

Kutztown Area Senior High School Handbook 2026 - 2027

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Kutztown, PA 19530
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www.kasd.org**

High School Administration

Principal:	Dr. Matthew Campbell
Secondary Assistant Principal:	Mrs. Victoria Brown
Guidance Counselors:	Mr. Andrew Brett
	Mrs. Rebekah Stem-Zmoda
Administrative Assistants:	Ms. Lori Haase
	Mrs. Lexie McLaughlin
	Mrs. Stephanie Schumaker

Kutztown Area School District



BOARD OF SCHOOL DIRECTORS

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BELL SCHEDULES

BCTC returns at 10:46am

Daily Schedule A-F with Connections	
FIRST LUNCH	
7:40	Homeroom Opens
7:45-7:50	Homeroom/ Attendance
7:54-8:34	Period 1 - 40 min
8:38-9:18	Period 2 - 40 min
9:22-10:02	Period 3 - 40 min
10:06-10:46	Period 4 - 40 min
10:46-11:16	LUNCH 5
11:20-12:00	Period 6/7 - 40 min
12:04-12:44	Period 8/9 - 40 min
12:48-1:28	Period 10 - 40 min
1:32-2:12	Period 11 - 40 min
2:16-2:50	Connections- 34 min
SECOND LUNCH	
7:40	Homeroom Opens
7:45-7:50	Homeroom/ Attendance
7:54-8:34	Period 1 - 40 min
8:38-9:18	Period 2 - 40 min
9:22-10:02	Period 3 - 40 min
10:06-10:46	Period 4 - 40 min
10:50-11:30	Period 5/6 - 40 min
11:30-12:00	LUNCH 7
12:04-12:44	Period 8/9 - 40 min
12:48-1:28	Period 10 - 40 min
1:32-2:12	Period 11 - 40 min
2:16-2:50	Connections - 34 min
THIRD LUNCH	
7:40	Homeroom Opens
7:45-7:50	Homeroom/ Attendance
7:54-8:34	Period 1 - 40 min
8:38-9:18	Period 2 - 40 min
9:22-10:02	Period 3 - 40 min
10:06-10:46	Period 4 - 40 min
10:50-11:30	Period 5/6 - 40 min
11:34-12:14	Period 7/8 - 40 min
12:14-12:44	LUNCH 9
12:48-1:28	Period 10
1:32-2:12	Period 11 - 40 min
2:16-2:50	Connections - 34 min

TWO HOUR DELAY**BCTC expected to be in attendance by 11:15am**

9:40	Homeroom Opens
9:45-9:50	Homeroom
9:54-10:14	Period 1
10:18-10:38	Period 2
10:42-11:02	Period 3
11:06-11:26	Period 4

FIRST LUNCH Schedule

11:26-11:56	Lunch 5
12:00-12:30	Period 6/7
12:34 - 1:04	Period 8/9
1:08 - 1:38	Period 10
1:42-2:12	Period 11
2:16-2:50	Connections

SECOND LUNCH Schedule

11:30-12:00	Period 5/6
12:00-12:30	Lunch 7
12:34-1:04	Period 8/9
1:08 - 1:38	Period 10
1:42-2:12	Period 11
2:16-2:50	Connections

THIRD LUNCH Schedule

11:30-12:00	Period 5/6
12:04-12:34	Period 7/8
12:34-1:04	Lunch 9
1:08 - 1:38	Period 10
1:42-2:12	Period 11
2:16-2:50	Connections

ACT 80 - EARLY DISMISSAL DAYS:**ALL PERIODS - No Connections****BCTC expected to be in attendance at 9:09am in the event BCTC is NOT in session**

7:40	Homeroom Opens
7:45-7:50	Homeroom
7:54-8:17	Period 1
8:21-8:41	Period 2
8:45-9:05	Period 3
9:09-9:29	Period 4

FIRST LUNCH Schedule

9:33 - 9:53	Period 6/7
9:57 - 10:17	Period 8/9
10:21 - 10:41	Period 10
10:45 - 11:05	Period 11

SECOND LUNCH Schedule

9:33 - 9:53	Period 5/6
9:57 - 10:17	Period 8/9
10:21 - 10:41	Period 10
10:45 - 11:05	Period 11

THIRD LUNCH Schedule

9:33 - 9:53	Period 5/6
9:57 - 10:17	Period 7/8
10:21 - 10:41	Period 10
10:45 - 11:05	Period 11

PERIODS 1ST - 4TH AND Connections

7:40	Homeroom Opens
7:45-7:50	Homeroom
7:54-8:34	Period 1
8:38-9:18	Period 2
9:22-10:02	Period 3
10:06-10:46	Period 4
10:50-11:05	Connections

PERIODS 5/6 - Connections

7:40	Homeroom Opens
7:45-7:50	Homeroom

FIRST LUNCH Schedule

7:54-8:34	Period 6/7
8:38-9:18	Period 8/9
9:22-10:02	Period 10
10:06-10:46	Period 11
10:50-11:05	Connections

SECOND LUNCH Schedule

7:54-8:34	Period 5/6
8:38-9:18	Period 8/9
9:22-10:02	Period 10
10:06-10:46	Period 11
10:50-11:05	Connections

THIRD LUNCH Schedule

7:54-8:34	Period 5/6
8:38-9:18	Period 7/8
9:22-10:02	Period 10
10:06-10:46	Period 11
10:50-11:05	Connections

FACULTY AND STAFF LIST

Business/ Technology

Mrs. Alison Kocis-Westgate Library
Mr. Chris Simmons B12

Encore

Mr. Adam Berrigan Virtual
Mrs. Angelo DiCello Gym
Mr. Benjamin Hoffman D13
Mrs. Janelle Loeb Gym
Mr. Dustin Shirk D6
Mrs. Shannon Sunday E20
Mrs. Heather Russo D2

ESL

Mrs. Katharine Mannai E21

Internship

Mrs. Francesca Lausch Office

Language Arts

Mr. Josh Chambers E23
Mr. Thomas Miller E22
Ms. Lisa Saby E19

Mathematics

Mrs. Hannah Becker B24
Mrs. Suzanne Mixa B10
Mrs. Shaylon Krautwald B23
Mr. Stephen Pizzuto B6

Science

Mrs. Jennifer Biglin B21
Ms. Ayla Blatt C2
Mr. Luke Bricker C6
Dr. Kelly Mahoney B25
Mr. Joshua Mengel C1
Ms. Jessica Plisko B20

Social Studies

Mr. Jaden Brubaker E17
Mr. Jackson Huddleson E14
Mr. Chris Schumacher E13

Special Education

Mr. Alan Angstadt D15
Mrs. Karen Bruno B11
Mrs. Erin Miller E12
Mrs. Jessica Ortiz-Eichert E9
Mrs. Lisa White E7B

World Language

Ms. Michenelle Groller B22
Mr. Richard Hadley E21
Ms. Antionette Sprinkle E8

Athletics & Activities

Mr. Edward Yapsuga Director
Mrs. Melissa Nolte Assistant to A.D.

Behavioral Health Services

TBD Coordinator

Guidance

Mr. Andrew Brett Counselor
Mrs. Rebekah Stem-Zmoda Counselor
Mrs. Stephanie Schumaker Secretary

Health

Mrs. Amanda Maurer Nurse

Main Office

Mrs. Victoria Brown Assistant Principal
Dr. Matthew Campbell Principal
Ms. Lori Haase Secretary
Mrs. Lexie McLaughlin Secretary

SECTION 1 - STUDENT CODE OF CONDUCT

The Kutztown Area Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school. The Student Code of Conduct was developed by the administration, students, and staff to ensure a structured environment where all students can learn. A high standard of conduct and discipline needs to be maintained in order to facilitate classroom learning, promote a positive atmosphere, and build school pride. Therefore, students are prohibited from engaging in behaviors that endanger the safety of others or themselves, damage property, or interfere with the school program. Each staff member is required to enforce this code.

All current, approved School Board Policies can be found on the [district website](#). Relevant policies may be referenced within this document. [Policy 218](#) refers, generally, to Student Discipline and serves to inform this Code of Conduct.

AFFECTION

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong; they simply are inappropriate in a school setting. A simple show of affection such as holding hands is acceptable; however, prolonged kissing and close physical contact in school is inappropriate. Be respectful and confine displays of affection to hand holding while on school property. Violations may result in detentions and/or parent conferences.

ATTENDANCE

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

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

- Personal illness
- Professional health care or therapy service rendered by a licensed practitioner
- Quarantine
- Family emergency
- Recovery from accident
- Required court attendance
- Death in family
- Participation in a pre- approved experience (See [Policy 204](#))
- Observation of a religious holiday
- Pre- approved educational tours & trips
- College or postsecondary institution visit, with prior approval

- 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

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Student attendance will be collected via the OnTime attendance system. Upon entering the building, students will use their Student ID to check in at designated iPads throughout the building. Students must scan in by 7:45 AM on regular school days. Students are still required to be present in Homeroom by 7:45 AM for morning announcements, checking in through OnTime does not excuse a student from attending Homeroom. A student who does not check in via OnTime by 7:45 AM will be considered tardy. If a student checks in via OnTime but is not in Homeroom by 7:45 AM this will be considered a class cut and will result in a discipline referral. If a child is absent, parents/ guardians will be notified of their child's absence via OnTime and will have the ability to excuse the absence digitally.

An excuse must be provided by the parent/ guardian within three (3) days of the absence via the OnTime attendance system, an email, or a written note. The Board shall issue notice to those parents/guardians/students who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law. Failure to produce a parental/doctor note within three (3) days will cause the absence to be defined as unlawful (under 18 years of age) or unexcused (18 years or older). Following a third unlawful absence, the parent/guardian of a student under 18 years of age will be sent a notice stating that subsequent unlawful absences will result in a school improvement plan meeting. The sixth unlawful absence will result in a truancy citation, which will be sent to the District Magistrate.

After ten (10) absences from school, the parent/guardian will be notified that all subsequent absences must be supported with medical documentation or they will be declared unlawful/unexcused. All other absences from school will be considered unlawful or unexcused.

Students must work with their teachers on a mutually agreed upon timeline for any missed work during an excused absence. Students who are absent on any particular day(s) will be allotted one day to make up work, for each day that he or she is absent.

The full Attendance Policy can be found in [Board Policy 204](#). For resources regarding attendance, visit the [Attendance Information](#) page on the High School website.

BULLYING

The goal of the Kutztown School District is that all students will come to school free from fear of harassment or degradation, and that all parents will be free from worry that such things will

happen. The Kutztown Area School District 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.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. All reports of bullying must be communicated to the high school administration. For additional information, reference [School Board Policy 249](#).

CELL PHONE/ ELECTRONIC DEVICE POLICY

In today's world, attention is one of our most valuable resources. Research shows that even the presence of a smartphone, without active use, can reduce memory, reasoning, and problem-solving ability, a phenomenon known as the "brain drain" effect. This is not because students lack discipline, but because devices are designed to capture attention in powerful, often unconscious ways.

At Kutztown Area High School, we believe that learning how to manage our attention is as important as learning how to manage technology. Our goal is not to take devices away from students, but to create the conditions where focus, creativity, and authentic connection can thrive.

To support this, the use of personal electronic devices is limited to non-instructional times such as lunch and hallway passing periods. During class time, we ask all students to be fully present, engaged with their teachers, classmates, and the challenging, rewarding process of learning itself.

This practice reflects our shared belief that focus is a skill we build together. By protecting attention during the school day, we are helping students strengthen the very abilities, concentration, reflection, and human connection, that technology can never replace.

The following expectations apply during the school day (7:45 AM – 2:50 PM):

Students, Teachers, and the Administration will work together to uphold this standard, ensuring classrooms remain spaces for thinking deeply, collaborating meaningfully, and preparing for a future where the power to focus will be one of life's most important strengths.

- Students must place their cell phones in the classroom cell phone caddy designated by the teacher upon entering the classroom.
- Cell phones will remain in the caddy until the teacher has released them to students.
- Students leaving for the lavatory may not take their phone with them.
- Smartwatches are prohibited during the school day.

CELL PHONE/ SMARTWATCH/ EARBUD/ HEADPHONE USE	
Permitted Use	Not Permitted Use
→ YES, you can use phones between classes in hallways. → YES, you can use phones during lunch. → YES, you can use ONE earbud in the hallways between classes or at lunch. *Devices must be used responsibly and may not cause disruption. → YES, you can use earbuds in Study Hall, when your phone is stored in the cell phone caddy.	→ NO phone/smartwatch use in classrooms at any time. (unless medically necessary and approved) → NO headphones (over the head/on the ear/or noise-canceling headphones) permitted anywhere or any time in the building. → NO phone use in the auditorium/ study hall at any time. (unless medically necessary and approved) → NO phone calls or FaceTime/video calls anywhere or at any time during the school day. → NO Recording or Videoing anywhere or at any time during the school day to protect privacy and safety.

A student needing to contact their parent/ guardian must report to the main office and request permission to use their phone to make a phone call or use the landline in the office.

CONSEQUENCES	
1st Offense (Discipline Referral- Warning): → Verbal warning and reminder of the policy → Student asked to put the device away immediately → Teacher makes parent contact and discipline referral sent to main office (warning from office for first offense) 2nd Offense (Discipline Referral): → Device is confiscated in a sealed envelope for the rest of the school day and dropped off in main office by the student → Student may pick it up in the office at dismissal → Consequence: ONE Detention, Parent/guardian notified by administration	3rd Offense (Discipline Referral): → Device is confiscated in a sealed envelope for the rest of the school day and dropped off in main office by the student → Student may pick it up in the office at dismissal → Consequence: TWO Detentions, Parent/guardian notified by administration 4th Offense (Discipline Referral): → Device is confiscated in a sealed envelope for the rest of the school day and dropped off in main office by the student → Consequence: ONE day of ISS, Parent/guardian notified by administration → Parent/guardian must pick up the device → Administration will set up a team meeting with the parent/guardian

Subsequent Violations: → Continued violations will result in escalating consequences such as: ◆ Day(s) in OSS/ISS ◆ Loss of device privileges for a set period (student checks phone into office daily) ◆ Permanent loss of device privileges	Refusal to submit device upon teacher request: → Refusal to hand over a prohibited device when asked by staff will result in ONE day of ISS for defiant insubordination and loss of all privileges for a period of time.
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CHEATING/PLAGIARISM

Kutztown Area High School has high academic expectations for all students. The school administration, faculty and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating negatively affects the individual student, the class and the overall academic climate of our school. Any student encountering academic difficulty should see his/her guidance counselor to develop a plan to solve the problem. Many types of assistance are available, and school personnel are committed to helping every student succeed. Students who choose to cheat will face disciplinary consequences. The penalties for this behavior include, but are not limited to: loss of grade, detention, and/or suspension.

All students should be aware that plagiarism, whether intentional or not, is a form of cheating. Using the words of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, and homework. Additionally, work that is created by artificial intelligence applications (such as ChatGPT) is not original student work, and therefore, is a form of cheating / plagiarism. When it has been determined that plagiarism has been committed, a teacher shall have the option of downgrading the assignment or not giving credit. In addition, any student who has plagiarized will be subject to the penalty for cheating as outlined above. These penalties will also apply to students who give their work to another student. Repeat offenders will be subject to additional disciplinary action.

COMPUTER / TECHNOLOGY USE

Each student will be issued a laptop, charger, and carrying case which are property of the Kutztown Area School District. All items must be returned at the conclusion of the school year in their original condition. 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. Improper use of district devices will result in disciplinary action and/ or loss of privileges. Loss of the laptop or internet access will not change classroom expectations or assignment completion.

The following guidelines apply to laptop use:

- Students will carry their laptops in their school-issued case throughout the school day. Students are responsible for the laptop at all times. The laptops should be left unattended.
- The laptops must remain in the carrying case when not in use.
- Students must start each day with a fully charged laptop.
- The laptops may not be marked in any way; no stickers or other decorations are permitted.
- School identification tags/stickers may not be removed from the laptops.
- Food and drink should not be used near the laptops.
- Student ID badges must be displayed in the laptop case.
- Students are not authorized to use other students' laptops.
- Students may not use the laptops on buses.
- Students must keep their passwords confidential.
- Students may not copy music, pictures, or video to the server unless given permission by a teacher or administrator.
- Headphones are prohibited in class unless a faculty member grants permission.
- Students are responsible for reporting any technical issues to the technology department.
- Students shall not load games on their laptop.
- Obscene language and/or materials deemed inappropriate by the school administration, including screensavers, backdrops and/or pictures are strictly prohibited.
- Under no circumstances may students use their laptops, or any other device, to video or audio record a teacher without that teacher's permission.
- Students are prohibited from using personal tablets and/or laptops during the school day, unless granted permission by the school administration.

The Kutztown Area School District shall rigorously uphold laws pertaining to the use of technological equipment and the information it contains or generates. Anyone found to be violating such laws shall be subject to prosecution by the District as well as further disciplinary action, including criminal prosecution. Refer to [Policy 815](#) for more information.

DRESS CODE

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. See [Kutztown School Board Policy 221](#)

Any attire, which the administration considers to be a disruption to the quality of instruction or welfare of students, shall not be permitted. Laundered over shirts will be available. If a student is not willing to wear such attire, a parent may be requested to bring suitable clothing before the student may return to class. The application of this policy shall be consistent with the rights of all students and religious observances. The faculty and administration will assist students in understanding the importance of proper hygiene. Being prepared for school and class includes

daily hygiene and wearing of appropriate attire. Enforceable guidelines shall include, but not be limited to:

- Students may not wear destructive or dangerous clothing, jewelry, footwear, or other apparel (e.g., rivets, cleats, spikes, ornamental belts, chains, chokers) that may cause damage to school property or present a threat to the health, safety or welfare of the school community.
- Clothing must provide appropriate coverage at all times. Private areas of the body must be fully covered with opaque (not see-through) fabric. The dress code does not establish specific coverage requirements for necklines or the amount of skin visible above the chest.
- Clothing with indecent, suggestive or profane symbols or language may not be worn. Drug, alcohol and tobacco logos or references are prohibited. Any clothing/jewelry symbolizing or promoting drug use, gang activity or gang membership is prohibited. Offensive tattoos and body art will be required to be covered at all times.
- Hats, caps, hoods, trench coats, and sunglasses may not be worn in the school building. However, head coverings (for religious reasons or health conditions approved by school administration) are within the bounds of acceptable attire.
- Headphones/ earbuds may not be worn as accessories.
- Students should make an effort to ensure that undergarments are not exposed. Undergarments include but are not limited to underwear, boxers, bras, and sports bras. No garment designed as underwear will be allowed as the outer garment. Students will be required to wear a belt, or reasonable likeness, if it is necessary to prevent exposure of underwear/boxers.
- Additional dress code requirements will apply in areas that use specialized equipment or supplies (e.g., art, family and consumer sciences, technology education, agriculture). Teachers will communicate appropriate safety procedures and expectations for proper attire for students in areas where concerns about length of hair, loose clothing, and the need for foot and eye protection apply.
- For safety purposes, students must have soled footwear on at all times while going to and from school and on school property.

DRUGS, ALCOHOL, & PARAPHERNALIA

The Kutztown Area School District in compliance with Public Law 101-226 acknowledges that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is therefore the policy of this School District that drug use, being under the influence, possession, sale, or distribution is prohibited on school property, to and from school, or at any school-sponsored event. This will include all dangerous controlled substances prohibited by law; all “look-alike” drugs, all alcoholic beverages, tobacco and tobacco products; nicotine products; vapes and e-cigarettes; any drug paraphernalia; any medications except those for which permission to use in school has been granted pursuant to Board policy; and, any inappropriate use of over-the-counter substances or medications for which permission to use has been granted by Board policy. Students in violation of this policy will be disciplined according to the regulations of the District and Public Law, which may include expulsion and/or referral for prosecution. Students with abuse problems can receive help through a referral to the school

counselor and/or Student Assistance Program. Refer to policies [210.1](#), [222](#), and [227](#) for additional information.

EDUCATIONAL TOURS AND TRIPS

Requests by parents to have their children excused from school for education trips should be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored".

A student will be permitted to take one (1) educational trip (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the policy requirements. A written request for a student to be excused due to an educational trip should be submitted to the building principal no less than ten (10) days prior to the trip. Students are responsible for any missed work when they return to school.

The Educational Tours and Trips Request Form can be found on the high school website and provides additional information.

FIGHTING / THREATENING BEHAVIOR

Students who engage in fighting or threatening others will face school district issued discipline, along with the possibility of referral to local law enforcement. Should fighting and/or threatening behavior cause considerable disruption to the learning environment, administration has the option of requesting police presence and the issuance of a citation for said disturbance. Upon conviction, a fine may be levied or community service assigned in accordance with the law.

FOOD AND DRINK

Student health and welfare is important to a successful learning experience. Poor hydration and nutrition can have a negative effect on concentration and knowledge retention. Students are allowed to carry containers for water. Glass containers are prohibited. Snacks in the classroom are at the teacher's discretion. All cafeteria and library purchases must be consumed and discarded in the cafeteria/library. Open packages of food and beverages, other than water, are not permitted in the hallway unless approved by the administration or school nurse.

HALL PASSES

SmartPass, a digital hall pass system, will be utilized for student passes. All students will have a SmartPass account through their KASD email.

In order to move about the building during class time, students must use SmartPass to create a pass indicating the destination and time of the pass. When returning, students must end the pass in SmartPass. Students should be mindful to avoid leaving during the first five minutes or last five minutes of a class. Violation of the hall pass policy constitutes a level one infraction. This will turn into a level two infraction for repeat offenders, and in such cases, hall privileges will be removed.

Students are provided four (4) minutes to pass from one class to another. Students are expected to be in their assigned rooms and seats ready to work when the bell rings to begin class. If a student is late to class, it is his/her responsibility to have a late pass in SmartPass

from a staff member identifying the reason for lateness.

ID BADGES

Students are required to possess a KAHS-issued, student photo ID badge at all times during the school day. They are to be attached to their school issued computer case. Students will use their ID to scan into the OnTime attendance system upon entry to school each day. Losing or forgetting to bring a student ID is not a valid reason for a failure to sign in. Students who repeatedly fail to sign in will face disciplinary action. Students will be provided with a physical copy of the ID on the first day of school and at the start of the second semester. No additional copies may be requested from the office. Students may access and print paper copies of their ID from SmartPass.

INAPPROPRIATE LANGUAGE & DISRESPECTFUL BEHAVIOR

The use of obscene or foul language in any situation is one of disrespect and irresponsibility. Regardless of the circumstances, the use of obscene/foul language by students will not be tolerated. Depending upon the nature of the obscenity, the setting in which the infraction takes place, the amount of disruption to the learning environment, and the frequency of the student's use of unacceptable language, consequences for the use of obscene or profane language can vary from detention to several days of suspension.

Disrespect includes any conduct (written, verbal, gesture, action, intonation, or look) that demonstrates inappropriate behavior directed towards any person. Disrespect to staff members, visitors, and other students will not be tolerated and will result in disciplinary action.

LUNCH BEHAVIOR / CAFETERIA

All students must eat their lunches in the school cafeteria. A lunch may be purchased in the cafeteria or brought from home before school. Deliveries of food from outside establishments are not permitted. Students are not permitted to leave school for lunch or go to their cars for any reason without first obtaining permission from the main office. Students who leave the building without permission will be subject to disciplinary action.

Students will use the point of sale (POS) system to buy food in the cafeteria. In addition to paying for each meal separately, students have the option to deposit money into an account from which they may draw money for meals using an ID number provided by food service.

The following expectations are held for students during their assigned lunch period;

- Students must arrive in the cafeteria before the second bell rings or provide a SmartPass identifying the reason for being late.
- Students may only be in the cafeteria during their assigned lunch period.
- Students are not permitted to leave the cafeteria unless they have signed out to the lavatory through SmartPass.
- There will be no eating or drinking in the halls. Any open containers of food or drink in the hallways will be confiscated.
- There are no backpacks permitted in the lunch line.
- Trash/garbage must be placed in the receptacles provided and trays, dishes, etc. returned to the dishwashing window. The table and surrounding eating area must be cleared of all food, trash, dishes, trays, etc. before leaving the cafeteria.

- Students are not permitted in the halls, locker room, gym, or lobby areas.
- Students are expected to maintain appropriate behavior at all times, while in the cafeteria. Behaviors such as yelling/shouting, cutting in the lunch line, throwing food or objects, etc., will be subject to disciplinary action. If students behave inappropriately in the cafeteria, they may be assigned particular seats, required to eat in an assigned area of the building, and/or receive disciplinary action. This may include clean-up duty for students who have left their area not adequately cleaned. Disorderly behavior, including food throwing, will result in disciplinary action.
- When seasonally appropriate, the cafeteria courtyard will be open to students for lunch seating. All expectations of behavior in the cafeteria apply to the courtyard.

OBLIGATIONS & RESPONSIBILITIES

Students occasionally accumulate debts or other obligations, such as owed textbooks, laptop repairs, lunch money, library fines, athletic uniforms/equipment, detention hours, excessive absences, or excessive tardiness. Students who accumulate debts and/or owe any obligations will receive limited privileges within the High School and not be considered “in good standing.” Some privileges that may be suspended include, but are not limited to: field trips, extra-curricular events (as spectators and/or participants), class trips, parking permits, the purchase of prom tickets, attendance at prom, laptop use, participation in Commencement.

PARKING PERMITS

All vehicles parked in the KAHS parking lot are required to display a parking permit tag in the windshield. Permit tags can be obtained in the Main Office, and are free of charge. Vehicle information must be kept current. Students will be required to park in designated student parking spaces only. Students are not permitted to park in the first row of the Parking Lot. Parking in the high school parking lot is a privilege extended to students. This privilege can be suspended or revoked at the discretion of the administration per [Board Policy 223](#).

Students attending the Berks Career & Technology Center (BCTC) are required to use school district bus transportation, unless granted written permission by the High School Principal, Berks Career & Technology Center, and parent/ guardian to drive to / from BCTC.

PHOTOGRAPHY/VIDEOGRAPHY

At no time will a student be permitted to take photos or video of other persons (students or staff) without the permission of the subject during the school day.

Periodically, the school district includes photographs of students on its website, or other media, in order to foster positive public relations while providing students an opportunity to earn some well-deserved publicity. Unless the school district is informed to the contrary by a parent/guardian, the school district will assume it has parental permission to post/publish a student's photograph. If any parent/guardian desires that his/her child's photograph not be “published,” this should be noted through the Yearly Contact Update & Agreements Form in PowerSchool at the start of each school year.

POSSESSION OF A WEAPON / REPLICAS

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The term weapon 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. 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. The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. See [Board Policy 218.1](#) for additional information regarding possession of weapons.

SCHOOL BUS CONDUCT

The school bus driver can safely carry on his/ her responsibility only if all students cooperate to the fullest extent. The bus drivers are in charge of the vehicles, and as such, have the same authority as a classroom teacher. A referral from the bus driver will be dealt with in the same manner as a referral from a classroom teacher. The following conduct is required from the time the student arrives at the bus stop in the morning until they arrive home after school.

All students are expected to:

- Demonstrate the same conduct as in the classroom.
- Be courteous; profanity is prohibited.
- Refrain from eating or drinking (except water) on the bus.
- Keep the bus clean.
- Cooperate with any requests made by the bus driver; the driver is authorized to assign seats.
- Stay in your seat and keep hands/feet inside the bus.

Students are prohibited from:

- Leaving the bus before arriving at school.
- Disembarking at stops other than those assigned by school officials without parental and school permission.
- Riding on a bus other than their assigned bus without parental and school permission.

The following items are not permitted on school buses: animals, weapons, hazardous materials, large/dangerous objects, glass containers, drugs, alcohol, tobacco or any other items that may cause a dangerous situation on the bus as deemed by the bus driver or school official. School bus stops are considered school property. Any harmful act to another student (fighting, harassment, threatening behavior) may result in disciplinary consequences.

Students will be financially accountable for damage done to school buses/ property. Discipline for any of the above actions is at the discretion of the principal or assistant principal. Discipline may include removal of bus riding privileges for one or more days up to permanent removal by a formal board hearing. Serious misbehavior on the bus may also be a cause for suspension or possible expulsion from school.

SEARCHES

The school administration may search lockers, personal items, and vehicles on school property. For purposes of searches by the school administration, "Reasonable suspicion" means that the

person initiating the search has a well-founded suspicion - based on objective facts that can be articulated - of either criminal activity or a violation of school rules.

Lockers: Lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers. When school authorities have 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 warning.

Personal property: Personal items such as backpacks, handbags, purses and clothing may be searched if a student is reasonably suspected of possessing or carrying any illegal materials.

Vehicles: School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

See [Board Policy 226](#) for additional information regarding student searches.

TARDINESS TO SCHOOL

A student is tardy to school when he/she is not present in the assigned classroom by the 7:45 AM bell. Students who are tardy to school must report immediately to the high school office. A backpack and/or students' belongings do not constitute being present in the room. No excuses will be accepted for tardiness, except for a doctor's excuse. Parental notes are not allowed. An accumulation of four days of tardiness will result in after-school detention.

THREATS OF VIOLENCE / PHYSICAL ABUSE

Any student who physically, verbally, and/or in writing threatens or abuses another student or member of the staff on the way to/from school, while at Kutztown Area High School, or any school sponsored activity faces the potential of being cited by the local legal authorities in addition to facing consequences in school. In all instances, the parents of those students who threaten violence or who commit willful violence against another person on school property will be contacted.

VANDALISM / SCHOOL PROPERTY DAMAGE

Vandalism is defined as any intentional attempt to harm or destroy school or personal property. The consequences for vandalism will include restitution for the repair/replacement of damaged property and appropriate disciplinary action. In the event of accidental damage to school property, restitution will be required. Artwork or writings of an offensive nature (including but not limited to "tagging" and gang- or drug-related symbols) on a student's person or personal belongings, which are publicly displayed, will be treated as vandalism.

VIOLATIONS OF CODE & CONSEQUENCES

The Board finds that student conduct is closely related to learning. As such, students have a responsibility to conduct themselves appropriately and act in a manner that adheres to school

rules and the norms of our school community. The following are not all-inclusive, but serve as examples of unacceptable behavior.

Level One Infractions

Definition: Misbehavior on the part of the student that impedes orderly classroom procedures, disrupts the learning environment for themselves or others, or interferes with the orderly operation of the school. These misbehaviors are routine in nature and can usually be handled by an individual staff member. In general, Level One infractions do not represent a direct threat to the health and safety of others.

* Note - Repeated Level 1 infractions may be categorized as Level 2, at the discretion of the school administration.

Examples of Level One Infractions:

- Violation of classroom rules
- Hall pass violation
- Unexcused tardy to class
- Unexcused tardy to homeroom
- Inappropriate behavior
- Public display of affection
- Unprepared for class
- Parking violations
- Failure to care for/secure laptop
- Violation of dress code
- Cutting class
- Inappropriate bus and/or parking lot behavior
- Ill-advised horseplay
- Sleeping in class
- Hallway misconduct
- Outstanding student obligations (physical forms, library fines, classroom materials, etc.)
- Failure to attend detention
- Violation of cell phone policy

Examples of disciplinary consequences for Level One infractions include, but are not limited to, the following:

- Conference with student and/or parent/guardian
- Notification of parent
- School service work
- Teacher assigned detention
- Loss of bus privileges
- Restitution
- Behavioral contracts
- Temporary loss of parking privileges
- Administrative Detention

Level Two Infractions

Definition: Misbehavior or other acts which significantly disrupt the education process or orderly operation of the school, result in violence or bodily injury to another person, result in damage to property, and/or pose a direct threat to the safety of others in the school. Level Two infractions require the intervention of the administration and may also require the intervention of law

enforcement authorities and/or disciplinary action by the Kutztown Area School District Board of Directors.

Examples of Level Two infractions:

- Vandalism
- Intimidation, harassment, bullying, hazing of student(s) or staff
- Obscene language/gestures
- Fighting / Assault / Sexual Assault
- Controlled substances – Drugs or alcohol
- Violation of Acceptable Use Policy (Computer/Hardware / Software / Network Use)
- Smoking / possession of tobacco
- Reckless driving on school property
- Endangering the safety of others
- Possession of a weapon
- Threats; verbal and/or written
- Theft
- Damage to school property and/or equipment; or to the property of others
- Cheating / copying / plagiarism
- Interference / obstruction of building security measures, including locked doors
- Arson / false fire alarm / possession of firecrackers
- Insubordination
- Violation of school rules during school-sponsored activities
- Leaving school without permission / failure to notify the office
- Inappropriate physical contact

Examples of disciplinary consequences for Level Two infractions include, but are not limited to:

- Any Level One option not used
- Administrator-assigned detention(s)
- In-school / Out-of-school suspension
- Loss of Internet / laptop use
- Suspension of driving / bus riding privileges
- Disorderly conduct citation
- Alternative Education Program
- Expulsion
- Prosecution
- Referral to Student Assistance Team

Detention

After-school detention will be assigned with a minimum of a 24-hour notice. Parents are notified by mail that a detention has been assigned. If the detention hour(s) must be changed, a parent has until 11:00 AM of the scheduled date to change the date of the detention. Unless there is a call from a parent/guardian, there will be no change in the scheduled detention.

Students who cause a disruption will be dismissed from the detention room and further disciplinary action will be taken. Students not serving detention as assigned will have the time doubled with the first occurrence. Repeated failure to serve assigned detention may result in suspension.

Detention will take priority over all school, extracurricular, home and/or work activities.

The following rules will be enforced during detention:

- Report to the assigned room by 3:00 PM. Students reporting late to detention without legitimate reason will have the detention reassigned.
- Students are required to quietly complete schoolwork during detention.
- Students not serving detentions by the end of the school year may not be re-issued their laptop for the following year until the detentions are served.
- Seniors not serving assigned detentions by the end of the school year may not be permitted to participate in senior end-of-year activities, including graduation ceremonies.
- No sleeping will be permitted.

Suspension

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

Suspension is the exclusion from school for a period of one (1) to ten (10) consecutive days. The administrator may assign a suspension at their discretion for a variety of infractions. All forms of suspension and expulsion shall negate the student's right to participate in any school-related activity until their reinstatement. Students are not permitted on school property during the time that they are suspended.

- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parent(s)/guardian(s) and the Superintendent of the district shall be notified in writing when the student is suspended.
- When the suspension exceeds three (3) consecutive school days, the student and parent shall be given the opportunity for an informal hearing.
- Suspension may not be made to run consecutively beyond the ten (10) school day period.
- Students are responsible for making up exams and other school work that was missed while serving the suspension and shall be permitted to complete these assignments within the guidelines established by the Board of School Directors.
- Students will be permitted one day to make-up work and complete all assignments and obligations, for every school day missed due to the suspension.
- It is understood that during an out-of-school suspension, the student may not attend classes, participate in school-sponsored activities or be present on the school grounds.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an

opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension. If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study. [Board Policy 233](#) contains additional information on suspensions and expulsions.

SECTION 2 - GENERAL INFORMATION

ACADEMIC PROGRAMS / COURSES

The Course Selection Guide is available in the Guidance office, and on the District website, and is available for review. The Guide contains information regarding grading, course descriptions,

graduation requirements, honor roll requirements, and class rank calculations. Students undergo course selection, requiring parental approval, in February and March each year. Students will not have the opportunity to pick their courses based on teacher or time requests.

Note: Projects of a significant cost may result in a charge before commencing. Parents will be notified and given approval prior to beginning the project.

ATHLETICS / EXTRACURRICULARS

Kutztown Area High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Berks County High School Athletic Association (BCIAA), and abides by the adopted rules of each.

The eligibility requirements for athletic and extracurricular events are as follows:

- Prior to any student participating in practices, Inter-school practices, scrimmages, and/or contests, at any PIAA member school in any school year, the student is required to complete a comprehensive initial pre-participation physical evaluation (CIPPE). The CIPPE may not be authorized earlier than May 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.
- Students must register for athletics using our online registration portal, **Arbiter Student Registration**. The link is included below:
 - [Kutztown Arbiter Registration Landing Page](#)
- Athletic physicals will be offered for free through St. Luke's University Health Network. They will be offered before each athletic season either at Kutztown Area High School or another St. Luke's affiliated school district. If a student does not take the opportunity to have the exam completed at the school, he or she will be required to complete a physical exam at her/his own expense before participation in sports that year.
- All students must have a Code of Conduct / Eligibility Requirements form completed and signed by a parent/guardian before they may participate in any extracurricular activity. This form is included in the **Arbiter Student Registration**.
- If a student is involved in a school suspension, s/he will lose her/his right to participate (including practice) for the duration of the suspension. The suspension ends with the return to school following the last day of the suspension.
- A student cannot be failing more than one course on a weekly basis in order to maintain eligibility. Please click the link below for more information:
 - [Kutztown Athletics / Activities Eligibility Plan](#)
- A principal may declare a student ineligible to participate in an extracurricular activity because of poor attendance, conduct, discipline, or academic performance.
- Each student must be in attendance at school prior to 10:06 am in order to practice or participate in that day's extracurricular activities.
- Participation in interscholastic sports is not an excuse to miss any class, including fitness/physical education. All athletes shall be required to dress and participate in all physical education classes.
- All students shall be transported to an off-school-site event via school district transportation, unless otherwise approved by the principal. Students requesting to return from an off-campus activity with a parent must have a signed parental/guardian request approved by a principal. Students may return with a parent/guardian only.

BEHAVIOR AT EVENTS

Spectators play an important part in our athletic program. Verbal and physical behaviors along with a general level of program support demonstrate the level and quality of sportsmanship in our community.

“The PIAA requires all registered sports’ officials to enforce the sportsmanship rules for coaches and contestants. Actions meant to demean opposing players, teams, spectators, and officials are not in the highest ideals of interscholastic education and will not be tolerated. The participants are to reflect mutual respect.” Participants, coaches and spectators behaving inappropriately before, during, or after the game/activity may be required to leave the school property.

The student code of conduct regarding all levels of infractions and consequential disciplinary action, as outlined in this handbook, apply to all Kutztown Area High School students while on school property, representing the school, participating in a school-sponsored activity or traveling to and from such activities.

BOOKS & SCHOOL PROPERTY

Textbooks, laptops, and other school equipment are purchased for the use of pupils at public expense. Each textbook is stamped on the inside front cover. Each laptop has identifying stickers/labels that are not to be removed. Pupils are responsible for the loss of, or damage to, textbooks, laptops, and other school property. When books are lost, pupils should report the matter to the teacher of the subject. Current replacement cost for lost or defaced books/equipment is the responsibility of the student. A lost laptop should be reported immediately to the technology help desk.

BUILDING USE

In order for any group to use a school building after school, a building-use request form must be completed and submitted through the [Facility Request Information](#) page of the district website and approval received from the Director of Student Activities, who will notify custodial services. A school administrator must make final approval of the use of the buildings for evening activities.

CONNECTIONS

“Connections” is a time in the school day that is designed to be a working period for research, additional instruction, or study. It is to be an academically productive time – not a free period. A Connections pass in SmartPass is required to move throughout the building during this time. Students are expected to be in their assigned Connections classroom unless a pass has been approved.

CONFIDENTIALITY PROCEDURES

The guidance counselors, school nurse, principal, and school psychologist will treat information received from a student, or regarding a student, as confidential.

While in public or private, and in the course of that person's professional duties, all information regarding a student is confidential to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parent(s).

However, such information may be revealed without the student's consent to the student's parents/guardians, teachers, guidance counselors or principal. An exception to the above is information revealed by the student concerning suspected child abuse, neglect, or injury. In these cases, the recipient is required by law to report such information to the authorities.

All information gathered about our students is subjected to the confidentiality provisions contained in federal and state law. The Kutztown Area School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, a written request may be submitted to the guidance counselors or principals.

EARLY DISMISSAL FROM SCHOOL

In order to be permitted to leave school before dismissal time, a written excuse note from parents must be submitted to the office before homeroom period on or before the day the student is to leave early. It must state the time and reason for leaving (medical appointment or family emergency.) The principal may then grant early dismissal.

Any pupil who becomes ill and desires to go home must report to the school nurse. Parents will be contacted before a student may be permitted to sign out and leave the school property. Students may leave the school only with permission of the principal, assistant principal, or school nurse. Leaving school property without permission may result in suspension.

EMERGENCY CLOSING OF SCHOOLS

If it becomes necessary to close our schools due to inclement weather or emergency, families will receive an automated phone call via our Connect-Ed service.

EMERGENCIES /ALL HAZARDS PLAN

The school administration, faculty, staff, and students are expected to abide by the developed procedures for fire and other emergencies. This expectation is set for both drills and actual events. The "All Hazards Plan" will be in effect for the entire school year. Failure to comply with these procedures will result in disciplinary action.

FLAG SALUTE/ PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/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 wish to

participate in the meaningful ceremony. A student who chooses not to participate may either stand or sit quietly.

GRADING PROCESSES AND PROCEDURES

The Kutztown Area High School will continue to promote and encourage reassessment for student growth and mastery. The reassessment process is meant to provide an opportunity for students to progress satisfactorily with a course while mastering certain concepts. The student should initiate the reassessment process by making contact with the teacher within one cycle (6 days) after receiving the scored assessment. The student and teacher will work together to establish the necessary steps for remediation/reassessment.

HEALTH SERVICES

The Kutztown Area School District High School Health Office supports the health, safety, and well-being of students throughout the school day. School nurses provide first aid, assess illness and injury, administer medications in accordance with District policy, conduct required health screenings, monitor communicable diseases, and work collaboratively with families and healthcare providers to support student health.

School nurses do **not** diagnose illnesses or prescribe treatment. When additional medical evaluation is needed, students and parents/guardians will be advised to consult the student's healthcare provider. Care provided by the school nurse is limited to first aid and other services permitted under Pennsylvania law and District policy.

Students who become ill or are injured during the school day or while participating in a school-sponsored activity must notify their teacher, advisor, coach, or supervising staff member and report to the school nurse (or the High School Office if the nurse is unavailable). Students should obtain an approved SmartPass before reporting to the nurse unless the situation is an emergency.

Parent Responsibilities

Parents/guardians are essential partners in maintaining a healthy school environment. To help us provide the best care for your child and protect the health of all students, please:

- Keep your child home when they are ill or experiencing symptoms of a contagious illness.
- Ensure the school has current emergency contact information.
- Notify the school nurse of any significant medical condition, allergy, hospitalization, injury, surgery, or change in your child's health that may affect them during the school day.
- Provide all required medication authorization forms and health care plans before medication is needed at school.

Please Keep Your Child Home If They Have:

- A fever of **100.4°F or higher** (students should remain home until they have been fever-free for at least **24 hours without the use of fever-reducing medication**)

- Vomiting or diarrhea
- A sore throat accompanied by a fever
- Red, draining, painful, or light-sensitive eyes
- An unexplained rash or skin lesion that may be contagious, including suspected impetigo or ringworm
- Any illness that prevents them from participating in the school day or may place others at risk

Medication

All medications administered during the school day must be registered with the Health Office.

Whenever possible, medications should be administered at home. Students who are ill enough to require frequent medication during the school day should remain at home whenever practical. When medication must be administered during school hours, the following requirements apply:

Prescription Medications

- Arrangements should be made through the school nurse before medication is brought to school.
- A completed Medication Authorization Form signed by both the parent/guardian and the prescribing healthcare provider is required.
- Prescription medications must be provided by an adult in the original pharmacy-labeled container displaying the student's name, medication, dosage, and administration instructions.
- All medications must be stored in the Health Office unless otherwise authorized.
- Any change in medication dosage or administration schedule requires updated written authorization from the prescribing healthcare provider.

Over-the-Counter Medications

- Over-the-counter medications must be provided in their original, unopened packaging.
- District standing-order medications (such as acetaminophen, ibuprofen, turns, and Benadryl) may be administered only after the required Medical Update Form has been completed through the PowerSchool Parent Portal at the beginning of each school year.
- Any other over-the-counter medication requires a completed Medication Authorization Form signed by both the parent/guardian and the prescribing healthcare provider.

Student-Carried Emergency Medications

Students in grades 6-12 may carry and self-administer the following emergency medications when the required Health Care Plan has been completed and approved by both the parent/guardian and the healthcare provider:

- Rescue inhalers for asthma.
- Epinephrine auto-injectors (EpiPen®, Auvi-Q®, etc.).

Medication Authorization Forms and Health Care Plans are available from the school nurse and on the District website.

Severe Food Allergies

The District recognizes that food allergies can present serious health risks for some students. Parents/guardians of students with severe food allergies should notify the building principal and school nurse as soon as possible so an appropriate Health Care Plan can be developed.

Physical Examinations

Students are required to have completed a physical examination **upon original entry** into the District and in grades **6** and **11**.

Students may receive their required physical examination through the school physician at no cost. Families are encouraged to have the examination completed by their personal healthcare provider whenever possible, as this visit may also satisfy requirements for sports participation, driver's licensing, employment, camps, or other activities.

Vision, Hearing, Height, and Weight Screenings

- Vision screenings are conducted annually for all students.
- Hearing screenings are conducted in Kindergarten and grades **1, 2, 3, 7, and 11**.
- Height and weight measurements are completed annually for all students.
- Scoliosis screenings are conducted in the **7th** grade.

Dental Examinations

Dental examinations are required **upon original entry** into school and in grades **3** and **7**, unless documentation of a private dental examination is submitted.

Students may receive their required dental examination at no cost through the school dentist. Families are encouraged to have the examination completed by their personal dentist whenever possible.

Required Immunizations

Pennsylvania law requires students to meet immunization requirements before attending school. Unless an approved exemption applies, students must have the following immunizations:

- **4 doses** of tetanus and diphtheria (DTaP, DTP, DT, or Td), including one dose administered on or after the fourth birthday.
- **4 doses** of polio vaccine, including one dose administered on or after the fourth birthday.
- **2 doses** of measles vaccine.
- **2 doses** of mumps vaccine.
- **2 doses** of rubella vaccine.
- **3 doses** of hepatitis B vaccine.
- **2 doses** of varicella (chickenpox) vaccine or documented history of chickenpox.

Additional Immunization Requirements

Students entering Grade **7** must have:

- One (1) dose of Tdap (Tetanus, Diphtheria, and Pertussis).
- One (1) dose of Meningococcal Conjugate Vaccine (MCV).

Students entering Grade **12** must have:

- One (1) dose of Meningococcal Conjugate Vaccine administered on or after their 16th birthday.

Pennsylvania recognizes the following immunization exemptions:

- Medical
- Religious
- Philosophical, moral, or ethical conviction

Communicable Diseases

Parents/guardians are asked to **keep students home** when symptoms of a contagious illness are first noticed. Students should be **fever-free (temperature below 100.4°F) for at least 24 hours** without the use of fever-reducing medication before returning to school.

Examples of communicable diseases or conditions that may require exclusion from school include:

- Chickenpox
- Measles
- Ringworm
- Impetigo
- Contagious conjunctivitis (Pink Eye)
- Strep throat

Because chickenpox (varicella) is a reportable disease, parents/guardians should notify the school nurse if their child is diagnosed.

Elevator

Students with temporary injuries or disabilities that prevent them from safely using the stairs may be authorized to use the elevator.

- Approval must be obtained through the school nurse.
- A note from a parent/guardian or healthcare provider documenting the need for elevator access is required.
- Elevator privileges are temporary and limited to the approved period of need.

Health Room: Student Pick-Up

There are times when a student should not remain at school due to illness, injury, or safety concerns.

Decisions regarding whether a student should be sent home due to illness, injury, or health and safety concerns are made following an individualized nursing assessment. Such absences will be recorded as excused in accordance with Pennsylvania attendance requirements.

The school nurse may request that a parent or guardian pick up their child when, in the nurse's professional judgment, remaining at school would:

- Delay appropriate medical care
- Place the student's health or safety at risk
- Increase the risk of illness transmission to others
- Interfere with the student's ability to participate meaningfully in instruction
- Affect the safety or well-being of other students or staff

Parents are expected to make arrangements to pick up their child in a timely manner following notification.

Emergency Situations

If a student experiences a medical emergency requiring immediate intervention, school staff will activate Emergency Medical Services (911) without delay.

Examples include, but are not limited to:

- Unconsciousness
- Severe allergic reaction (anaphylaxis)
- Seizure requiring emergency response
- Serious head injury
- Severe bleeding
- Any life-threatening medical condition

When Emergency Medical Services are activated, the school will notify the student's parent or guardian as soon as possible.

HOMELESSNESS

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility.

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

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

What situations fit this definition?

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

How does McKinney-Vento help these students?

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

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs

For additional information, contact the district's McKinney Vento Liaison.

LIBRARY SERVICES

The Library is open for students between 7:30 AM and 3:00 PM. Students may visit the Library during their study halls for research, reading, borrowing books, and completing assignments.

Students who choose to spend their entire study hall period in the Library should report directly to the Library at the beginning of the period and sign in using the iPad. Students visiting the Library for a brief period during study hall, class, or Connections must have an approved SmartPass.

The Library includes the Cougar Collaborate, Create, and Communicate Lab, which provides spaces for recording, video editing, and small-group collaboration. An outdoor courtyard is also available for students to read, study, and work when weather and supervision permit. The Library is also home to Cuppa Cougar, a student-operated snack and beverage shop.

Food and beverages are permitted only in the Cuppa Cougar area and at Library tables. Food and beverages are not permitted on couches or other soft seating. Students are expected to clean up after themselves and leave the space ready for others to enjoy.

To ensure the Library remains a welcoming space for everyone, students are expected to respect the rights of others and maintain a quiet learning environment.

Library books may be borrowed for two weeks and may be renewed indefinitely, provided another student has not placed a hold. Students are expected to return books in the same condition in which they were borrowed and are responsible for replacing or paying for any lost or damaged books.

LOCKERS AND BACKPACKS

Students may not carry, wear, or use backpacks or bags of any kind (purses, briefcases, fanny packs, etc.) during the school day, between 7:45am and 2:50pm. Lockers are provided for students to store books and supplies.

Each student will be assigned and given a locker and its combination. All lockers must be kept locked at all times and must be in a neat and orderly condition. All lockers are the property of the Kutztown Area High School and subject to inspections by authorized school personnel.

Under no circumstances should a student give the combination to his/her locker to any other student. The high school office will not give any combinations to any person other than the student assigned to the locker. Any trouble occurring with a lock or locker should immediately be reported to the high school office.

Students do not need to routinely access their lockers between classes. It is recommended that lockers be opened only at the following times:

- In the morning before reporting to homeroom.
- At lunchtime, before or after lunch.
- At the close of school following dismissal.

Students should arrive to class prepared and are not to leave their classes to go to their lockers.

LOST AND FOUND

Any articles that are found shall be turned into the high school office. Owners are requested to inquire there concerning missing property.

MID-TERM & FINAL EXAMINATIONS

Final exams are required for full-year courses and will be calculated as 20% of the final grade for the year. Mid-term examinations for full-year courses are optional and are administered at the discretion of the staff. Students will take mid-term and final exams whether they are passing or failing a course. If a student fails any two quarters and the midterm and/or final, the teacher has the option to fail the student for the year.

A student refusing to take an examination will fail the course. If a student refuses to take a required mid-term exam for a full-year course, s/he will be assigned to a study hall or semester course for the remainder of the school year. If a student fails a course as a result of his/her not taking the required mid-term/final exam, he/she may not take the course for credit in remedial/summer school.

NATIONAL HONOR SOCIETY

National Honor Society members exhibit academic excellence, strong leadership, honorable and admirable character, and a commitment to service. Each of these characteristics demonstrates a willingness to use personal talents and skills for the improvement of both self and society. At Kutztown Area High School, rising juniors and seniors meeting the scholarship, leadership, service, and character criteria outlined as follows are eligible for National Honor Society membership:

- Scholarship - 95% or higher weighted grade point average

- Leadership - two (2) leadership roles at school or in the community assumed since the start of ninth grade
- Service - the completion of twenty (20) hours of service undertaken at school or in the community since the start of ninth grade
- Character - an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or an ability to demonstrate sufficient growth and improvement to compensate for previous inadequacies

Inducted students are expected to uphold these standards throughout their membership.

NOTICE OF USE OF AUDIO AND/OR RECORDING DEVICES ON SCHOOL BUSES AND/OR OTHER SCHOOL VEHICLES

The safety of your children is of highest priority to the Kutztown Area School District. The purpose of this information is to provide you with the required notice that to the extent permitted by Pennsylvania law, audio and/or video recording devices may be used on all District operated school buses and/or other school vehicles to monitor the health, safety, and welfare of all students and staff.

For additional information regarding the District's use of audio and/or video recording devices and/or the maintenance, storage, and/or disclosure of the audio and/or video recordings, please see [Board Policy 810.2](#). Policy 810.2 governs the use of audio and/or video cameras on school buses and other school vehicles.

ONLINE EDUCATIONAL SERVICES

With our emphasis on providing students with robust resources that enhance their learning, students will be using a variety of online services and programs to support their instruction. These web-based resources are designed to help students learn, collaborate, research, and engage with content in multiple ways.

Students will be provided with GSuite for Education (Google) accounts with access to the suite of applications provided by Google including email, word processing, presentation, website creation, and spreadsheet tools. The Google account is also used to log in to other devices, such as Chromebooks, and other online educational applications. Student email accounts are limited to correspondence between district email accounts and addresses otherwise approved by the district.

Many of the other online educational services we utilize can be found on the [district web page](#), which includes more information on the products and links to their privacy policies. This list is updated regularly and parents should check back often for new approved resources.

For more information about our online programs and services, please contact the school district's Office of Educational Technology at 610-683-7346 ext. 5564.

PHYSICAL EDUCATION REGULATIONS

Locks and Lockers

- A lock and locker will be provided to all students in a Physical Education class.
- A \$7 fee will be charged for lost locks.
- Secure valuables in a locked locker. The school is not responsible for lost, stolen, or damaged items.
- Students should not share lockers or combinations.

Medical Excuses

- Physician's notes must be submitted to the School Nurse.
- Medically excused students will be assigned to a study hall by Guidance and must return to PE when the excuse expires.
- Students are exempt from physical activity but are responsible for all written assignments, quizzes, tests, and other non-physical coursework.

Illness or Injury

- Students must notify the PE teacher before reporting to the School Nurse.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The Safe2Say system is an anonymous way for you to submit a tip to your school. You do not need to share your name, phone number or anything unless you want to. Students should report any concerns of the safety of themselves, their peers, or the school. Reports can be made 24/7, year-round and will be addressed promptly by the proper authorities. Reports can be made on the Safe2Say [website](#), app, or by calling 1-844-723-2729.

SCHOOL TRIPS

All school trips involving pupils must be limited to one day unless granted a School Board exception. All school trips are to be chaperoned by one faculty member for approximately every twenty-five students.

On all school-sponsored trips, student behavior shall be such as to uphold the dignity of the school and at all times be in accordance with all policies and standards of the school. Students may not participate in off-school trips unless approved by parent/guardian. Students who are failing 2 or more courses are ineligible to participate in school field trips at the discretion of the principal.

SPECIAL EDUCATION SERVICES

NOTICE TO PARENTS/GUARDIANS OF CHILDREN WHO RESIDE IN

KUTZTOWN AREA SCHOOL DISTRICT

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, notice is hereby given by the Kutztown School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- | | |
|--|------------------------------------|
| 1. Autism/pervasive development disorder | 8. Neurological impairment |
| 2. Blindness or visual impairment | 9. Other health impairments |
| 3. Deafness or hearing impairment | 10. Physical disability |
| 4. Developmental delay | 11. Emotional disturbance |
| 5. Mentally gifted | 12. Specific learning disability |
| 6. Mental retardation | 13. Speech and language impairment |
| 7. Multi-handicapped | |

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the school counselor.

In compliance with state and federal law, the Kutztown Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal, or to Mrs. Jennifer Elliker, Coordinator of Special Education at the District Office 610-683-7361.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing either person named above or any building principal.

STATEWIDE HIGH SCHOOL GRADUATION REQUIREMENT

Act 158 of 2018 (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirement, students must take the Keystone Exams for purposes of federal accountability.

Pathways to Act 158 compliance include;

- Keystone Proficiency Pathway- Proficient or Advanced score on the Algebra I, Biology, and Literature Keystone exams
- Keystone Composite Pathway- Proficient or Advanced score on at least 1 Keystone exam, no Keystone score of Below Basic, a composite score on all three exams of 4452 or greater
- Career and Technical Education Pathway- Industry- based competency certification
- Alternative Assessment Pathway- Alternative Assessment scores determined by PDE (ACT, ASVAB, PSTA, SAT, etc)
- Evidence Based Pathway- 3 pieces of evidence from the list of those designated by PDE

Additional information on Act 158 can be found on the Department of Education's [website](#).

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program (SAP) is available to support and assist students to better cope with various social issues and issues of drugs, alcohol, suicide, pregnancy, child abuse, and loss.

The purpose of the student assistance program is to:

- Identify students in crisis or need.
- Provide direction and support for students.
- Refer students in crisis to appropriate community agencies and support groups.

- Help establish a more healthy school climate.
- Provide communication lines among teachers, parents, counselors and students.

Students, school staff, and/or parents may make referrals to the SAP team. Strict confidentiality is maintained at all times. The team is made up of guidance counselors, principals, the school nurse, and trained teachers.

To refer a student to the Student Assistance Program, contact the high school guidance department.

STUDENT GOVERNMENT OFFICERS

Any candidate for an office, or an office holder, whether it is a club office, class office, or an office in any extracurricular organization shall have and maintain a B (80%) average or better in all subjects. Students must also have a behavior record free of disciplinary referrals and an attendance record free of unexcused tardiness and/or unexcused/unlawful absences.

STUDENT INSURANCE

The School Board has approved a group insurance policy for students. The policy has broad coverage and is available at a nominal cost. An injured student must secure an insurance accident form from the office within five (5) days of the accident. This is the student's responsibility.

All students participating in an interscholastic sport are strongly encouraged to carry health and accident insurance. If a parent/guardian feels his/her health and accident insurance is adequate coverage, he/she may sign an insurance waiver form. These forms are available through the coaches or the high school office. Parents/guardians, at their own expense, have the option to purchase school time accident coverage or "round the clock" 24 hour accident coverage through [Bollinger Specialty Group](#).

STUDENT RECORDS

In accordance with the Right-to-Know law, parents/guardians may request to review their children's school records. Students 18 years of age or older may request to review their own records. The request is to be directed to the guidance counselor, who will then schedule an appointment with the interested person within thirty (30) days of the initial request.

STUDENT WITHDRAWAL FROM SCHOOL

All students within compulsory school age who desire to withdraw from school must, according to state law, complete the appropriate documentation.

Compulsory school age applies to any student under eighteen (18) years of age. A withdrawal form shall be obtained from the office and shall be signed by the student, principal, and parent/guardian. Prior to completion of the form, all obligations to the Kutztown Area School District must be fulfilled.

TELEPHONE USE

Office telephones are primarily for business purposes. Students will not be called out of class to answer the telephone. Important messages will be delivered to students by the office staff. Students may use the high school office to make and/or return telephone calls.

TITLE IX

It is the policy of the Kutztown Area School District not to discriminate on the basis of sex in its educational programs or activities, its employment policies or admission thereto as required by Title IX of the Education amendments of 1972 and 34 CFR Part 106. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator.

WORKING PAPERS

Any student who seeks employment before graduation or leaving school prior to his/her eighteenth (18) birthday is required to obtain working papers. The application for the work permit is issued from the high school guidance office. It is best for a parent to accompany the student when the application is made for the permit. Please call the guidance office to schedule an appointment to obtain your work permit.

SECTION 3 - SCHOOL BOARD POLICIES

The Kutztown Area School Board, in order to better inform those involved and to help the district function effectively, creates and updates policies that express the district position on issues, create rules, and express expectations for district employees and students.

All policies are available on the school district [website](#). Links to specifically policies referenced can be found throughout the handbook or below.

- [Policy 103: Discrimination/Title IX Sexual Harassment Affecting Students](#)
- [Policy 103.1: Nondiscrimination - Qualified Students with Disabilities](#)
- [Policy 113: Special Education](#)
- [Policy 200: Enrollment of Students](#)
- [Policy 204: Attendance](#)
- [Policy 210.1: Possession/Use of Asthma Inhalers](#)
- [Policy 218: Student Discipline](#)
- [Policy 218.1: Weapons](#)
- [Policy 220: Student Expression/Dissemination of Materials](#)
- [Policy 221: Dress and Grooming](#)
- [Policy 222: Tobacco and Vaping Products](#)
- [Policy 223: Use of Bicycles and Motor Vehicles](#)
- [Policy 226: Searches](#)
- [Policy 227: Controlled Substances/Paraphernalia](#)
- [Policy 233: Suspension and Expulsion](#)
- [Policy 236.1: Threat Assessment](#)
- [Policy 246: School Wellness](#)
- [Policy 247: Hazing](#)
- [Policy 249: Bullying/ Cyberbullying](#)
- [Policy 808: Food Services](#)
- [Policy 810.2: Transportation - Video/Audio Recording](#)
- [Policy 815: Acceptable Use Of Internet, Computers And Network Resources](#)
- [Policy 824: Maintaining Professional Adult/Student Boundaries](#)
- [Policy 904: Public Attendance at School Events](#)