
7. Students are not permitted to leave a study hall to go to the cafeteria.
8. Students are not permitted to go to the Gym, or to another teacher's classroom without prior permission, or teacher provided electronic hall pass appointment.

Personal Conduct

Each student is responsible for maintaining proper conduct at all times: however, every staff member has the responsibility and the right to correct student misbehavior when necessary on school district property.

Show of Affection

We realize that no matter what your age, caring for others and showing affection is important to you. The "right" relationship between two (2) people is and should remain private. Public displays of affections are not appropriate in a high school setting. We believe that there is nothing wrong with a simple show of affection such as holding hands; however, kissing and close physical contact in a public school will not be condoned. Any student who is reported for improper conduct should report directly to the high school main office.

Skateboards

Skateboarding is not permitted on school property. Any student who brings a skateboard to school should store the skateboard in their locker or main office.

Student Rights

Students do have rights. Having legal rights as persons and citizens, they may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

Student Responsibilities

1. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
2. Dress and groom themselves to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
3. Assist the school staff in operating a safe and orderly school.
4. Exercise proper care when using facilities, supplies, and/or equipment.

5. Avoid the use of indecent or obscene language, behaviors or gestures when dealing with other students or school district staff members.
6. Students are responsible for all damaged or lost textbooks, damaged school property, damaged or lost equipment or any financial obligations such as library fines, class dues, etc. Students must satisfy all obligations prior to graduation exercises. **A student's diploma will not be released until all textbooks, Chromebook, and any other school issued property are returned and all fines and obligations including past detention hours are paid/fulfilled.**
7. Secure permission to leave and follow established sign out/sign in procedures prior to leaving any location (classroom, study hall, cafeteria) for any reason before the end of the period. Staff members may limit the number of students permitted to leave the room at any time.

Concerns and Complaints Procedure

Parents/guardians enjoy great relationships with their student's teachers, principal, and other professionals at school. However, sometimes questions or concerns arise. When this happens, what should you do?

Here's a simple guide to Fleetwood Area School District's complaint resolution process. Keep in mind everyone has the same goal: the student's best interests. Young people learn how to handle real-life situations from the behavior exhibited by the adults around them. As a district, we strive to model for students how to resolve issues in a courteous, respectful, and effective way.
Please follow the chain of command to resolve any issues that may arise.

1. Start with school staff: Start with your student's teacher, counselor, nurse or other professional. Disputes and misunderstandings are often best resolved in person and may be the result of miscommunication. Often, miscommunications can be resolved, or issues addressed through a courteous conversation at the building level.
2. If the issue isn't resolved, talk to the principal: You may feel you were unable to resolve the issue with school staff. In this case, you should schedule a meeting or phone call to discuss the situation with the building assistant principal or principal.
3. Final step, contact the school district administration: If you still feel there has not been a satisfactory resolution after exhausting all efforts in the steps outlined above, including discussing the situation with the principal/assistant principal, please contact district administration. If you have not taken the steps above to resolve the issue at the building level, you may be referred to the building site.

For more information and to access the Fleetwood Area School District Chain of Command Communications Matrix and Administration Contact list please visit the district website: https://www.fleetwoodasd.org/concerns-and-complaints-procedure

To directly access the Administration Contact list: https://www.fleetwoodasd.org/district-info/administration-2

Assembly Rules

Students are to report to their homerooms at the designated time and await a call to be dismissed to the designated location.

1. Students will be called to the assembly site in an orderly process.
2. Students will be directed where to sit when they arrive at the assembly site. Teachers will attend the assembly and monitor behavior.
3. Courteous and respectful behavior is expected of the students and proper attention should be given to the speakers and/or performers.

Class Meetings

1. Students will report to their assigned class
2. Students will wait to be called to the auditorium
3. Students should fill in open seats in the center sections, closest to the stage, as they enter the auditorium
4. Students are expected to behave appropriately and respectfully during the meeting
5. Students will report directly to their assigned classroom quietly and orderly after being dismissed

School Bus Rules

Transportation will not be provided for babysitter bus stops for high school students.

The ability to ride the school bus is a privilege not a right.

The Fleetwood Area School District may record both video and audio on school buses and vehicles to help us ensure the safety and security of all of our students and personnel. These video and auditory recordings may also be used for disciplinary purposes. A notice has been placed on each school bus or school vehicle that is furnished with audio/video equipment stating that students may be audio and videotaped. The notice will be clearly visible to all who are entering the vehicle. This notice is in compliance with the Pennsylvania Act 9 of 2014, as amended by Act 56 of 2016.

All students are expected to adhere to the following rules:

1. All bus loading and exiting will be done in an orderly fashion.
2. Students need to cooperate and follow the direction of the bus driver.
3. Students will sit in their assigned seat/area when applicable.
4. Students must get on and off at their assigned bus stop.
5. Fighting, wrestling, or any type of horseplay on the bus will not be permitted
6. No vandalism to the bus of any kind will be tolerated. Any incidents will be reported to the proper authorities, which may include local law enforcement.
7. The use of abusive, foul, or obscene language on the bus will not be tolerated.
8. Students are not permitted to eat or drink while on the bus.
9. Yelling, or loud noises while on the bus are not acceptable. Speak in an appropriate tone.
10. No tobacco or vape products are permitted.
11. Remain seated when on the bus and keep hands/feet inside.
12. The application of cosmetics on the bus, (hair spray, nail polish, make-up, etc.) is prohibited.

13. Keep the school bus clean.
14. Observe the same conduct on the bus as in the classroom.
15. Students are not permitted to use devices to record pictures, video, or audio on the bus at any time.

School Bus Disciplinary Response Procedures

Punishments may include suspension at any of the following Step Levels and the police may be notified.

Step 1: A majority of minor infractions are to be handled by the driver. The driver may assign seats, put students in front seats, etc. These minor infractions need not be reported to the school.

Step 2: Major infractions or repeat offenses that result in a Bus Conduct Referral will be addressed by a high school administrator. The high school administrator after reviewing the report will determine appropriate consequences.

Step 3: Next Bus Conduct Report- Discipline will consist of parent notification and may include up to a three school day suspension from riding the school bus. This would include all school buses (field trips, fan buses, etc.).

Step 4: Next Bus Conduct Report- Discipline will be the same as Step 3 except may include up to a five-day suspension from riding the bus and possibly additional consequences, at the discretion of the high school administrator.

Step 5: Next Bus Conduct Report- A meeting will be held between the parents, bus driver, and high school administrator. Discipline may include a suspension of bus privileges for fifteen school days and/or possibly additional consequences. It may be determined at the meeting that a permanent suspension of bus riding privileges may be necessary.

Note: The district shall notify its students and staff that surveillance may occur on any school property or on any transportation vehicle.

Medication in School

Students are not permitted to keep medications in their possession during school hours. Any medication, prescription and nonprescription (e.g. Sudafed), is to be delivered directly to the school nurse. It must be brought to school in a properly labeled container, accompanied by a note containing the following information:

- Name of student, date, grade
- Possible side effects
- Physician's name and telephone number
- Dosage and time to give medication
- Name of medication, reason for medication
- Signature of parent

Students will be responsible for reporting to the nurse's office at the time the medication is to be taken. Should a student have to be on medication for an extended period of time (more than 10 days), a physician's written request will be required. Any change in medication will

require a new written request by the physician. If a student has asthma and needs to carry an inhaler, or has an allergy to insect stings and needs to carry an epi-pen, it is necessary to provide the school nurse with a note from the physician stating that the student is capable of managing the administration of the medication, and must have it in their possession for PRN use. A note from the parent should accompany the physician's note. Request to Administer Medication forms are available in the high school main office and on the district website.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

Fleetwood Area School District Policies

While a number of policies are listed or referenced throughout this document, all policies are not included. It is your responsibility to familiarize yourself with the district policies. To access all of the district policies please visit the district website and click on the tab for School Board and then select FASD Board Policy Handbook. Additionally, a complete copy of all board policies are available in the Superintendent's Office. Should you need to review the hard copy please contact the Superintendent's Office at 610-944-8111, ext 10100.

Attendance # 204

Purpose

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

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.

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.

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.

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.

Person in parental relation shall mean a:

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 definition 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.

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 student 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.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation and staff about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and other efficient communication methods.

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

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

1. Govern the maintenance of attendance records in accordance with law.
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. Ensure that students legally absent have an opportunity to make up work.
5. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.

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.

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; or the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

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.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.

7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a lawfully issued employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

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.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
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.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:
    a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
    b. The student's participation has been approved by the Superintendent or designee.
11. College or postsecondary institution visit, with prior approval.
12. 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.

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. Students participating in a religious instruction program, if the following conditions are met:
    a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
    b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
    c. Following each absence, the parent/guardian 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.

Parental Notice of Absence -

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

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be

permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

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

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

Parental Notification -

District staff shall provide 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.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

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

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.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

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 School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference 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.

The district may not take further legal action to address unexcused absences until after the date of the

scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.

Student is Habitually Truant -

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

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

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

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.

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 School Attendance Improvement Conference.

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.

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.

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.

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.

Discipline

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

Bullying and Cyber-Bullying Policy # 249

Purpose

The Board is committed to providing a safe, positive learning environment for district students.

The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of 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.

Authority

The Board prohibits all forms of bullying by district students.

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.

When a student's behavior indicates a risk/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 risk/threat assessment team, in accordance with applicable law and Board policy.

Discrimination/Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination 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 bullying 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 bullying.

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.

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.

District administration shall annually provide the following information with the school safety and security incident report

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.

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, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

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

Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injections Policy #210.1

Authority

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

The Board shall authorize the district to stock epinephrine auto-injectors in the Fleetwood Area School District for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.

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.

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), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.

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.

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.

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).

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.

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

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. 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. Emergency response.
    g. 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.

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.

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.

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

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.

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.

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 shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.

All elementary student asthma inhalers and/or epinephrine auto-injectors are to be kept in the building health room and should be used under the supervision of the school nurse.

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:

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.

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:

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.

Computer Acceptable Use Policy # 815

Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:

1. 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.

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:

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:

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:

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.

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.

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 accessed by minors:

Defamatory/Hate Speech.

1. Lewd, vulgar or profane.

2. Threatening.
3. Harassing or discriminatory.
4. Bullying.
5. Consisting of/Relating to Weapons.
6. Terroristic.

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.

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.

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. 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.

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.

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:

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.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.

Guidelines

District computers and network accounts shall be used only by the authorized owner 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:

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.
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.
6. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.
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.
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:

1. Employees and 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.

District Web Site

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall 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:

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.

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 or 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 legal proceedings.

Hazing #247

Purpose

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

Definitions

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

1. 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:

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.

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

The consent of the student was sought or obtained, or

1. 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.

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

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.

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.

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 as well as the incidents of alleged hazing.

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.

Guidelines

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

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.

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.

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; or conduct that constitutes an offense listed under the school safety and security provisions of School Code.

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 local law enforcement and Board policies.

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 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.

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.

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.

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 Conduct. The student may 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.

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.

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 also 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.

Student Expression/Distribution and Posting of Materials # 220

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of district-sponsored activities (nonschool materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

Definitions

For the purposes of this policy, **dissemination** shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

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

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, 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, online discussion areas and digital bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or 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. Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is libelous, defamatory, obscene, lewd, vulgar or profane;
3. 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/vaping products, 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 disrupts or interferes 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; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;

2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Nonschool Materials

The Board requires that dissemination 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.

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least three (3) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed nonschool 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.

Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

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 apart from regarding time, place and manner, shall not be restricted unless the expression violates some other part of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

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.

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be disseminated in each school building. Such designations may take

into account maintenance of the flow of student traffic throughout the school and shall limit dissemination of nonschool materials to noninstructional times.

When student dissemination of nonschool materials or other student expression violates this policy, the building principal may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

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 Accident Insurance # 211

Purpose

The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.

Authority

The Board shall provide parents/guardians the opportunity to purchase insurance coverage, at no cost to the district, for injury to the students resulting from accidents in any activity during school hours, any activity sponsored by the school, or any activity round-the-clock. The premium will be paid by the parents/guardians.

Delegation of Responsibility

The Superintendent or designee shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and parents/guardians of students who may be eligible for insurance.
3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.

Controlled Substances/Paraphernalia # 227

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 disseminate nonschool materials to others in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of district-sponsored activities (nonschool materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

Definitions

For the purposes of this policy, **dissemination** shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

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

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, 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, online discussion areas and digital bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or 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. Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is libelous, defamatory, obscene, lewd, vulgar or profane;
3. 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/vaping products, 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 disrupts or interferes 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; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;

2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Nonschool Materials

The Board requires that dissemination 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.

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least three (3) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed nonschool 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.

Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

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 apart from regarding time, place and manner, shall not be restricted unless the expression violates some other part of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

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.

Delegation of Responsibility

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

When student dissemination of nonschool materials or other student expression violates this policy, the building principal may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

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.

Electronic Devices #237

During the school day parents/guardians are asked not to contact their student(s) by way of their cell phones. Please contact the high school main office and the message will then be relayed to your student(s).

Purpose

The Board adopts this policy in order to support an educational environment that is safe and secure for district students and employees, while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

Definition

Electronic devices shall include all devices that can take photographs; record audio; 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

Authorized Use of Electronic Devices

The Board authorizes silent use of electronic devices by district students during the school day in district buildings, on district property, while students are attending school-sponsored activities and during the times students are under the supervision of the district, when they are in compliance with this policy, other Board policies, administrative regulations and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of the district.

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board prohibits use of electronic devices by students in locker rooms, bathrooms, health suites or 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 shall report such conduct to relevant local, 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 may result in confiscation of the electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Audio/Video Monitors #810.1

Purpose

The Board recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district.

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare, and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

Authority

Having carefully weighed and balanced the right of privacy of students and staff against the district's duty to maintain order and discipline, the Board deems it appropriate to provide for the use of audio/video camera surveillance in its transportation vehicles, in buildings, and on school grounds.

Guidelines

The following guidelines shall govern the use of electronic surveillance equipment:

1. The district shall notify its students and staff that surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook.
2. The use of surveillance equipment on transportation vehicles shall be supervised by the district transportation secretary. The use of surveillance equipment in district building, on school grounds,

and on other district property, shall be supervised and controlled by the building administrator or other responsible administrator.

3. The use of information from surveillance equipment shall be subject to the other policies of the district, concerning the confidentiality of student and staff records.
4. Surveillance shall only be used to promote the order, safety, and security of students, staff, and property.
5. This policy authorizes the district and its transportation contractor to intercept audio on school buses or school vehicles for safety, security, and disciplinary reasons.
6. The district shall notify students and their parents/guardians of this policy through student handbooks and a posting on the district website.
7. A notice shall be placed on each school bus or school vehicle that is furnished with audio recording equipment stating that students may be audiotaped. This notice shall be clearly visible to all who are entering the vehicle.

Searches Policy #226

Purpose

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

Authority

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

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

Delegation of Responsibility

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

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

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

Guidelines

Individualized Suspicion Searches

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

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

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

Random or General Searches Without Individualized Suspicion
Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner. When a search provides a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, a more intensive search may be conducted 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.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee.

Searches by or at the Request of Law Enforcement Officials
The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully

conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

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 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.

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.

Tobacco Policy #222

Purpose

The Board recognizes that tobacco, and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products.

Definitions

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

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, or at school-sponsored activities that are held off school property.

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.

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.

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.

Delegation of Responsibility

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

The Superintendent or designee shall develop procedures to implement this policy.

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.

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.

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.

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.

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

Nondiscrimination – Qualified Students With Disabilities # 103.1

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are 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.

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. Complaints of disability discrimination, including disability harassment, carried out by employees, other students, or third parties may be filed under the district's Complaint Procedure contained in this policy.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate 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.

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.

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.

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.

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 Superintendent as the district's Section 504 Coordinator.

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 web site, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.

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 IDEA child find efforts, in order to not duplicate efforts.

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.

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.

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.

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.

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

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

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.

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.

Discipline

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

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.

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.

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.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

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.

PDE 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.

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. Note that this informal complaint process is voluntary and is not a mandatory prerequisite to filing a formal complaint. The complainant may end the informal process at any time to begin a formal complaint.

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.

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system at any time, including during the district's investigation.

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident 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.

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 is encouraged to use the report form available from the Section 504 building administrator, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation shall be impartial and may consist of individual interviews with the complainant (who shall have an opportunity to present witnesses and other evidence), the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The Section 504 Coordinator shall review the report to ensure the district's adherence to the requirements of Section 504 and its implementing regulation.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within twenty-five (25) days of receipt of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he 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 investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

Nondiscrimination/Title IX Sexual Harassment Affecting Staff #104

It is the policy of Fleetwood Area School District not to discriminate on the basis of sex, handicap, religion, race, color, and national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding discrimination should be directed to the Superintendent of Schools, Dr. Greg M. Miller, 801 North Richmond Street, Fleetwood, PA 19522, 610.944.8111 ext. 10100, gmiller@fleetwoodasd.org, Title IX Coordinator, Fleetwood Area School District, or the Director of the Office of Civil Rights, Department of Health, Education of Health, Education and Welfare, Washington, D.C.

Maintaining Professional Adult/Student Boundaries #824

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.

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.

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.

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 (1) 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 or 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.

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.

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 Superintendent, 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.

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.

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 his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.

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.

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.

Investigation

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

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.

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.

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.

Weapons Policy #218.1

Purpose

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

Definitions

Weapon - the term shall include but 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.

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 school 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.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.

The Superintendent may recommend modifications of such expulsion requirement on a case-bycase basis.

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.

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.

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.

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.

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.

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:

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.

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.

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.

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

Transfer Students

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

Homeless Student Resources

McKinney Vento
HOMELESS EDUCATION (MCKINNEY-VENTO ACT):

Children and youth are eligible for services under the McKinney-Vento Act if they have been displaced from their homes and are living in a place that is not fixed, regular, or adequate, such as:

- Sharing the housing of others due to loss of housing, economic hardship, or similar reason
- In a place not designated as regular sleeping accommodation, such as a vehicle, park, hotel, or campground
- In a homeless or domestic violence shelter or transitional housing placement
- Outside of his/her home as an unaccompanied youth
- Awaiting foster care
- In any of the situations listed above as the child of a migrant family

YOUR RIGHTS:
Children and youth experiencing homelessness have the right to:

- Continue their education in their current school and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required.
    - Participate in all applicable school programs, including supplemental services
    - Receive free lunch
    - Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

Experiencing Homelessness (Pennsylvania ECYEH) Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face with the help of a community-based partnership.

Some students who experience Homelessness may also require Title 1 services.

Title I is a federally funded program that provides extra academic support to students in the areas of reading and/or math. One of the goals of the program is to improve the academic achievement of the disadvantaged. The goal of Title 1 is to ensure a high-quality education for every child, by providing extra help to students who need it most.

Title I is a federally funded program that provides financial assistance to states and school districts to meet the needs of educationally at-risk students. Fleetwood Area School District offers targeted assistance for eligible students.

Role of Homeless Coordinator:

- Coordinates and collaborates with ECYEH regional and site coordinators.

- Collaborates with appropriate staff to determine eligibility for McKinney-Vento mandated services.
- Identifies students experiencing homelessness including children under age 5 and school-age children.
- Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans as appropriate.
- Maintains necessary records and prepares related reports while ensuring confidentiality for the purpose of documenting students experiencing homelessness.
- Ensures the complete and accurate collection and submission of the LEA homeless data to PIMS and ECYECH.
- Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding students experiencing homelessness, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
- Models' nondiscriminatory practices in all activities.
- Obtains resources necessary to promote students' educational readiness, regular attendance and academic success.
- Attends state and regional meetings and conferences to ensure full knowledge of McKinney-Vento requirements.
- Collaborates with all levels of school and district administration and staff (e.g. building liaisons, human resources, special education, transportation, principals, psychologists, registrars, nurses, secretaries, etc.) for the purpose of ensuring the development and implementation of students' individualized service plan.
- Conducts orientation/training for school staff regarding school policy/procedures as it relates to students experiencing homelessness and/or facilitates related orientation/training provided by the ECYEH regional/site coordinators/s.
- Interprets laws relating to homeless students for the purpose of advising administration, staff and parents regarding the rights of homeless students.
- Provides support and information (e.g. to parents, guardians, etc.) for the purpose of communicating the availability of services and activities.
- Serves as liaison (e.g. with schools, homeless shelters/facilities, social service agencies, court related services, police departments, etc.) to coordinate appropriate assistance for students experiencing homelessness.
- Meets with families and students experiencing homelessness to assess and prioritize needs and make linkages with district and community resources as appropriate.
- Coordinates with a variety of outside service providers and community agencies to meet students' needs and avoid duplication of services.
- Connects students experiencing homelessness with available tutoring, afterschool and summer programming to support academic success.
- Ensures that families, and children and youths experiencing homelessness receive early childhood educational services for which they are eligible, including Head Start, Early Intervention, and preschool.
- Ensures that families, and children and youths experiencing homelessness are referred to health care services, dental services, and other appropriate medical services.
- Ensures that public notice of educational rights of students experiencing homelessness is displayed in every school building, and in community locations as appropriate.
- Ensures that parent/guardians of students experiencing homelessness, and any unaccompanied youth, are fully informed of all transportation services.

Unaccompanied Youth

Unaccompanied homeless youths often face unique barriers to enrolling and succeeding in school. These barriers may include school attendance policies, credits, and legal guardianship requirements. Without a parent or guardian to advocate for them and exercise parental rights , they may be denied enrollment and remain out of school for extended periods of time. Unaccompanied homeless youths also may not understand their educational rights or know how to acquire this information. Given their vulnerability to not graduating from high school on time or at all, special attention and support should be provided to this important subgroup of homeless youths.

Unaccompanied homeless youths often face unique barriers to enrolling and succeeding in school. They often lack consistent guidance and support from a caring adult, and many unaccompanied homeless youths confront the challenges and stressors of homelessness on their own. Schools are strategically positioned to support these vulnerable children and youths and may do so by providing targeted support to ensure regular school attendance.

Connecting youths with trained and committed mentors (including academic and peer mentors) to provide support, guidance, and a sense of connection to school. Such mentors can also help monitor youths' progress and develop graduation plans and connect unaccompanied homeless youths to mental health support, as needed.

Many of the identification strategies used for other subgroups of homeless students are also effective for identifying unaccompanied homeless youths, but additional strategies should be employed that target the students based on their unique characteristics. For example, establishing trust with unaccompanied youths, who may constitute their own community and culture or smaller networks and subcultures, is vital to ensuring they stay connected to school and openly share information needed to help them succeed in school.

Under Part B of the IDEA, public agencies must determine whether an unaccompanied homeless youth need a surrogate parent and pending the appointment of a surrogate parent when necessary, appropriate staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs may be appointed as temporary surrogate parents, until a surrogate parent can be appointed that meets all applicable IDEA requirements.

Additional Resources:

BEC
https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx

Policy 251
https://go.boarddocs.com/pa/flee/Board.nsf/Public#

For more information or to contact the Homeless Education Liaison or Title 1 services please contact:

FASD Homeless Liaison and Unaccompanied Youth Contact: Gwynn E Bollinger
Director of Special Education Fleetwood Area School District 801 North Richmond Street
Fleetwood, Pa. 19522
610.944.8111 ext. 10301

Title I Coordinator
Dr. Natalie Lytle
Curriculum Director
Fleetwood Area School District
801 North Richmond Street
Fleetwood, Pa 19522
610-944-8111 Ext: 10104

Decline Permission to Use Student Work/Photography

Throughout the course of the school year, the Fleetwood Area School District may initiate coverage of school activities through various forms of print or electronic media such as newsletters, yearbooks, local newspapers, articles, flyers, web pages, and television broadcasts. The coverage may include student work, photographs of students, video/audio of school events, as well as identifying information such as student name, grade level and school name. **Permission is implied to be granted *unless* the form is completed and returned to your student's building office on an annual basis**. **The form is found on the district website under Family Resources, Information Technology or can be accessed through this link: Decline Permission to Use Student Work/Photographs Form**

Parking and Vehicle Guidelines

1. In the event of inclement weather students are urged to take the transportation offered to them by the Fleetwood Area School District.
2. It is to be remembered that parking on school grounds is a privilege and not a right.
3. All cars which are being parked on school grounds or which are frequently driven on school grounds must be registered in the high school main office.
4. **All students are required to annually register their vehicle and display a current parking permit on the rearview mirror, facing the windshield.**
    - Registration forms can be obtained in the high school main office and on the High School website- on the tile Forms/Bell Schedules: FAHS Parking Pass Form
    - To renew your parking permit, your old permit must be returned to the office and the current year permit will be issued.
    - Returning your permit is an obligation and must be turned in prior to graduation.
5. All Career Center students must receive prior approval from the BCTC, Fleetwood Area High School Office, and their parents in order to drive to the Career Center(s).
    - Paperwork should be completed at least two (2) school days prior to the day the student needs to drive to their Career Center.
    - Any career center student given permission to drive to BCTC must park in the student parking lot upon returning to Fleetwood High School.
    - Approval forms can be obtained in the high school main office and on the High School page on our website tile Forms/Bell Schedules or via these links:
        - BCTC Driver -Berks Career and Technology Center Student Driver Form
        - BCTC Rider -Berks Career and Technology Center Student Rider Form
6. Students may only park in the designated parking lot (large lot between High School and Middle School buildings- NOT in the administration lot); in a designated parking

space. No parking is permitted in spaces designated for faculty, visitors or other reserved spaces. Do not drive/park on unpaved areas.

7. Speed limit on the school grounds is 5 MPH in the parking lot area.
8. Students are not permitted to enter their cars during the school day without special permission from the High School office and security personnel. Students parked off school grounds will not be permitted to enter their cars during the school day.
9. Improper use of any car, such as unnecessary horn blowing, spinning of tires, racing of motors, etc., will result in loss of parking privileges on school grounds, school consequences (such as Detentions, In-School Suspensions) and/or police action.
10. Students who drive to school on an infrequent basis should check with the office for parking privileges prior to the day they drive to school. If, because of an emergency, the student cannot get approval on the prior day, he should report to the office immediately upon arrival to secure clearance for parking.
11. All students must leave the school grounds at the conclusion of the school day or sporting event.
12. Students are not to park in the Stadium/Tennis Court Parking Lot. This goes for practices as well as home and away games. Student-Athletes must park in the Student Parking Lot.
13. Driving privileges may be revoked for students owing a detention, suspension, or fine.
14. Minor accidents should be reported to the main office. Students are responsible for contacting proper authorities, insurance, parents, etc., as they would if an accident was off school grounds.

Violations to any above mentioned guidelines may result in disciplinary action to include Detentions, In-School Suspensions, and loss of driving privileges and permit fees. The police will be notified for any unsafe or disruptive driving violation and a citation may be issued.

Overnight Field Trips

CRITERIA FOR PARTICIPATION IN TRIPS

Students:

1. Must be residents of Fleetwood Area School District.
2. Must be of an age or grade level placement that is appropriate for the trip in question.
3. Must meet all financial obligations to their class and the Fleetwood Area School District.
4. Must be approved by the appropriate School Administrator based on:
    a. Good citizenship record
    b. Good attendance record
    c. Satisfactory academic progress
5. Must meet the criteria established by the faculty member sponsoring the trip.

Field Trip Guidelines

1. All student luggage will be thoroughly searched, prior to departure, by the school administrators and/or their designees. Any refusal of the luggage search will eliminate the student from the trip.
2. All school sponsored trips will be drug and alcohol free for both students and chaperones. Students who violate the drug and alcohol policy may be sent home at the parents' expense. They will also be subject to normal school sanctions for such offenses. These sanctions include notification of police, suspension, and a drug and alcohol assessment.

3. **Students may be required to meet eligibility requirements prior to field trip approval.**
4. At the discretion of the faculty member in charge of the trip, and after notification of the appropriate building administrator, students may be sent home for other serious offenses. These include, but are not limited to, sexual misconduct, insubordination, criminal involvement, and curfew violations.
5. Written parental permission is required for all students, regardless of age, in order for the student to attend the trip.
6. Parent meetings will be held for all overnight trips. The meeting will be used to review the itinerary, trip rules, and appropriate disciplinary measures for possible infraction. If parents do not attend, students may not be eligible to participate in the trip.
7. All chaperones will be approved by the appropriate building administrator. Only approved chaperones may accompany school sponsored trips.
8. No more than 15 students will be assigned to each chaperone.
9. There will be no unsupervised time during school sponsored trips.
10. Chaperones will make every reasonable effort to provide supervised, structured activities for the entire duration of the trip.
11. Every effort will be made to set up hotel accommodations to maximize supervision by the chaperones.
12. Students and chaperones are expected to adhere to any further directives issued by the building administrator in regard to the class trip.
13. Parents who are not sure their child is responsible enough to function under Fleetwood Area trip rules are advised to deny their child permission to go on the trip.
14. BCTC students are required to obtain signatures from Instructor and Principal on Field Trip Permission form.

Disqualification From Trips and Activities

Following payment of fees associated with the trip, and anytime prior to departure, students may be disqualified and risk the loss of money for any of the following reasons:

1. Chronic discipline problems.
2. Chronic attendance or tardiness problems.
3. Academic difficulties which could lead to failure or delay graduation.
4. Drug and alcohol violations during the current school year.
5. Any offense which results in an in-school suspension or out-of school suspension.

Disciplinary Action

The administration, teachers, and staff expect each student to demonstrate behavior that shows respect for all persons and property at all times.

All students are expected to attend school and to participate in the learning process without interfering with others. Students should expect the following consequences when they choose not to follow the rules and regulations of the Fleetwood Area High School.

Consequences and Restoration

After School Detention, In-School Suspension (I.S.S), and Out of School Suspension (O.S.S) are consequences for not following school guidelines. Restorative Sessions will be used as an intervention response and reaction to student behavior, in conjunction with these consequences.

After School Detention - An administrative After School Detention is assigned in one hour increments (one, two or three hours- depending on severity of the infraction). Skipping an administrative After School Detention can result in additional consequences.

In School Suspension - An In School Suspension is assigned for one half day, one full day or more than one full day depending on the severity of the situation. This consequence is served in the Student Restorative Center. If you are absent during the scheduled suspension time, you will be rescheduled. Skipping an In School Suspension can result in additional consequences. The student is responsible for work missed due to the consequence. If a student is assigned 3 days of ISS or more, they are ineligible to participate in school activities and events including but not limited to athletics, field trips, dances, proms, etc.

Out of School Suspensions (O.S.S.) - Out of School Suspension will be served under the supervision of the parent/guardian. A parental conference is required prior to reinstatement. School policy does not require teachers to allow students to make up work assigned while the student is out on suspension. Permission to make up work is up to the individual teacher. Parent/guardian will need to contact the high school main office to request work from their student's teacher. It is the responsibility of the student to contact the teacher to obtain, complete, and turn in any work assigned during a suspension. A reentry Restorative Conference will be a part of the students return to school. The conference will be held at a time determined by administration.

NOTE: Students are not permitted to attend extracurricular activities until they have successfully served all detentions and suspensions. Students are not permitted on Fleetwood Area School District property while serving an out-of-school suspension without prior permission from their building administrator.

Restorative Session - A time when the student(s) and staff will discuss what happened, who was affected, how to repair any harm, and how best to move forward. This can include but is not limited to one on one conferencing and small or large group discussions. This will occur during the school day or during after school detention time with Fleetwood High School Staff. Restorative session(s) can be initiated by a teacher or by administration.

To learn more about Restorative Practices, which are used in conjunction with traditional discipline consequences, please visit the school's website.

Student Restorative Center- Students may be assigned to the restorative center for one class period, lunch detention, half day of ISS, full day of ISS, or multiple days of ISS.

Student Restorative Center Rules:

1. Report to HS Main Office by your assigned time. Note: Students reporting late may receive additional consequences.

2. Students will be required to leave their school issued chromebook, charger and any other personal electronic devices such as but not limited to: smart watches, cellphones, wireless headphones, etc in the main office.
3. Students should enter the Student Restorative Center quietly.
4. **No food or drink**,with the exception of water, is allowed in the room.
5. Students must use a respectful tone and kind words.
6. Students should not be talking with other students as they should be working on independent work and maintaining a respectful, productive environment for all.
7. Sleeping is not permitted in the student restorative center.
8. Students will be working on school work, reading, or engaging in other cognitive activities while serving their consequence. Failure to complete work or causing disruptions to others may result in additional disciplinary consequences.
9. In addition, students will be offered Restorative Session(s) with a staff member.

Cell Phone and Personal Electronics Expectations

In preparation for upcoming legislation and to create a more focused and engaging learning environment, we will be implementing the following expectations:

- Cell phones must be **turned off and securely stowed** (in a backpack, purse, locker, or the main office) during **the entire school day (from arrival to exit of school building)**.
- Phones **may not be carried in pockets or used** during class, study hall, the bathroom, lockerrooms, passing periods, or cafeteria.
- All **other personal electronic devices**—including smartwatches, earbuds, headphones, smart glasses and similar items—**must also be turned off and stored out of sight** during the school day.
- Use of cell phones or smart watches in restrooms, locker rooms, counseling office or the nurse's office is strictly prohibited due to privacy concerns. **Violations in these areas may result in more serious consequences**- see "Inappropriate use of Cell phone" p. 85. This applies to before and after school hours including school events and activities.
- Phones and smartwatches will be allowed for medical purposes, such as managing diabetes or monitoring heart conditions. In these cases, documentation from a healthcare provider must be submitted and kept on file in the nurse's office.

Cell Phone Violations

Cell Phone Violations		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• First Offense	• Student asked to put phone away immediately - as long as student complies*** • Parent/Guardian contact (email or phone) to document the violation and remind of additional consequences should this behavior continue. *** If a student does not comply, additional referral for insubordination and student will be sent to the office.	• Warning- official entered in IC system
• Second Offense	• Phone will be confiscated by office staff and stored in the main office *** • Parent/Guardian contact (email or phone) to document the violation and remind of additional consequences should this behavior continue. *** If a student does not comply, additional referral for insubordination and student will be sent to the office.	• Phone confiscated by office staff. • Student can retrieve phone at the end of the school day from the office • 1 hour detention
• Third Offense	• Phone will be confiscated and stored in the main office*** • Parent/Guardian contact (phone) to document the violation and remind of the additional consequences should this behavior continue (parent will need to pick it up on the next offence). *** If a student does not comply, additional referral for insubordination and student will be sent to the office.	• Phone confiscated and sent to office • Student can retrieve the phone at the end of the day. • Detention(s)

Cell Phone Violations continued		
● Fourth Offense	● Phone will be confiscated and stored in the main office*** ● Parent/Guardian contact (by phone) to document the violation and remind of additional consequences should this behavior continue. ● Parent/Guardian conference REQUIRED to develop a behavior contract. ○ Specify how future violations will be prevented (parent keeps phone, phone turned in at main office, etc.) ○ Specify additional consequences for continued violations ○ Parent/Guardian and student sign. *** If a student does not comply, additional referral for insubordination and student will be sent to the office.	● Phone confiscated and sent to office ● Parent/Guardian must retrieve the phone from the main office ● 1 day ISS ● Student may be ineligible for school events (dances, Prom, activities, sports)
● Fifth or more Offense	● Phone will be confiscated and stored in the main office*** ● Parent/Guardian contact (phone) to document the violation and remind of additional consequences should this behavior continue. ● Additional Parent/Guardian conference(s) REQUIRED to develop additional behavior contract(s). ○ Specify how future violations will be prevented (parent keeps phone, phone turned in at main office, etc.) ○ Specify additional consequences for continued violations ○ Parent/Guardian and student sign. *** If a student does not comply, additional referral for insubordination and student will be sent to the office.	● Phone confiscated and sent to office ● Parent/Guardian must retrieve the phone from the main office ● Multiple days of ISS ● OSS considered for significant violations ● Student may be ineligible for school events (dances, Prom, activities, sports)

Attendance Related Issues

Attendance Related Issues - Level I		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Class cut (first offense)	• Restorative conference with student	• Warning/restorative
• Late to school (up to 14 occurrences/ semester) • Late to class	• Parents/Guardians contact • Staff conference • Restorative meeting(s)	• Detention(s) ○ Every 3rd unexcused tardy in a quarter = 1 hour detention • Make up missed work • Loss of driving privileges for late to school (2 weeks) • Late minutes can accumulate to trigger truancy citations.
Attendance Related Issues - Level II		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Class Cut (second offense)	• Parents/Guardians contact • Restorative meeting(s)	• Detention 1 hour • Make up missed work
• Late to school (15 or more occurrences/ semester) • Excessive late to class (more than 15/class or 15 per cycle)	• Parents/Guardians contact • Restorative meeting(s) • Student Assistance Program Referral	• 1 day In-School Suspension • Make up missed work • Loss of driving privileges for late to school (4 weeks) • Late minutes can accumulate to trigger truancy citations.
Attendance Related Issues - Level III		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Class cut (recurrent, additional occurrences)	• Parents/Guardians contact • Restorative meeting(s) • Student Assistance Program Referral	• In-School Suspension (1-3)
• Late to school (18 or more occurrences, day of ISS assigned per set of 3 lates beyond 18)	• Parents/Guardians contact • Restorative meeting(s) • Student Assistance Program Referral • Reintegration conference with parent/guardian	• Multiple days of In-School Suspension • Make up missed work • Possible extended loss of driving privileges • Loss of ability to attend school functions • Late minutes can accumulate to trigger truancy citations.

Non Academic Issues

Non-Academic Issues - Level I		
Infraction/Offense Examples	Suggested Supports	Consequence(s)

• Repeat classroom offenses
• Failure to report to required destination
• Pass violations
• Failure to fulfill obligations
  ○ Office Forms
  ○ Books
  ○ Electronics
  ○ Fees
• Disrupting class or other school processes, including hallways.
• Inappropriate display of affection
• Unacceptable language
• Defiance
• Having food/gum/drinks/ (including water bottles) in unauthorized areas
• Loitering
• Cafeteria offenses (disruption, littering, throwing food, minor theft, etc)
• Book damage or loss
• Repeatedly unprepared for class (not having Chromebook/charger)
• Dress code violations
• Lying
• Displaying large sums of money openly.
	• Parents/Guardians contact
	• Staff conference
	• Restorative meeting(s)
	• Assigned seating in cafeteria may be given to separate groups Reintegration conference with parent/guardian (required after Out of School Suspension)
	• Referral to Student Assistance Program
	• Lunch assignment changed to Student Restorative Center
		• Clean up littering
		• Payment of fines
		• Warning
		• Detention(s)
		• Up to 1 day In-School Suspension
		• Out of School Suspension may be assigned after multiple occurrences

Non-Academic Issues - Level II		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Cutting an assigned Discipline Consequence • Disruptive, lewd, or obscene behavior • Abusive or obscene language or gestures • Rude and obnoxious behavior • Forgery • Misconduct on field trips, during public programs, at athletic events and/or assemblies • Leaving school without permission • Ignoring or disregarding safety rules/regulations • Harassment of another student, teacher or staff member (i.e. bullying) • Use of racial/ethnic slurs, • Gambling • Improper use of the Internet, computer or network resources • Inappropriate use of a cell phone and/or camera (photos or unauthorized video or audio recording, having phone in unauthorized areas) • Continuation of level one misconduct. • Entering areas of the school “restricted to students” (could result in a police involvement) • Possession of pagers/beepers and laser pointers are not allowed in school and can only be claimed by a parent and/or guardian after penalties are completed.	• Parents/Guardians contact • Restorative meeting(s) • Student Assistance Program Referral • Behavior plan • Reintegration conference with parent/guardian (required after 3 day Out of School Suspension)	• Minimum of 1 day In-School Suspension (1st occurrence of Level II behavior), • Up to 3 days of In-School Suspension for second occurrence (depending on severity) • Make up Missed Work • Up to 3 days Out of School Suspension may be assigned after 2nd occurrence • Possible police citation • Confiscation of the electronic device • Parent contacted to pick up confiscated item

Non-Academic Issues - Level III		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Minor vandalism • Theft or possession of stolen property • Threats • Electronic bullying • Insubordination • Vulgar behavior • Belligerent behavior (continuation of Level II misconduct) • Leaving an In-School Consequence (Detention or Suspension) or Restorative Session without permission • Verbal fighting/harassment • Sexual harassment • Student refuses to comply with a search (search avoidance or running/leaving building to avoid search)	• Parents/Guardians contact • Restorative meeting(s) • Student Assistance Program Referral • Reintegration conference with parent/guardian (required after 3 day Out of School Suspension)	• Minimum of 1 day In-School Suspension (2nd occurrence will mean multiple days, students will need to make up any skipped In-School Suspension) • Make up missed work • Up to 3 days Out of School Suspension may be assigned after 2nd occurrence • Possible citation • Criminal behaviors may result in expulsion • Search avoidance/ running from search- first offense (up to 3 days OSS) • Search avoidance/running from search- additional offenses- further discipline, up to and including the possibility of expulsion.

Vehicle Related Issues

Vehicle Related Issues - Level II		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Improper use of vehicles on school property • Parking vehicles in restricted areas (including faculty parking lots, identified spaces, driveway, unpaved areas, etc.).	• Parents/Guardians contact • Restorative meeting(s) • Student Assistance Program Referral • Reintegration conference with parent/guardian (required after Out of	• Detention(s) • In-School Suspension • Up to 3 days Out of School Suspension. This does not include parking infractions. • Suspension of driving privileges. ○ First violation – Up to 1 month suspension of driving/parking

	School Suspension)	privilege ○ Second violation – Up to 90 days suspension of driving/parking privilege ○ Third violation – Extended Loss of driving/parking privilege ● Possible Citation (police contact) ● Possible fine

Academic Issues

Improper behavior during a test or quiz, including standardized testing, including cheating/plagiarizing. (Note writing/other forms of communication cheating, disruptive behavior, failure to follow directions, talking, text messaging, etc.)

Cheating/Plagiarism (as defined below):

1. All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes, including homework, must be original.
2. Cheating is defined as using dishonest methods to gain an advantage. This includes, but is not limited to, utilizing any kind of secretive means of gaining information for use of quizzes, tests, homework or other graded assignments.
3. Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper documentation (citations).
4. Using AI to complete assignments and claiming the work as your own will also be considered plagiarism/cheating. Students are expected to consult their teacher on the appropriate use of AI.

Academic Issues - Level I		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
● Copying homework. ● Looking at another's test or quiz. ● Letting another student look at a test or quiz. ● Using secretive methods of giving answers on a test or quiz. ● Taking information from another source that is not property attributed.	● Parents/Guardians contact ● Staff conference- to include plagiarism prevention strategies ● Restorative Meeting(s)	● Student may receive an alternate assignment (potentially reduced grade) ● Student may receive a "zero" on the assignment. ● Issues on standardized test will result in actions required by the testing organization

• Working with others on an assignment that was meant to be done by individuals. Students should consider all work individual unless the teacher specifies differently.		

Academic Issues - Level II		
Infraction/Offense Examples	Suggested Supports	Consequence(s)
• Taking papers from the Internet, other publications, or other students and claiming it as your own. • Translating a foreign language piece by a translator and claiming it as your own. • Taking any part of a test to use or give to others. • Sharing images of a test or assignments. • Using or openly possessing an electronic device during an assessment. • AI generated work turned in as student's own work or using AI to find answers when not permitted. • Issues on standardized test will result in actions required by the testing organization	• Parents/Guardians contact • Staff conference- to include plagiarism prevention strategies • Restorative Meeting(s)	• The student may receive a "zero" on the assignment or be given an alternative assignment. • Up to 2 After School Detentions • Repeated offenses can result in In-School Suspension(s) • Disruption of testing environment may result in detention or suspension.

Drugs, Alcohol, Tobacco-Related Issues

Drugs, Alcohol, Tobacco-Related Issues - Level II **These offenses are considered cumulative throughout a student's educational career.		
Incident/Infraction/Offense Examples	Supports	Consequence(s)
● Suspicion of using marijuana, illegal drugs, look-alike drugs, contraband (including but not limited to cigarettes, e-cigarettes, vaping or juuling devices, etc.), and/or alcohol. ● Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband (including but not limited to cigarettes, e-cigarettes, vaping or juuling devices, etc.), and/or alcohol. ● Exhibiting unusual behavior ● Possession of marijuana, illegal drugs, look-alike drugs, contraband (including but not limited to cigarettes, e-cigarettes, vaping or juuling devices, etc.), and/or alcohol. ● All of the above applies to all individuals on school grounds, school trips, busses, etc. ● Student returns to school from drug related issue outside of school.	● Inform school nurse ● Parents/Guardians contact ● Student Assistance Program Referral ● Suggested Referral to guidance or outside agency. ● Conference with building administration. ● Student sent home with parents/Guardians (if appropriate) ● Contact specialist(s) that worked with the student (if appropriate). ● Possible Reintegration Conference with Parent/Guardian following incident	● Appropriate to incident; may include assignment to the Student Restorative Center for After-School Detention and possible In-School Suspension ● Confiscation of items. ● Make up missed work ● **Vape Possession (1 or 2)** ○ First Offense:Three Days ISS; SAP Referral; Parent Contact; Nicotine Cessation Course (if registered, ISS drops to two days). ○ Second Offense: Three Days ISS; Police Referral (may include fines); Parent Contact; Nicotine Cessation Course Required (under supervision of school staff). ○ Third Offense: Five Days ISS; Informal Hearing; Police Referral (may include fines); Parent Contact. ● **Vape Possession (3 or More)** ○ First Offense: Three Days ISS; Police Referral (may include fines); SAP Referral; Parent Contact; Nicotine Cessation Course (if registered, ISS drops to two days). ● All vapes will be tested ($15 at the cost of the student). If they test positive for THC, discipline will escalate to 10 Days of OSS, pending Informal Hearing; SAP Referral; Parent Contact.

Drugs, Alcohol, Tobacco-Related Issues - Level III **These offenses are considered cumulative throughout a student's educational career.		
Incident/Infraction/Offense Examples	Suggested Supports	Consequence(s)
● Student using marijuana, illegal drugs, look-alike drugs, contraband (including but not limited to cigarettes, e-cigarettes, vaping or juuling devices, etc.), and/or alcohol. ● Student distributing marijuana, illegal drugs, look-alike drugs, contraband (including but not limited to cigarettes, e-cigarettes, vaping or juuling devices, etc.), and/or alcohol. ● Student refuses to comply with a search (search avoidance or running/leaving building to avoid search) ● All of the above applies to all individuals on school grounds, school trips, busses, etc.	● Inform school nurse ● Parents contact ● Student Assistance Program Referral ● Suggested Referral to guidance or outside agency. ● Conference with building administration. ● Referral to Reintegration Conference with Parent/Guardian following incident ● Parent/Guardian will be contacted to assist with students resistant to search procedures.	● First offense Use - 3-10 days Out of School Suspension. ● Second Offense Use - formal hearing before the Fleetwood Area School Board consistent with all aspects of due process requirement. ○ Further action to be decided by the board. ○ Possible mandated appointment with drug counselor ● Make up missed work ● Confiscation of items. ● Police notification ● Student detained until police arrival. ● For distribution offenses- Referral to the Superintendent for expulsion consideration. ● Search avoidance/ running from search- first offense (up to 3 days OSS) ● Search avoidance/running from search- additional offenses- further discipline, up to and including the possibility of expulsion.

Violent Acts

Acts that result in violence to another person or property which pose a direct threat to the safety of others in the school. Students may be required to have a student assistance program evaluation upon return to school from Out of School Suspension. A reinstatement hearing with an administrator may also be required.

Violent Behaviors- Level IV **These offenses may be considered cumulative throughout a student's educational career.		
Infraction/Offense	Suggested Supports	Consequence(s)
• Physical fighting- refers to the act of two (2) or more students involved in intentional unwanted contact, punching, slapping, pushing, wrestling with each other, including the use of weapons)	• Required reintegration conference with administrator, counselor, and parent/guardian • Student Assistance Program referral • Psychological counseling referral	• Up to 5 days Out of School Suspension for first offense • Up to 10 days Out of School Suspension for second occurrence (subsequent offenses can lead to more progressive discipline that may include expulsion) • Administrative disciplinary hearing • Possible alternative placement • Police investigation • Police citation
• Assault- refers to one (1) or more students unlawful attempts to injure another student/students physically without physical retaliation by the victim	• Parent contact • Required reintegration conference with administrator, counselor, and parent/guardian • Required readjustment conference with a school counselor • Student Assistance Program referral • Psychological counseling referral	• Up to 10 days Out of School Suspension (subsequent offenses can lead to more progressive discipline that may include expulsion) • Administrative disciplinary hearing, • Possible alternative placement • Police investigation • Police citation
• Verbal Assault on Staff Member	• Parent contact • Restorative Meeting(s) • Required reintegration conference with administrator, staff member, counselor and parent/guardian • Student Assistance Program referral • Psychological counseling referral	• Multiple days In-School Suspension (first offense) • 5 days Out of School Suspension (second offense) • 10 days Out of School Suspension (third and subsequent offense) • Subsequent offenses can lead to more progressive discipline that may include expulsion. • Administrative disciplinary hearing • Possible alternative placement • Police investigation • Police citation

Violent Behaviors Continued- Level IV **These offenses may be considered cumulative throughout a student's educational career.		
Infraction/Offense	Suggested Supports	Consequence(s)
• Physical Assault on Staff Member	• Parent contact • Required reintegration conference with administrator, staff member, counselor and parent/guardian • Student Assistance Program referral • Psychological counseling referral	• 10 days Out of School Suspension • Administrative disciplinary hearing • Possible alternative placement • Police investigation • Police citation • Expulsion
• Terroristic Threats to Staff Members/Other Students/Inciting A Riot/or Seriously Endangering Others	• Parent contact • Required Reintegration Conference with Administrator, Counselor, and Parent/Guardian • Student Assistance Program referral • Psychological counseling referral	• Up to 10 days Out of School Suspension • Administrative disciplinary hearing • Possible alternative placement • Police investigation • Police citation • Expulsion
• Possession of Prohibited Items/Weapons	• Parent contact • Required reintegration conference with administrator, counselor, and parent/guardian • Student Assistance Program referral • Psychological counseling referral	• Confiscation of the item or weapon • Up to 10 days Out of School Suspension • Possible alternative placement • Police investigation • Police citation • Expulsion
• Extortion- refers to the act of obtaining money or property from an unwilling person by physical force or intimidation	• Parent contact • Restorative Meeting(s) • Required reintegration conference with administrator, counselor, and parent/guardian • Student Assistance Program referral • Psychological counseling referral	• Possible assignment to the Student Restorative Center for In-School Suspension or up to 3 days Out of School Suspension (first offense) • Up to 10 days Out of School Suspension (second and subsequent offense) • Administrative disciplinary hearing • Possible alternative placement • Police investigation • Police citation

Violent Behaviors Continued- Level IV **These offenses may be considered cumulative throughout a student's educational career.		
Infraction/Offense	Supports	Consequence(s)
• Vandalism/Institutional Vandalism- includes defacing, damaging or destroying school property that requires repair or restitution and/or causes disruption to school processes/environment .	• Parent contact • Restorative Meeting(s) • Required Reintegration Conference with Administrator and Parent/Guardian- for Out of School Suspension • Student Assistance Program referral • Psychological counseling referral	• Full Restitution • Possible assignment to the Student Restorative Center for In-School Suspension or 3 to 10 days Out of School Suspension (first offense) • 10 days Out of School Suspension (second and subsequent offense) • Administrative disciplinary hearing • Possible alternative placement • Police investigation • Police citation • Expulsion
• Stealing - refers to, but is not limited to, illegal taking of money or materials belonging to any student, staff member or the school district, including technological theft or computer piracy, includes using another student's lunch number	• Parent contact • Restorative Meetings(s) • Required Reintegration Conference with Administrator, Counselor, and Parent/Guardian • Student Assistance Program referral	• Full Restitution • Possible assignment to Student Restorative Center for In-School Suspension or 3 to 10 days Out of School Suspension • Police investigation • Police citation • Expulsion
• Arson/Setting Off False Alarms	• Parent contact • Required Reintegration Conference with Administrator, Counselor, and Parent/Guardian • Student Assistance Program referral • Psychological counseling referral	• Up to 10 days Out of School Suspension • Administrative disciplinary hearing • Police investigation • Police citation • Expulsion

Dress Code

The matter of student dress and appearance is **primarily the responsibility of students and parents.** The student dress code is intended to create a positive school climate of respect for self and others, reduce the occurrence of discipline problems, and maintain safety in school so that effective teaching and learning can take place.

Four basic dress code guidelines are:

a. Modesty
b. Cleanliness
c. Health and safety
d. Preservation of proper academic atmosphere

Please observe the following guidelines when considering how to dress for school:

1. Clothing and accessories that refer to or display alcohol, weapons, tobacco, drugs and/or drug or alcohol paraphernalia are not permitted in school.
2. Clothing and accessories that display inappropriate words, slurs, slogans, logos, obscenities, symbols, images, including **double meanings** are not permitted in school. This includes but is not limited to:
    - Confederate Flag
    - Nudity/degrading imagery
    - Any material that could be considered harassment (see definitions in Board Policy #103)
3. Hats, visors, bandannas, sweatbands, head gear, hoods, and sunglasses are not permitted to be worn in school without administrative approval. **All non-religious and unapproved head coverings must be removed upon arrival at school.**
4. Outerwear, such as long coats, heavy jackets, gloves and scarves are not to be worn inside during the school day. Fleece tops and sweatshirts are permitted as long as they are within other dress code guidelines.
5. No pajamas, sleepwear, loungewear, or slippers should be worn in school, except on an approved, designated spirit day.
6. All clothing needs to be worn properly with **no undergarments/private areas exposed. Failure to do so may result in a citation for indecent exposure.**
7. Clothing that is revealing, distracting, or considered a safety hazard, is not permitted.
8. Jewelry or accessories that can be used or perceived as weapons, or that present a danger to the safety of the student or others, are prohibited.
9. Tattoos that display inappropriate images, sex, alcohol, weapons, tobacco, drugs and/or drug or alcohol paraphernalia must be covered at all times while on district property.

Administration Reserves the Right of Interpretation And Enforcement of these Guidelines.

Consequences:

1. Any offender of the dress code will have two (2) options:
    a. Make a phone call home for appropriate clothing to be brought to school. The student will then change, and be sent back to class.
    b. Wear a substitute piece of clothing from our office wardrobe, and be sent back to class.
2. The student will remain in the main office/nurse's office until appropriate attire is attained. **The student is responsible for any missed work**.

3. **Any student not in compliance with these rules will be sent to the Student Restorative Center, and held accountable for any missed work.**
4. Additional violations may result in additional consequences to include In-School Suspension, or possible Out of School Suspension.

Restroom Usage and Availability

There are Boys and Girls Restrooms available on every floor and Private Restrooms available in the Library and next to the Band Room. Locker room restrooms are for use during Physical Education class time only. To help ensure the safety, security and privacy of all students the following apply:

1. No Loitering in the restroom or restroom areas.
2. Restroom use should be limited during passing periods to allow students to get to class on time and avoid crowding.
3. Only one person may be in a stall at any one time, no exceptions.
    a. If multiple students are found in one bathroom stall, it may constitute an automatic search of all students who were in the stall.
    b. A metal detector wand may be used to assist in the search.
4. Students are not permitted to use devices to record pictures, video, or audio in restrooms or restroom areas and as such, phones are prohibited in restroom areas. Phones shall be left in the classroom during restroom usage.
5. No eating or drinking in the restroom.
6. Large bags or backpacks are not allowed in the restrooms.
7. Students should refrain from reckless and/or loud behavior in the restroom.

Search Procedure

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules per Policy # 226 (Page 52).

A metal detector wand may be used to assist with searches and the search will be conducted in a private room/office space with two adults. Students subject to search will be monitored by school personnel and may be refused access to other areas of the school until search is complete. Parents/guardians will be notified if a search is conducted regardless of finding/non-findings.

To ensure student and school safety, in the event that a student refuses to comply with a search, we will follow district procedures which may include: parent involvement, consultation with the Director of Safe Schools, contacting law enforcement, and disciplinary action (up to three (3) days of OSS). We follow progressive discipline therefore continued search refusals/running from a search will result in further disciplinary action up to and including the possibility of expulsion.

Testing of Vape Materials/Testing Fee

Due to ongoing incidents involving vaping, including concerns about the presence of illegal substances, the Fleetwood Area School District (FASD) will conduct testing on all confiscated vapes and related materials (including vape oil or juice). All vape devices and materials will be confiscated, tested, and then destroyed after a period of 90 days. A $15 fee will be assessed to cover the cost of testing materials.

Miscellaneous

Athletics

Please see the district website for more detailed information on the athletic opportunities offered by Fleetwood Area High School.

Click here to access the Athletics webpage: Fleetwood Area School District Athletics

Student Activity Fee

The Board of School Directors has approved the Student Activity Fee for the upcoming school year. This fee applies to the junior and senior high sports listed below.

• **High School Sports**: Boys and Girls Volleyball, Cross Country, Boys and Girls Tennis, Football, Boys and Girls Soccer, Field Hockey, Golf, Cheerleading, Boys and Girls Basketball, Wrestling, Track and Field, Softball, Baseball

• **Middle School Sports**: Cross Country, Football, Boys and Girls Soccer, Field Hockey, Cheerleading, Boys and Girls Basketball, Wrestling, Track & Field, Softball, Baseball, Girls Volleyball

This fee also applies to middle and high school musical ensembles that practice only outside of the school day. These include:

• Jazz band, Choraliers, and the Women and Men's Chorus

The fee for the school year has been set at **$150 for one or more activities for all students 9-12** and **$100 for one or more activities for grades 7 and 8**. If students are eligible for reduced lunch prices, the fee will be reduced to **$30 for high school students** and **$20 for middle school students**. **There is a family maximum of $300 for the activity fee. The activity fee will be waived for students who apply and qualify for free lunch**. For activities at the beginning of the year, the student's eligibility for a free waiver or reduced fee will be based on the student's approved application for free/reduced lunch at the end of the prior school year. For activities that begin in the winter or spring of the upcoming school year, fee reduction will be based upon the student's eligibility for free or reduced lunch at the time that the activity starts.

This is an annual fee. Once the fee is paid, the student may participate in as many activities as he/she chooses. Payment of the fee will not guarantee a student's placement on a team or game time during the sport. Should the student not be selected to participate in the team or activity, a refund may be requested from the Business Office if this was the only activity in which the student is going to participate during the school year. A canceled check must accompany the reimbursement request.

Payment of the fee is due by August 1st for fall sports. Payment for the fee is due prior to the first practice for the winter/spring sport or any musical group. Students will not be permitted to practice or receive a uniform until the fee has been paid. **Students who participate in the co-op program with Schuylkill Valley for Lacrosse are required to submit the $350 fee prior to the first practice of the season**. Checks or money orders must be made payable to the Fleetwood Area School District and should be submitted to the Business Office. Cash will not be accepted.

Student Activity Fee Form 2026-2027

Building Regulations

No student and/or unauthorized persons are permitted to enter or be in any part of the school building unless under the direct supervision of a member of the faculty or authorized individual at any of the following times:

1. After 3:00 P.M. on days that school is in full session.
2. On Saturdays, Sundays, Holidays, or any day that school is not officially in session.

Persons in violation of these regulations will be subject to prosecution under the Pennsylvania State Law Section 955 "Trespassing on Grounds of State Institutions."

Cafeteria

- Pricing for the 2026-2027 school year is as follows: Breakfast - Free. Lunch - $3.15. Free and reduced is Free.
- Breakfast will be available from 7:20 to 7:40 AM
- If a student's lunch account does not have sufficient funds, no additional items are allowed to be purchased, no exceptions. Students must have sufficient funds in their account if they wish to purchase snacks or other ala carte items. Students are permitted to purchase lunch regardless of funds in their account.
- All payments must be deposited to the student's account prior to lunch, with enough time for the payment to be processed NO CASH WILL BE TAKEN AT THE REGISTER.
- We encourage all households to apply for Free and Reduced Meals. Please see information on the Food Service page for more information.
- For more information regarding our lunch debit system and free/ reduced meals, please go to FASD Food Service website at this link: Food Services.
- Upon entering the cafeteria for lunch, students must sit at a table. Students in grade 12 are permitted to enter the serving line after placing backpacks/belongings at their table.
- Students in grades 9-11 must wait to enter the serving line until they are dismissed by the teacher/lunch monitor staff.
- Students should return their trays and properly discard all trash/recyclables as soon as they are finished eating.

- Students shall remain seated at their table for the duration of the lunch period until dismissed by the bell (except to get in the serving line to purchase lunch, to return their tray/discard trash/recyclables, or to use the restroom).
- When leaving the table at the end of lunch, all chairs are to be placed under the table.
- Students that have teacher permission to leave the café must sign out using the electronic hall pass system prior to departure and sign the Cafeteria Sign Out book. Students wishing to meet with a teacher during this time should present a teacher-generated electronic hall pass.
- **At no time is food or drink to be taken out of the cafeteria without teacher permission.**
- Students may not purchase ala carte items without money in their accounts.
- **On regular BCTC school days**, Career Center students must eat lunch prior to returning to FASD. No meals, snacks or drinks will be permitted to be purchased at FASD.
- **On non-BCTC school days (due to testing, 2 hr delay, 3 hr delay, etc.),** Career Center students will eat lunch at 10:54 (Lunch A). On these rare occasions, students are permitted to eat at FAHS. Students must have money in their account if they wish to purchase snacks or other ala carte items.

Child Custody

When families are involved in divorce, separation, or custody proceedings, it is very important for the school to be informed so that we can provide the greatest level of support for the child. A new custody form does not have to be completed each year, so it will be important to inform the school of any changes. If there is a change in the custody agreement that is on file, please contact the high school office. It is the custodial parents' responsibility to notify the school of any changes.

School Personnel should be informed of the following:

- Where and with whom the child resides.
- Who has access to the child during the school hours.

If there is a custody agreement or court order granting custody, a copy should be downloaded when you complete your Annual Verification via Infinite Campus.

Chromebooks

Students are responsible for the condition of their Chromebooks during the period of time for which they are used. **Students that damage their Chromebooks will be required to pay the cost of a replacement and or repair**. Fleetwood families will be provided the opportunity to purchase device insurance at the beginning of the year.

If you are having technical difficulties with your device, please call 833-353-3893 to set up a help ticket or visit the district IT page: Information Technology The IT department will contact the student with assistance. Please direct questions on assignments, including Google Classroom, to your teacher.

If a Chromebook is lost, the student should *report the loss immediately* to the IT department. They can be reached by emailing Rodana Gorman, rgorman@fleetwoodasd.org or through the district technology webpage: Information Technology.

A student's diploma will not be released until all textbooks, Chromebooks and other school issued property are returned and all fines and obligations are paid.

Chromebook Borrowing

To borrow a Chromebook students must come to the main office and sign out a loaner chromebook. Chromebook loaners must be returned at the end of the school day unless approved for overnight use by IT/Office staff.

Students are required to bring their own Chromebook and charger every day. Failure to bring these required items will result in disciplinary action if the failure to bring required items becomes excessive- defined as more than once a month .

Excessive failure to bring Chromebook and Charger will result in the following progressive disciplinary actions:

1. Verbal warning/Student required to call home.
2. Written warning/entered in disciplinary system in IC/parent notified via email and/or phone call
3. Parent meeting with sign off that continued violation will result in detentions.
4. Detentions for continued violations.

Closed Campus

Our school operates on a closed campus policy in that students are not allowed to leave the building without permissions during the school day. Students may not leave the building to go to their cars or the parking lot during the school day.

After disembarking from a bus or car, students are to enter the building immediately. Students are not to leave the school grounds until dismissal.

Court Ballot Eligibility

To be eligible to be on the court for homecoming, prom or any other event, discipline, attendance and other positive citizenship traits will be taken into account.

Electronic Surveillance

To ensure the safety and security, and to protect the health and welfare of students and staff, the Fleetwood Area School District uses electronic surveillance systems in monitoring activity on school property and in school vehicles. School district policy # 810.1 authorizes the district's transportation contractor to intercept audio on school buses or school vehicles. The use of information from surveillance equipment shall be consistent with policies concerning the confidentiality of student and staff records.

Evening Activities

All practices, rehearsals, and meetings held in the evenings preceding a school day are required to end no later than 10:00 P.M. All students are required to be out of the building by 10:15 P.M.. No rehearsals, practices, or meetings of any kind shall be held on Sunday unless approved by the School Board.

Excused Absence from Class

Students need to have permission from their assigned teacher before being excused from a scheduled class to go to another teacher or location. Students need to present their assigned teacher with a pass prior to missing class. Failure to follow this procedure may result in disciplinary action and may be considered a class cut. The electronic hall pass system should be used for all passes.

Fire Drill Rules

1. The sound of the fire warning alarm is the signal for leaving the building. Fire Drill instructions are found on a fire exit sign located in your classroom. Teachers will review these guidelines with students.
2. During the Fire Drill, **all persons must leave the building**.
3. The teacher should be the last one to leave the room to ensure no students remain. Lights should be off, windows and doors should be closed. The door should be left in the security ready position. Teachers should take their "Emergency Folder" with their flip chart, Red/Green card, attendance list, note card, and pen or pencil.
4. Students are to pass quickly, orderly, and quietly keeping to the right. DO NOT RUN!
5. Teachers will meet with their class and take attendance upon arrival at a safe location, and identify any students unaccounted for to appropriate personnel.
6. A signal will be given when it is safe for everyone to return to the building.

Hall Passes

Students are not permitted out of class, cafeteria, etc., without appropriate permission. Students in the hall without appropriate permission during class will be subject to disciplinary action. The electronic hall pass system should be used for all passes.

Health Room/Illness

If you are sick during school hours, and the school nurse is not in the health room, report to the high school main office. You will then be allowed to go to the health room or be excused to go home. No student is to leave the building due to illness without permission from the nurse or administration. If a student leaves school during school hours due to illness, the student is not allowed to return for evening activities.

High School Dances

- Only FAHS students in grades 9 thru 12 may attend dances at the High school.
- Students may invite a guest to the Winter Ball, Prom etc... Permission needs to be granted by the Principal or Assistant Principal **prior** to purchasing guest tickets. The form for this permission can be obtained in the high school main office or from the district website: Dance/Prom Guest Permission Form. Incomplete forms will not be accepted.
- All students must be in 9th grade or higher. All guests must provide a copy of their valid driver license or current student ID. No individual should be above the age of 20.
- Students must be in school on the day of the dance unless permission is received by the principal or assistant principal.
- Anyone leaving the dance will not be allowed to reenter.
- Students should not loiter in front of the building before or after the dances.
- All school policies including dress code policy are in effect for all school dances.

- Students may be denied participation in dances if detentions or other school consequences/debts are owed.
- No admission of students will be permitted after 8:00 P.M. without the student making arrangements with the dance advisor, or an administrator prior to the dance.

Office/Classroom Phone Usage

No student will be permitted to use any district phone (office or classroom phone) during school hours without permission from a school staff member. The office phone should be used only for emergencies to call parents/guardians. The phone will not be used for social calls! Multiple warnings may result in consequences.

School Functions

No middle school students will be allowed to attend high school dances or other restricted high school events that are not open to the general public. Guests from other schools must be approved by the High School Administration for dances when guests are permitted to attend. A guest permission form can be obtained in the high school main office or from the district website: Dance/Prom Guest Permission Form. Incomplete forms will not be accepted.

School Pictures

The Fleetwood Area School District believes in an effective public relations program which may include district initiated coverage of school activities in district and/or local newspapers. However, respecting your right to privacy, we are requesting that parents or guardians inform the school if you have an objection to your child's name, address, and/or photograph appearing in such publications. The form can be accessed from this link: Decline Permission to Use Student Work/Photographs Form

Sporting Event Attendance

Students are reminded that attending sporting events is a privilege. Students need to be respectful of others and behave in an appropriate manner. When attending evening sporting events in the gym, no student will be permitted to regain entry to the event if they leave the school. All handbook policies and rules apply.

Students are not permitted on Fleetwood Area School District property while serving an out-of-school suspension without prior permission from their building administrator. Students serving school consequence (After-School Detention, In-School Suspension, or Out of School Suspension) are not permitted to attend sporting events on the day(s) they serve the school consequence.

Student Visits To The Main Office

Students should take care of any business that they may have with the main office or counseling office before school, after school, during lunch, or during a study hall. Students are not permitted to enter their cars during the school day without special permission from the High School office and security personnel.

Textbooks

Students are responsible for the condition of their books during the period of time for which they are used. It is required that all textbooks issued be covered. **Students who damage textbooks will be required to pay the cost of a replacement textbook**. The individual student is responsible to return the textbook assigned to them in acceptable condition (as determined by the teacher) to the teacher upon completion of the course.

If a book is lost, the student should report the loss immediately to the subject teacher. If the lost book is found, the money paid will be refunded upon evidence of the book being returned and presentation of a district receipt.

A student's diploma will not be released until all textbooks, Chromebook, and any other school issued property are returned and all fines and obligations are paid.

.

Travel- Educational Trip Request

An Educational Trip Request form must be submitted to the principal within two (2) weeks of the student's expected absence for an educational field trip. Educational trips more than three (3) days in length must be approved by both the building principal and the superintendent. The Board has established a limit of ten (10) days per year for educational trips. Completion of assignments remains the responsibility of the student and the parent is encouraged to monitor this process actively. Arrangements for missed work are to be made with the teacher prior to leaving for the educational trip. Work must be completed within the same number of school days upon the students' return unless special arrangements are made with the teacher assigning the work.

If your student plans to be absent for a **college visit**, that is no more than 2 days, please fill out a regular absence request via the parent portal- put reason as College Visit. This will be processed as "college visit" lawful absence. College visits that are 3 days or more days, will be considered an educational trip and the form mentioned above, will need to be completed.

Educational Field Trip Request Parent Instructions

To complete a request for Educational Travel Request for your student, please follow the steps outlined below.

Part 1: Go to Infinite Campus Parent Portal

-

1. Click More then click Absence Requests.
2. Select Student(s)
3. Select EFT: Educational Field Trip
4. Select Absence Type
5. Enter First Day – Last Day
6. Enter Comments
7. Click Submit

After an Educational Travel Request absence is submitted, an Educational Travel Request Form will be automatically created in your Infinite Campus Parent Portal under Documents. You will receive an email prompting you to complete the form (See Part 2**) in the portal. The creation of this form will take approximately 1–2 minutes

Part 2: Go to Infinite Campus Parent Portal

-

1. Click on Documents
2. Complete Educational Travel Request Form
3. Esign
4. Submit form for approval

**Please note if you have multiple students, a separate Educational Travel Request Form will have to be completed and submitted for each individual student. Once the Educational Travel Request Form is reviewed you will receive further communication about your request. If you have any questions, please reach out to your building main office staff for assistance.

Visitors

All visitors are required to have ID to enter the building during school hours. Visitors are to report to the high school lobby to obtain a visitor pass. Students may not bring visitors to

school without prior approval of the High School Principal. Visitors are only permitted to visit the area identified on their visitor pass.

Volunteer Firefighters

Any student who belongs to a local volunteer fire company and has a valid driver's license and wishes to participate in fire/emergency calls during the school day, will need to obtain a permission form in the high school office. The permission form must be completed and turned in to the high school main office prior to leaving for fire/emergency calls. Students who leave school during class time for a fire/emergency call need to sign out in the high school office when leaving and sign back in upon returning. Students will need to be academically eligible to participate in this privilege. If a student is assigned an in-school suspension, they will not be able to participate in fire/emergency calls for the duration of the in-school suspension.

Withdrawing From School

If you are planning to withdraw your child from the Fleetwood Area High School, you should visit the district website- Enrollment and Withdrawal of Students and complete the form on the right side of the page-Click here to fill out a Student Withdrawal Form . **All financial/material obligations must be met prior to the withdrawal being complete- All technology, textbooks, or other supplies provided by the Fleetwood Area School District must be returned and all fines/obligations must be cleared in the main office. If these items are not returned/paid/cleared, you will be billed accordingly.**

Working Papers

General Employment Certificates (Working Papers) are required when minors between 14 and 18 are seeking employment. If a student between 16 and 17 years of age loses his job, their general employment certification is thereby automatically canceled, and the student must return to school until they are 17 years of age.

Vacation Employment Certificates are required when minors between 14 and 18 are employed before or after school hours or during school vacation.

Employment Certifications (General or Vacation) are issued in the main office.

- Be sure to bring your Birth Certificate, Baptismal Certificate, Learner's Permit, Driver's License, or U.S. Passport with you when you are applying for working papers.
- A parent should accompany a student when applying. Remember that the Child Labor Law states that no minor under 14 years of age shall be employed or permitted to work in an establishment or in occupation. No minor under 18 years of age shall be employed without an employment certificate (working papers).

Internship Program

A student participating in the Internship Program must follow sign in and out procedures in the main office. If a student is assigned a school consequence (After School Detention, In-School Suspension, or Out of School Suspension), they will need to fulfill this obligation prior to returning to internship location. All internship students must follow the student driving guidelines outlined on page 70 of this handbook. Participation in the program could be terminated due to concerns with attendance, behavior and/or grades.

Career and Technology Centers- Selection Process

Students are selected for admittance to the Career and Technology Centers utilizing the following criteria:

1.	Attendance-Absence/Tardy	20 points
2.	School Citizenship	25 points
3.	Academic Readiness	20 points
4.	Academic Scholarship- Grades	4 points
5.	Academic Scholarship- PSSA Reading	3 points
6.	Academic Scholarship- PSSA Math	3 points
7.	Counselor Recommendation	15 points
8.	Student Interest	10 points
9.	Teacher Recommendation #1	10 points
10.	Teacher Recommendation # 2	10 points
		Total 100 points

The selection committee consists of school counselors at the Career and Technology Centers. Quotas are established for individual technical or vocational classes by a formula developed by the Career and Technology Centers, and are adhered to by local school districts.

School Counseling Program

It is the function of the school counseling program to aid students in seeking solutions to their personal, social, educational, and vocational needs. The service of the school counseling program is open to all Fleetwood Area High School students. When a student has a problem they should go to the counseling office and talk with a school counselor, as they are a valuable resource for any student.

Individual conferences will be scheduled for all students. During this conference, academic records, test results, and vocational interests will be discussed. Counselors will also assist students in researching schools to continue their education beyond high school. They will help to plan courses and electives so that post-high school entrance requirements may be met.

Information on a wide variety of occupations can be found in the school counseling office. Students may come to the counseling office during a study period, before, or after school. All students are encouraged to use these valuable resources to gain knowledge on occupations that interest them.

The counseling office provides registration information for the National Merit Scholarship Qualifying Test/Preliminary Scholastic Aptitude Test (NMSQT/PSAT). This test is available to any student in grades 10 and 11. As well, the counseling office has registration information for

the Scholastic Aptitude Test (SAT) and the American College Test (ACT). A detailed list of the test dates and registration deadlines are posted in the counseling office and can be found on the Fleetwood High School Counseling Office website:https://hs.fleetwoodasd.org/resources/counseling-office

Student Assistance Program (SAP)

The Student Assistance Program is an intervention program staffed by teachers, school counselors, nurses, administrators, and appropriate agencies from the community. The "SAP Team" is trained to identify and refer "high risk" students for appropriate treatment. HIGH RISK CONCERNS may include:Substance Abuse – Depression – Suicide Prevention

REFERRALS for high risk students come from students, parents, teachers, counselors, and administrators. If there is a concern for the physical and emotional well-being of a student contact a "SAP Team" member immediately.

COMMUNICATION is the strength of the SAP Team. Meetings are held each week. Students with difficulties are identified and the network system of the home, school, and community agencies is initiated.

TEAM INTERVENTIONS occur for the benefit of the students, their families, and the school by relaying factual information to the students and their families. The goal of the intervention is to encourage the students to seek further assistance in addressing the problems that face them.

SAP Team Members

Mr. Stephen Herman, High School Principal
Mrs. Carol Knasiak, Assistant High School Principal
CARON Foundation Education Specialist
Fred Engelhardt, School Counselor
Amy Schlott, Virtual Coordinator
Tara Carino, Teacher
Zachary Houp, Teacher
Cindy Wade, Teacher
Sarah Williams-Hartman, Teacher

Safe to Say 1844 SAF2SAY (723 2729) SAFE2SAYPA.org

Service Access Management Inc. SAM 484 816 ruOK (7865)

Academic Information

Class Rank

Commented [1]: @sberry@fleetwoodasd.org This was updated, can you upload the link again. Thank you.

Class rank is computed on the basis of grades earned in subjects taken in grades 9 thru 12 for which credit and grade point credit is granted. If applicable, high school level courses taken at the high school building while a student is enrolled at the middle school level will also be calculated into the student's GPA for class rank. Final senior class rank is calculated after all grades are completed after the second marking period. To be awarded valedictorian or salutatorian, the student must be in the school district four (4) semesters prior to final senior class rank be calculated. For grade point average calculations the following courses are weighted:

Accelerated English 9	German IV	Anatomy & Physiology
Accelerated English 10	Honors Algebra II	Adv. Art Portfolio Prep
Accelerated English 11	Honors Geometry	
Accelerated English 12	Honors Pre-Calc w/Trig	Adv. Retail VI: Owner
AP English Language	Honors Calculus	Adv. Retail V: Manager
AP English Literature	AP Calculus	
Advanced Fiction Writing	AP Statistics	Adv. Engineering Design
	AP Computer Science A	Advanced CAD
Accelerated American History I	AP Comp. Sci. Principles	Adv. CAD R&D
AP World History: Modern	Accelerated Earth & Space	Adv. Yearbook
AP U.S. History	Accelerated Biology	Adv. News Magazine
AP U.S. Government	Biology II	
AP Macro Economics	AP Biology	Adv. Music Theory
	Accelerated Chemistry	
Spanish III	Chemistry II	Adv. TV Media
Spanish IV	AP Chemistry	Adv. Investigation: JFK
Spanish V	AP Physics C: Mechanics	Adv. Research

Honor Roll

Honor Roll and High Honor Roll can be achieved each grading period. You must be enrolled in 4 courses to be eligible for Honor Roll and High Honor Roll. Students will be accorded Honor Roll recognition if they achieve an overall average of 86% or above. A minimum grade of 80% or better must be achieved in all courses.

Students will be accorded High Honor Roll recognition if they achieve an overall average of 92% or above. A minimum grade of 86% or better must be achieved in all courses.
NOTE: An 'I' (incomplete) may keep a student off both Honor Rolls. A student who only attends school on a part-time basis is not eligible for Honor Roll status. An incomplete will be calculated as a "0". Grades will NOT be recalculated until the next marking period for GPA and Honor Roll status.

National Honor Society (NHS)

Admission to the National Honor Society (NHS) is one of the greatest honors that a high school student can earn. It stands for excellence of achievement not only in one field, but also in every field of endeavor. Scholarship alone will not admit a student to the National Honor Society. In addition, to Scholarship students must have added Service, Leadership, and Character. A student may, therefore, make the highest grades and still not be admitted to the National Honor Society if they do not participate in service to their school and community or if they show traits of Character that are undesirable.

Contact the counseling office or the National Honor Society advisor or check out the website: FAHS National Honor Society for requirements for membership in the National Honor Society. All questions related to the application, submissions, or acceptance into the National Honor Society should be directed to Mrs. Dina Heffner at dheffner@fleetwoodasd.org. Members must maintain these standards to remain in the National Honor Society.

Graduation Requirements

Fleetwood Area High School offers a comprehensive scholastic program. Such a program permits the student the opportunity to attend an institution of higher learning, to enter the world of business and industry, or to seek immediate employment in a selected occupation after graduation. All students must complete **25 credits** to graduate from the Fleetwood Area High School. This is in accordance with the Fleetwood Area School District Graduation Policy #217.

Graduation Requirements (Class of 2026 and beyond) Include Minimums In The Following Areas:

Course Requirements (as determined by PDE & School Board)- Total Credits: 25

- 4 credits of English
- 3 Credits of Math (All Credits must be earned at the High School)
- 4 Credits of Social Studies (3 BCTC)
- 3 Credits of Science
- 0.5 Credits of Health
- 1.5 Credits Physical Education
- 1 Credits Technology Education/Business Education
- 1 Credits The Arts
- 1 Credits Humanities
- 0.5 Financial Literacy
- 5.5 Credits Electives (6.5 BCTC)

Berks Career and Technology Center (BCTC):

- Students will be required to meet 2 credits in the following clusters: Arts, Humanities and Tech Ed/Business Ed.
- To meet the 2 credits students may not exceed 1 credit per cluster in 9th grade. (Art, Humanities and Tech Ed/Business Ed)

Middle School Courses:

- Middle School courses earning High School Credit will be counted as Elective Credit Only
  - Algebra I, Spanish I, German I

State Pathway Graduation Requirements

- Students must pass the State Keystone Exams (or achieve a composite score),
  or
- Students must complete an alternative path (see Program of Studies on the High school website)

PROMOTION REQUIREMENTS

To be considered a sophomore, a student must have earned 6.25 credits by the end of their freshman year. A student to be considered a junior must have accumulated 12.5 credits by the end of their sophomore year. A student to be considered a senior must have accumulated a total of 18.75 credits by the end of their junior year.

SCHEDULE AND PROGRAM CHANGES

When students register for courses in the spring, they have the responsibility to be certain that the correct courses are requested.

The master schedule is built so as to minimize the number of conflicts and maximize the number of students who are scheduled for all their course requests. The process begins early in the preceding year with a review of curriculum offerings by faculty and administration. Students must maintain a full schedule with a maximum of 1 study hall per semester, except students taking multiple AP courses, they are allowed a second study hall. Course Offerings, Staff Assignments, Class Sizes, and Materials are dependent on student requests, which is why it is crucial that requests are made thoughtfully.

Once the courses and other learning opportunities have been selected and approved by the parents, no changes will be made unless approved by a principal. Courses are offered based on student requests. This often results in courses not being offered due to another course with greater interest. Course selection changes often result in the denial of opportunities for some students and the over enrollment in other courses. Withdrawals from a course requires a principal's approval. The student must provide proof of extenuating circumstances that they cannot complete the course and parental approval before consideration by a principal. Any course that is dropped after the school year begins will be noted on the report card and becomes a permanent part of the student's transcript until the course is repeated and completed. A mark of WF (withdraw-failing) will be recorded.

GRADUATION INFORMATION

The high school principal will determine a student's eligibility for a diploma from Fleetwood Area High School and certify that the student has met all course and credit requirements. Only students who have met all of the graduation requirements will be eligible to participate in the graduation ceremony. Seniors DO NOT walk in graduation in anticipation of completing classes over the summer or on-line.

Curriculum Reviewed By Parents/Guardians

District policy #105.1 "Curriculum Review by Parents and Students" assures the parents/guardians have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessment techniques.
District policy #105.2 "Exemption from Instruction" assures that parents/guardians have the right to have their children excused from specific instruction which conflicts with their religious

beliefs. Specific conditions are included in the policy that must be followed for an instructional exception to be granted.

Final Examination Or Competency Test

- All quarter, semester, and year courses may administer examinations at the end of their respective course offering.
- For grading purposes, the final examination should not count more than 10% of the final grade (quarter, semester, or year course).
- All assignments for the 4th marking period must be handed in on the day of the final examination.

Remediation

Rationale/Purpose: This remediation procedure for assessments places the responsibility on the student to take advantage of a fair opportunity to increase learning.

Student responsibility factors:

- Remediation will be initiated within one week of graded assessment being returned.
- Remediation will be initiated by the student, but the teacher may initiate remediation for students.
- To be eligible for remediation, students must satisfactorily engage in the learning process prior to the assessment.
- Cheating or plagiarizing on an assessment voids the opportunity to remediate. See Plagiarism Policy in student handbook.

Procedures:
A student is eligible for remediation when the student

- scores below 70% on an eligible assessment.
- satisfactorily engages in the learning process prior to the assessment.
- initiates remediation within one week of the graded assessment being returned.
- The final grade for a remediated assessment will be capped at a maximum of 70%
- Students will have one opportunity to retake an eligible assessment.
- Remediation work must be completed within two weeks from the day the original assessment was returned.
- **Remediation is not permitted on final exams nor assessments in Advanced Placement or Dual Enrollment courses regardless if the student is enrolled for the purpose of receiving dual enrollment or AP credit.**

Report Cards

A report indicating the progress of the student will be issued at the end of each nine (9) week period. A total of 4 reports are issued in one (1) school year. **Students must have cleared all obligations including textbooks, library fines, detention(s), etc. before report cards will be issued.**

A - 100 – 90 Excellent
B - 89 – 80 Good
C - 79 – 70 Average
D - 69 – 60 Below Average

I – Incomplete
U – Unsatisfactory
M – Medical
W – Withdrawal

F - Below 59

WF – Withdrawal/Fail
S – Satisfactory

Unless special arrangements are made because of prolonged illness, the mark "I" will become an "F" if all work is not made up within 10 school days of when report cards are electronically released.

Summer School

*****Summer Credit Recovery is scored satisfactory/unsatisfactory. Scores earned do not replace or supplant any previously earned scores and will not replace failing scores on transcripts. Students earning satisfactory scores will earn credit toward graduation requirements only.*****

Eligibility For Students Participating In Extracurricular Activities

1. **Definition of Extra-Curricular Activities** – The following activities shall be considered extracurricular:
   - Academic Challenge
   - American Sign Language
   - Band Front
   - Blood Drive Coordination
   - Book Club
   - Concert Band
   - Chess Club
   - Choraliers
   - Dart Team
   - Envirothon
   - eSports
   - FBLA
   - Fellowship of Christian Students
   - Film Club
   - Gay Straight Alliance
   - German Club
   - Interact Club
   - Jazz Club/Cadillacs
   - Magic Club
   - Math Club
   - Marching Band
   - Men's Chorus
   - Media Crew (Tiger TV)
   - Minority Empowerment Club
   - Mock Trial
   - Model UN
   - National Art Honor Society
   - National Business Honor Society
   - National History Day Club
   - National Honor Society
   - Pep Band
   - Pit Orchestra
   - Quill and Scroll
   - Relay For Life
   - Rho Kappa
   - Roar Store/DECA
   - School Newspaper/Journalism
   - Science Olympiad
   - Ski Club
   - Stage Crew
   - Student Council
   - Sustainable Students Club
   - Theater
   - Women's Chorus
   - Women's Empowerment Club
   - Yearbook Club

Click here for additional information: High School Organizations Directory

Any school related activity that takes the student out of classes except curricular related.

2. Eligibility for Extracurricular Activities

a. To be eligible for participation in extracurricular activities, a student must pursue a curriculum defined and approved as a full time curriculum. Where required, this curriculum, or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as many local policies established by the local school board. Any student failing two (2) or more subjects or one (1) subject with insufficient effort will be declared ineligible. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standard provided for in these sections, they shall be ineligible from the immediately following Sunday through the next following Saturday. Student's grades will be reviewed each Thursday or school day proceeding in order to determine eligibility. Ineligible students will be notified each Friday or the proceeding school day on a weekly basis.

b. Back work may be made up, providing it is in accordance with the regular rules of the school or the teacher.

c. These eligibility rules would supersede all PIAA rules, because these rules are of higher standard than the PIAA rules.

d. An appeal for waiver may be requested by the advisor or coach under unusual circumstances. The review committee will be composed of the principal and two (2) members of the faculty not associated with any of the extracurricular activities. Faculty members represented on the review committee will be selected by the faculty as a whole.

e. If a student has a full day In-School Suspension or is suspended out-of-school, they will be ineligible to participate or attend any extracurricular activities for the duration of the suspension.

2026-27 Event Dates

(In the HS Building or with HS Students outside of Building)

June/July
June 22nd through July 31st - Summer School
July 6th through July 30th - ESY

Aug
3rd - 7th - Soccer Camp (Boys)
3rd – 7th - Band Camp
10th – 14th - Soccer Camp (Girls)
10th and 17th - Sports practices start
17th - Orientation for incoming 9th graders
18-20th - Teachers start/Inservice
24th - 1st day of school
25th - Back to School Night/Dual Enrollment
27th - Student Pictures
28th - Senior Sunrise

Sept
4th - No school for teachers and students
7th - Holiday
9th - Class Ring Assembly
18th - No School/In Service
21st - BCTC Assembly

Oct
1st - Renaissance Faire trip
3rd- Homecoming Dance
7th - Cap & Gown Assembly
8th- Picture Retakes
9th - ½ day of school (Homecoming)
10th - Homecoming games
12th - In service
12th - Social Studies Symposium
13th - BCTC EAST Tours
14th - BCTC WEST Tours
17th - Mohnton Parade
21st - Fall Blood Drive
27th - End of 1st Qtr
28th - Safe Trick or Treat
28th - PSAT's

Nov
2nd - ½ day of school
4th - Rho Kappa Induction (@Reading Museum)
20th - Winter sports start
21st - Craft Show
24th - StuCo ½ Day Events
24th - Parent/Teacher Conferences
25th - In service

Dec
10th - Winter Concert (Snowdate 12/17)
11th - Tree Lighting (Fleetwood Park)
12th - Santa Parade (Fleetwood Boro)
14th - MS Winter Concert Practice/Concert (Snow 12/21)
23rd - StuCo ½ Day Events
24- 1st – Happy New Year - Winter break
29th - Sports Hall of Fame Induction

Jan
4th - In-service (snow make up day)
12th - End of 2nd Qtr
18th - Holiday (or snow make up day)

Feb
3rd - ½ Day of school
7th - 11th - Disney Music trip
12th - Valentines Day Dance
15th - Holiday (Possible Snow Makeup)
25th - NHS Induction
TBD - Winter Blood Drive

March
6th- Presto
8th - Spring Sports start
8th - In service (snow make up day)
10th - Shakespeare Trip
12th - Mini Thon
18th - End of 3rd Qtr
19th - Film Club Lock In
22th - 29th - Spring Break (3/22 to 3/24 as Possible Snow Makeup)

April
14th - StuCo ½ Day Events (Mr Fleetwood)
23th - 25th - Musical
28th - Cap & Gown/Post Plan filming
30th - In service (snow make up day)
30th - Prom
TBD - Spring Blood Drive

May
3rd to 14th - AP Testing Window
3rd - Spring Concert (Chorus/Jazz) & Art Show
5th - Journalism, Business and Art Awards
6th - Spring Concert (Band/Orchestra)
10th - 7th/8th grade - Spring Concert

26th – 30th Happy Thanksgiving TBD - Fall One Acts **May Cont…** 15th - Music in the Parks (Tenative) 17th to 25th - Keystones 18th- 3rd grade practice and concert 19th - Senior Awards 22nd - Music in the Parks (Tenative) 25th - Senior Sunset	12th - Underclassmen Awards 13th- 4th grade practice and concert 14th - Music in the Parks **June** 1st - BCTC Senior Recognition 1st - Underclassmen Finals/Senior Grad practice 2nd - Underclassmen Finals/Senior Grad practice 3rd - Last Day of School/Graduation 2027

Events will be added throughout the year. Please check the FASD website for accurate information and start times. The most current information is available on the school website via this link District Calendar. For high school specific information, select FAHS Calendar from the Monthly Calendars (by building) list or use this link: https://hs.fleetwoodasd.org/building-calendar