Penn's Grove Student Handbook

Kids First, Progress, and Unity

2026-2027

Penn's Grove School

S T U D E N T / P A R E N T
H A N D B O O K

Principal
Mr. Andy Wendle

Assistant Principal
Dr. Jeanette R. Lennon

Guidance Counselors
Mrs. Jennifer Azzara
Mrs. Rebecca Greene

School Nurse
Mrs. M. Liza Slauch

Superintendent
Dr. David Woods

Assistant Superintendent
Dr. Margaret Billings-Jones

Mission Statement

The mission of the Oxford Area School District is to have all students achieve academic excellence in a safe and nurturing environment. In partnership with families and the community, we will prepare each student to be a confident, contributing, productive and responsible citizen.

School/District Numbers

Penn's Grove School Office	610-932-6615
Guidance Office	610-932-6623
Fax	610-932-6619
Library	610-932-6615
Health Room	610-932-6617
Athletic Director	610-932-6653
Food Service (District)	610-932-6660
Transportation (District)	484-365-6021
District Office	610-932-6600
Superintendent	610-932-6603
Special Education Office	610-932-3072
Jordan Bank (K)	610-932-6625
Nottingham (3- 4)	610-932-6632
Elk Ridge (1-2)	610-932-6670
Hopewell (5-6)	484-365-6151
Oxford Area High School	610-932-6640

Other Useful Numbers

Crisis Intervention	877-918-2100
Human Services	610-696-4900
Oxford Neighborhood Services	610-932-8557
Children, Studentsth & Families (CYF)	800-692-1100
Juvenile Probation	610-344-6295
Oxford Borough Police	610-998-0032
PA State Police	610-268-2022

Websites

Oxford Area School District www.oxfordasd.org

Pennsylvania Dept of Ed (PDE) www.pde.state.pa.us

Television

Cable Channel 68

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RIGHTS AND RESPONSIBILITIES

Penn's Grove School, mindful of the dignity of the individual, guarantees all students who are in attendance in the district school certain rights and responsibilities.

STUDENTS HAVE THE RIGHT TO:

1. Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes as outlined by the PA Code and Oxford Area School District Policy.
2. Be a functioning pupil regardless of social, emotional, or physical capacity.
3. Dress and groom according to personal preference consistent with policy.
4. Expect reasonable requests by teachers and administrators.
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school when such transportation is provided.
7. Be informed of academic requirements.
8. Be informed of those school procedures established to protect the well-being of the student body.
9. Appeal any suspension and have adult representation as directed by the state code.
10. Freedom of expression, assembly, petition and dissemination of information provided it does not disrupt the educational process or infringe on the rights of others.
11. Expect that every precaution will be taken to ensure the confidentiality of their school records.
12. Expect adequate provision for the storage of educationally necessary personal and academic materials.
13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

STUDENTS HAVE THE RESPONSIBILITY TO:

1) Know and abide by local, state and federal laws which could lead to suspension* or expulsion** if violated, such as:
   a) Inappropriate operation of all motor vehicles.
   b) Trespassing on school grounds or in a building (a student will be considered trespassing if he/she is not enrolled or has been suspended from the particular school.)
   c) Theft, arson, assault and battery, destruction of property, and gambling.
   d) Threats of harm to persons or property, or by speech or action clearly inciting to immediate violence.
   e) Possession of dangerous weapons.
   f) Knowingly making a false fire alarm or other false or disruptive rumor or report.
   g) The sale, distribution, possession, or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, and other non-prescribed substances while on the school premises or at school-related affairs.
2) Know and abide by school regulations which could lead to suspension* or expulsion** if violated, such as:
   a) Disrupting the learning environment or interfering with the peaceful rights of others.
   b) Being absent from or tardy to assigned school activities.
   c) Dressing and grooming in a manner disruptive to the educational process or in violation of health and safety rules.
   d) Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at related affairs off school premises.
   e) Engaging in incidents of verbal intimidation or threatening action.
   f) Being dishonest regarding school affairs.
   g) Behavior on school buses which endangers personal safety.
   h) Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
   i) Smoking/Vaping on school grounds or at school-related affairs.
   j) Verbal abuse of school employee.

* Suspension is an exclusion from school for a period of one to ten consecutive school days.
** Expulsion is an exclusion from school by the governing body (Board of School Directors) for a period of more than ten consecutive school days.

ADMINISTRATORS HAVE THE RIGHT TO:

1) Make professional interpretation of stated rules and regulations.
2) Receive the support of all school employees in the implementation of district and school regulations.
3) Suspend, recommend for expulsion, and refer to civil authority students involved in cases of flagrant and continuing misconduct.

ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

1) Execute school board policy and administrative rules and regulations.
2) Treat students, parents, teachers, and citizens with respect due to them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
3) Maintain an orderly atmosphere which is conducive to educational development and individual growth.
4) Inform parents of consistent or serious student misconduct and disciplinary actions taken.
5) Consider disciplinary referrals made by any certified or classified employee.
6) Maintain confidentiality in all matters relating to student records whenever possible.

TEACHERS HAVE THE RIGHT TO:

1) Expect students to maintain an accepted standard of behavior in the classroom.
2) Expect cooperation from the administration in establishing and maintaining a school atmosphere conducive to learning.
3) Assume, in school or at school-sponsored activities, the same authority granted to a parent or guardian.

TEACHERS HAVE THE RESPONSIBILITY TO: o

1) Maintain a school atmosphere conducive to learning.
2) Reprimand or discipline students in an appropriate manner.
3) Maintain a reasonable standard of student behavior throughout the school facility.
4) Keep accurate attendance and achievement records.
5) Make written discipline referrals to the administration.
6) Enforce the rules and regulations of the district and school. Education is a cooperative function between the home, school, and community. Parental involvement is necessary if the school is to accurately reflect the desires and hopes of its community.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

1) Expect a classroom atmosphere that permits meaningful learning to take place.
2) Assume that a student will not be exposed to verbal or physical abuse.
3) Expect that the disruptive actions of a few will not interfere with the total educational process.
4) Be informed of behavior on the part of their child which is jeopardizing his/her own, or a fellow student's, opportunity to learn.
5) Be informed of any disciplinary action taken as the result of severe or continuing infractions, and the right to appeal such action.
6) Assume the school staff will meet with them at a mutually agreed- upon time to discuss pertinent matters.
7) Expect every precaution will be taken for complete confidentiality in matters regarding their child whenever possible.

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

1) Understand that the state law requires every parent to properly care for, train, educate, discipline and control their child.
2) Accept that the teacher can assume in the school the same authority granted the parent or guardian.
3) Be available, at the mutually agreed upon time, to confer with school authorities concerning their child.
4) Direct their concerns regarding the education of their child to the professional most directly involved. As constructive dialogue stimulates progress, it is welcomed by school personnel.
5) Be financially responsible for any damage to personal or school property committed by their child.

GENERAL INFORMATION

Bell Schedule

Elm
CORE (7:30-8:22)
MTSS (8:24-9:08)
CORE (9:10-9:54)
UA (9:56-10:40)
MTSS (10:42-11:26)
UA (11:28-12:12)
Lunch 3 (12:14-12:44)
CORE (12:46-1:30)
CORE (1:32-2:16)

Redwood
CORE (7:30-8:22)
MTSS (8:24-9:08)
UA (9:10-9:54)
CORE (9:56-10:40)
MTSS (10:42-11:26)
CORE (11:28-12:12)
Lunch 3 (12:14-12:44)
CORE (12:46-1:30)
UA (1:32-2:16)

Sycamore
CORE (7:30-8:32)
MTSS (8:24-9:08)
CORE (9:10-9:54)
MTSS (9:56-10:40)
UA (10:42-11:26)
Lunch 2 (11:28-11:58)
CORE (12:00-12:44)
UA (12:46-1:30)
CORE (1:32-2:16)

Palm
CORE (7:30-8:22)
UA (8:24-9:08)
MTSS (9:10-9:54)
CORE (9:56-10:40)
UA (10:42-11:26)
Lunch 2 (11:28-11:58)
MTSS (12:00-12:44)
CORE (12:46-1:30)
CORE (1:32-2:16)

Oak
CORE (7:30-8:22)
MTSS (8:24-9:08)
CORE (9:10-9:54)
UA (9:56-10:40)
Lunch 1 (10:42-11:12)
CORE (11:14-11:58)
MTSS (12:00-12:44)
UA (12:46-1:30)
CORE (1:32-2:16)

Maple
CORE (7:30-8:22)
MTSS (8:24-9:08)
UA (9:10-9:54)
CORE (9:56-10:40)
Lunch 1 (10:42-11:12)
CORE (11:14-11:58)
MTSS (12:00-12:44)
CORE (12:46-1:30)
UA (1:32-2:16)

Morning Expectations

Students may enter the building at or after 7:00 am, but before 7:30 am, when there is adult supervision in the building.

- Breakfast is offered to Penn's Grove students from 7:00 a.m. to 7:20 a.m. in the school cafeteria. Students will follow correct cafeteria procedures and have the option to report to the auditorium to wait for the first morning bell.
- Food and/or beverages may not be taken from the cafeteria and consumed in the halls, auditorium, or classrooms.
- If not eating breakfast, students report to the auditorium promptly upon arrival to school and remain there until the morning bell.
- Be considerate of others. Students are responsible for the cleanliness and order of the area in which they were occupied.

- Students who need to leave the auditorium or cafeteria before the first bell should obtain permission from a faculty member before leaving.
- Cooperate with teachers and staff on duty and in the hallway. While in the halls, students should maintain a reasonable tone of voice and walk to the right of the corridor in a quiet and orderly manner.
- Speakers and loud music are not permitted in the auditorium or while in school.
- **Book bags, all electronic devices (i.e. cell phones, iPods, speakers), and outerwear should be stored in student's locker prior to Homeroom.**
- Students should enter their classrooms promptly after going to their lockers. No loitering.
- Students must report to their assigned homeroom teacher and check in prior to going anywhere else in the building (i.e. another teacher's classroom, the office, WPGS).
- **Students who enter the classroom after the 7:30 a.m. bell are tardy and must report to the main office.**

Halls

Students are not permitted in the halls during class or lunch unless they have permission from an educator. When granted permission, they must carry their iPAd displaying the digital Hall Pass. Students are given two minutes between classes to get to their next class or lunch period. Students are expected to get to their destination within those two minutes. While in the halls, students are to walk to the right of the corridor in a quiet and orderly manner. Hallways are closely monitored to ensure students are not loitering. Students are to adhere to directives the first time given.

Lockers

Lockers are the property of the Oxford Area School District and subject to search at any time, without notice, without consent, and without search warrants. We assign lockers to all students. **Students are not permitted to share lockers.** Lockers should be secured and locked when not in use. Students must **not** give their combination out to other individuals. The school is not responsible for items missing or stolen from lockers. Lockers that become inoperative or malfunction should be reported to the main office. The opening of a locker by anyone other than the student that the locker was issued to requires administrative approval.

- **Students must store their book bags and electronic devices in their lockers before the start of homeroom through the end of the school day. Students are not permitted to carry book bags between classes or at any time during the school day.**

Cafeteria

- Students may not take open food or beverages out of the cafeteria.
- Students may bring water in a durable, leak-proof water bottle to other areas of the building.
- Students may consume specialty beverages prepared by others (such as coffee or smoothies) only in the cafeteria during the morning.

Students are expected to:

- Report to the cafeteria promptly at the beginning of their lunch period and remain in the cafeteria until the period ends and the person supervising dismisses students.
- Be considerate of others and practice good eating manners. Students are responsible for the cleanliness and order of the area in which they are eating. Students will be held responsible to clean up after themselves.
- Students are responsible for bringing up their trays, depositing their trash, and leaving their table ready for others to use.
- Raise their hand for permission to get out of their seat in the cafeteria.
- Cooperate with the cafeteria supervisors.
- Be able to select their own seat in the cafeteria unless otherwise assigned by an administrator.

- Students who need to leave the cafeteria before the end of the lunch period should obtain permission from the faculty supervisor before leaving.
- Book bags and jackets are not permitted in the food distribution area.

All enrolled students of OASD are eligible to receive a nutritional breakfast and lunch each school day during the school year at no charge to students household. No further action is required of students. Students child(ren) will be able to participate in the meal programs without paying a fee. However, students are still encouraged to fill out Free/Reduced Meal Applications to receive additional benefits that may be offered through outside sources. Application forms are available at www.oxfordasd.org . Go onto the website, select Departments and then choose Food and Health Services.

- Items can still be purchased A La Carte or separate from the "meal" for an additional cost. We strongly encourage students to add money to students child's School Café account. Students can use the link on the district website or got to www.SchoolCafe.com .

Building Evacuation

During both fire and severe weather alert drills, students will be under direction of their teacher. In the interest of safety, all directions must be followed in an orderly and timely fashion. All students are required to report to their homeroom teachers at their designated locations at the athletic fields behind Penn's Grove during fire drills. Failure to do so may result in disciplinary action.

Staying after School

If students are staying after school for extra help, students must gain parent and teacher permission prior to the date. The teacher must know ahead of time that students are staying. Unsupervised activity may result in disciplinary action. If students are staying for athletics, club meetings, the school newspaper, student council activities, or music rehearsals, listen carefully to announcements to make sure that there are no schedule changes.

Contacting Students during the School Day

From time to time, parents, guardians or other family members may need to contact their child during the school day. **Do not contact students child on his or her electronic device during the school day.** These items are not to be turned on in the building. If there is an emergency, contact the main office and we will assist students. **All contacts with students must be made through the main office.**

Visitors

All visitors must enter the building through the main office. All visitors must sign in and present photo ID to receive a visitor badge. ***Students may not have friends or relatives visit and/or spend the day with them at school.*** Unless authorized by the building administration, visitors may not remain on school property or in the vicinity of the buildings. Anyone on school property without the approval of the administration will be considered a trespasser, subject to removal by the police.

Closings: School Emergency

Oxford Area School District provides information concerning school closings on the district website and using School Messenger phone and email notifications. Announcements concerning school closings will also be given to the following:

Television:
CBS 3 Philadelphia
6ABC Philadelphia
NBC10 Philadelphia
WGAL 8 Lancaster

Radio:
KYW-AM 1060 Philadelphia (School Code 858)
WCOJ-AM 1420 Coatesville
WDAC-FM 94.5 Lancaster

School Messenger

We utilize the *School Messenger* service which will allow us to send a telephone message, e-mail message, and text message to parents providing important information about school events or emergencies. School Messenger will be used to notify students of school delays or cancellations due to inclement weather. In addition, it will remind students about various events including report card notifications, open houses, field trips, and more. In the event of an emergency at school, students can have peace of mind knowing that students will be informed immediately by phone.

What students need to know about receiving calls sent through School Messenger:

- Caller ID will display the school's main number when general announcement is delivered.
- School Messenger will leave a message on any answering machine or voicemail.
- Pressing *1 will replay the message from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student so please make certain that we have students most current phone numbers and email address. If this information changes during the year, please let the school know immediately.

Textbooks & School Supplies

Students are expected to have a pen, pencil, binders, paper, and iPad. A list will be provided by the team as to additional materials needed. Textbooks and iPads, including charges and cases, are expected to be returned to teachers at the end of the year in the same condition in which they were issued. Students are responsible for maintaining the condition of the iPad, including cases and chargers and textbooks. If students lose their book or iPad, they should notify the school secretary. Students will be issued another book by the office until their lost book is found. If it is not found, students will be responsible for paying to have the book or iPad replaced. Failure to pay any outstanding obligations for lost or damaged instructional materials may result in students being unable to participate in extra-curricular activities, as per policy #5720.

21st Century Learning Initiative

Under the 21st Century Learning Initiative, all students enrolled in grades 7-8 will receive an iPad (with some preinstalled apps), charger, and protective carrying case for use both in school and at home. This equipment is the property of the Oxford Area School District and is on loan to the student for the current academic school year. The purpose of providing students with technology on a one student-to-one device ratio is to achieve the goal of enhancing teaching and learning by utilizing online and digital resources and by delivering opportunities for students to learn in a technology-based mode with which they are comfortable and familiar.

Students and parents must sign and return the Acceptable Use Agreement, the Equipment Loan Agreement, and pay a technology fee annually. To view the agreement documents and read more information about this initiative, please visit the high school and district websites.

Library

The purpose of the library is to serve students and teachers by providing books, eReaders, and eBooks, magazines, and other materials, which may be useful for the various courses offered in the school. The library will also give personal service to those who want information concerning those materials as well as to promote better reading habits.

Students coming to the library must have an agenda/hall pass to be admitted. Scheduled classes have priority for library use.

Lost or damaged books should be paid for promptly. The charge for a lost or damaged book will be the amount necessary to replace the book. If a lost book is recovered, the borrower will receive a refund. Students who are habitually delinquent on returning materials may have their borrowing privileges suspended until they have met their

obligations. **There is a fine of $.05 a day levied on all overdue materials.** Unresolved fines may prevent participation in any extracurricular activities.

Lost and Found

Any item found, such as jewelry, glasses and clothing must be turned into the main office. Students are requested to check the office to claim any item they may have lost. Periodically, items turned in are donated to charity.

Working Papers

The state allows students fourteen years and older to work at certain jobs. If a student is interested in working and needs an employee permit, this can be obtained from the Oxford Area High School front office secretary. The student must have the promise of a job in the state of PA before the application for working papers will be issued. Students/parents desiring to obtain working papers should contact the Oxford Area High front office secretary at 610-932-6642 to schedule an appointment. Information on working papers can be found on the OAHS website (www.oxfordasd.org) as well. Students wishing to obtain working papers for a job outside of PA must contact that state's labor department.

Class Trips

Students on school probation due to behavior may not participate on field trips. Any parent/guardian who would like chaperone must have all their clearances to District Office and approved by the School Board, prior to the trip. All field trips will require academic eligibility. If a student is failing two or more courses, then they may not be permitted to attend the field trip.

Parent/Teacher Organization

The Oxford PTO is the parent organization for all the schools in the district. The purpose of the PTO is to improve communication between the home and schools, to provide support for school programs, and to encourage parent involvement in the education of our children. The PTO meetings are held monthly, as announced in the school and PTO newsletters. At the middle school level, parent volunteers are always needed. Parents and community members are encouraged to become active members and support this worthwhile organization and its programs.

School Pictures

Each fall and spring, a commercial photographer takes pictures of all students. Students who wish to purchase pictures must pay for them in advance. Picture ID's will be issued in the fall and may be required for attending specific school functions (example: school dances). The school dress code still applies.

GRADING AND COURSE INFORMATION

Student grades, assignments and other information are available through PARENT PORTAL online. Information regarding access to PARENT PORTAL is posted on the Penn's Grove website. PowerSchool login information will be given to students at the beginning of the year, and/or parents may contact the guidance office to get their student's login information. Teachers will explain their grading procedures to students as part of their opening of school procedures and periodically review their practices with students throughout the year.

It is strongly encouraged that parents/guardians access this portal to monitor their child's assignments and grades as these can be viewed throughout the school year on PowerSchool. The final report card will be available through PowerSchool and a copy will be mailed home.

***The grading scale for Penn's Grove School*:**

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	*65-66
F	0-64

***A grade of 65 is the minimum passing grade for all classes.**

A student who withdraws failing from a specific course will have this grade appear as a WF (50) on his/her cumulative record. The grade is also a factor in calculating a student's G.P.A.

Marking period grades will be determined by the following percentages:
70% - Performance Assessments – Tests, quizzes, and skill-based performance measures
20% - Formative Assessments – Class work, in-class assignments, class participation, and other in-class measures
Not more than 10% - Homework - For classes where Homework will count less than 10%, the remaining percentage will be added to Performance Assessments.

Policy 7200: Curriculum Review by Parents and Students

This policy ensures that parents have an opportunity to review instructional materials and have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessments techniques.

The rights granted by this policy are granted to parents of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over, unless the student is incapable of making the decision due to a disability qualifying student under this policy.

Upon request by a parent or adult student, the district will make available existing information about the curriculum; expected student learning outcomes, instructional materials and assessment techniques. This request must be made in writing to the building principal and specify the specific material requested. This policy can be found in its entirety at www.oxfordasd.org

Summative/ Performance Assessments

All performance assessments such as essays, projects, etc., must be turned in on the due date. If a student turns in a performance assessment late, then the student will receive 20% off from the original starting point of the grade. Students have until the end of the quarter to turn in Performance assessments.
(Teachers- collect any work completed from the performance assessment and grade what the student has completed.)

Tests and quizzes will have no late penalties, but students must complete make up tests/quizzes by the end of the marking period.
(Teachers- students must schedule a time with the student to make up the test/quiz).

Formative Assessments: Students must turn in all formative assessments on the due date for full credit. If a student turns a formative assessment late, then the student will receive 20% off from the original starting point of the grade. Students have until the end of the unit/lesson/test. Once a new unit/lesson begins a student will receive a zero (0) on any assignments not turned in for the previous unit/lesson.
(Teachers- students must be clear as to the end of the unit/lesson due date)

Homework: If a student does not complete homework on the date due, then the student will receive a zero, unless a student is absent from school.

Penn's Grove Late Work

Students must email or Team message the teacher to indicate they have handed in a late assignment. Teachers will put a zero (0) in the grade book once an assignment is late to trigger a response from the student.

**Individual Education Plans, 504 Plans, and English Language Learner accommodations supersede the above grading procedures. **Students and teachers should work together to ensure that quizzes and tests are completed in a timely manner.*

Student Academic Progress

Student grades, assignments and other information are available through PARENT PORTAL online. Information regarding access to PARENT PORTAL is posted on the Penn's Grove website.

Final grades in all subject areas are calculated by averaging the percentages of each marking period. Any average below 65 is considered "failing" (F). The numerical average is maintained in the teacher's grade book/ PowerSchool (e.g. cumulative average).

If a student's final grades are failures for two or more core subjects, then the student will be retained. Teachers will also contact parents regarding student progress when they feel a significant change in student performance (positive or negative) has occurred. Parents are encouraged to contact their child's teacher(s) when they are concerned with their child's progress in a course.

Incomplete grades (I) need to be made up within two weeks into the new marking period. Incomplete assignments will automatically become an "F" after the two weeks. The only exception to this rule is if special arrangements were made with the teacher/guidance counselor.

If a student is absent for an illness or vacation, work should be requested ahead of time (if possible). The student is responsible for picking up any make-up work in the office. In the event of an illness, the student will receive one day to make up work for each day of absence. Students who take a vacation are expected to complete the required form for administrative approval. The form for such absences must be obtained in the main office. For students on vacation, work must be completed at the discretion of the teacher. Special arrangements can be made to make up labs, quizzes, and tests.

If a student is suspended from school, he or she will have the same amount of time to make up assignments as he or she was suspended or the grade will become a failure for those assignments. The student is responsible for picking

up any make-up work in the office. Arrangements should be made with the teacher to make-up any tests upon the student's return to school.

Grade Point Average

Grade point average (G.P.A.) is cumulative and is computed at the end of each marking period. Grade point averages are calculated on a weighted 4.0 scale according to the following table:

Letter Grade:	Numeric Range:	Middle School Course	Advanced Middle School Course: Geometry, Algebra I, Spanish I. Gifted Seminar
A+	100	4.5	4.75
A+	99	4.5	4.75
A+	98	4.5	4.75
A+	97	4.5	4.75
A	96	4.0	4.35
A	95	4.0	4.35
A	94	4.0	4.35
A	93	4.0	4.35
A-	92	3.7	3.95
A-	91	3.7	3.95
A-	90	3.7	3.95
B+	89	3.4	3.65
B+	88	3.4	3.65
B+	87	3.4	3.65
B	86	3.0	3.35
B	85	3.0	3.35
B	84	3.0	3.35
B	83	3.0	3.35
B-	82	2.7	2.95
B-	81	2.7	2.95
B-	80	2.7	2.95
C+	79	2.4	2.65
C+	78	2.4	2.65
C+	77	2.4	2.65
C	76	2.0	2.35
C	75	2.0	2.35
C	74	2.0	2.35

C	73	2.0	2.35
C-	72	1.7	1.95
C-	71	1.7	1.95
C-	70	1.7	1.95
D+	69	1.4	1.65
D+	68	1.4	1.65
D+	67	1.4	1.65
D	66	1.0	1.35
D	65	1.0	1.35
F	0-64	0	0

Grade Point Average is calculated using the following steps:

1. Each grade is assigned to a numeric value according to the table on the previous page.
2. Multiply the GPA value for each course by the credit value of that course to obtain the quality points.
3. Total the credit value for all the courses and total the quality points for all the courses.
4. Divide the total quality points by the total credits to arrive at the grade point average. Power School calculates GPA automatically at the conclusion of each marking period.

Honor Roll

Honor roll recognizes outstanding academic performance. Students will be recognized for their achievement at the end of each semester as follows:

Placement on the honor roll is based on the marking period grade point average, according to the table above

Distinguished Honor Roll	A in every subject
Honor Roll	No grades below B

Retention

Teachers will contact parents/guardians via email, a phone call, and a conference by the end of the third marking period to ensure that parents/guardians and student are aware of the student's potential of failing a core class. Then, the Guidance Office will send a written notification warning parents/guardians of possible retention after the third marking period. All final written notices will be mailed after report cards have been finalized.

Prior to consideration of student retention, a team meeting will occur including teachers, principal, assistant principal and any/all remedial/guidance personnel to determine recommendations for promotion/retention. This determination will be made based on the following factors: individual student's needs, evaluation of student competencies in all academic areas as well as the child's maturity level. Recommendation for a psychological evaluation may be made if deemed appropriate by the team.

Any student who has failed two core subjects for the year (Language Arts, Mathematics, Social Science and Science) cannot be promoted to the next grade. Elective subjects (Art, Music, Health and Wellness, World Language, Spanish, Engineering, Family Consumer Science, Personal Computer Applications) will be factored into the decisions for promotion and retention. If a student has a total of 20 or more absences, a committee of teachers, administrators, and guidance counselors will meet to determine if the student will be required to attend and pass summer school (if available) to be promoted to the next grade. Former retentions and Individual Educational Plans (IEP) are also factors to consider in compliance with district policy.

Any student who has failed **one** core subject (Language Arts, Mathematics, Science or Social Studies), will be required to attend and pass an accredited on-line middle school credit recovery course in the summer to be promoted. Parents are financially responsible for Summer School tuition.

ADDITIONAL REQUIREMENTS:

1. Those students who qualified for Algebra I in 7th and/or 8th grade are required to take the end-of-year Algebra I Keystone Exam.
2. Per Act 158 of 2018, beginning with the graduating Class of 2022, students must demonstrate proficiency in Algebra 1, Literature, and Biology as measured by Keystone Exams or a State approved alternative pathway.
3. Students that pass the Algebra I Keystone Exam at a Proficient or Advanced level satisfy Pennsylvania's graduation requirement for those students entering the Oxford Area High School.
4. Students that do not pass the Algebra I Keystone Exam at a Proficient or Advanced level will be assigned an Algebra I remediation course which may affect the students' scheduling at the middle school and/or high school.

Course of Study

Penn's Grove School students will take the following in grades 7 and 8: Language Arts, Math, Science and Social Studies, and MTSS. The Unified Arts offered are Project Lead the Way (Engineering), Engineering II, Intervention, Art, Family and Consumer Science, Music, Health and Wellness, Personal Computer Applications I and II, Library Science, World Language, and Spanish. Availability of these classes are dependent on several factors including grade level, language assessment and enrollment numbers.

Teaming

Penn's Grove grade level teams are based on the concept of a small learning community. The 7th and 8th grades are organized around interdisciplinary teams of Language Arts, Math, Science, and Social Studies. Students are connected to a select team of caring and competent staff with a commitment to providing students with academic and social supports that will facilitate a successful transition to the next grade. Teachers utilize instructional strategies that are research-driven and match the needs of our students. Teaching and learning techniques and strategies reflect best practices. The curriculum is rigorously addressed. Teachers work in a collaborative environment and are committed to the success of the students they share.

Physical Education and Health (Wellness)

All students must participate in physical education class. All students are expected to be prepared for physical education. Students may come to school prepared for physical education class with the appropriate athletic attire. **Students who are not appropriately dressed may receive a failing grade.** Students who are excused from physical education due to health concerns must bring a note from the doctor to the health room. Modified or limited physical education is required of all students who do not have a doctor's excuse for non-participation. The school nurse or a member of the school administration may excuse students from physical education; otherwise, a doctor's note will be required. A note signed by a parent will excuse a student from the class for one day. Should the illness or injury be serious enough to require a lengthier excuse, a doctor's note is required. If there are any questions or concerns regarding physical education excuses, please contact the school nurse at (610) 932-6617 between the hours of 7:30 a.m. and 3:00 p.m.

Physical Education Regulations

The requirement of clothing for physical education is athletic clothing: shorts or sweatpants, and a t-shirt or sweatshirt. Sneakers must be worn with laces tied. **No jeans or street clothes.** Students who are unprepared for class will be given an alternative writing assignment and this will affect their grade. All jewelry must be removed when it is a

safety hazard. Students are required to actively and safely participate in all physical education classes while following the explicit instructions of the teacher(s).

Students are allowed to use a locker and their own personal lock for their use in the locker room. Physical Education teacher must receive a copy of the key or combination. The only time their locker should be unlocked is when they are changing clothes. Students are responsible for their valuables. All valuables should be locked in the gym locker during physical education classes. The school is not responsible for lost or stolen items. Lockers are the property of the district and subject to search.

High School Course Selection (Eighth Grade)

Penn's Grove Counselors and Oxford Area High School Counselors will work together to assist eighth grade students in selecting their classes for high school. Classes will be selected at a scheduled time during the spring semester. Oxford Area High School academic levels will be determined by several factors including grades, standardized test scores and teacher recommendation. Counselors work closely with students to determine appropriate placements and ensure that graduation requirements will be met. Both parents and students are encouraged to contact the Guidance Department to review academic records and discuss course selection.

Special Education

The Oxford Area School District offers a wide variety of programs for students who require special services. Our district meets the special needs of eligible children and studentsth with disabilities through a comprehensive multi-disciplinary evaluation, specially designed instruction, and related services. These programs and services are instrumental in helping children and studentsth with disabilities develop, learn, and succeed in school and other settings. Our programs and services are provided through the school system. Any questions regarding special education should be directed to the school administrators or guidance counselor.

Guidance

School counselors can help students with a variety of concerns. What a student says to their counselor is confidential unless a student reveals information harmful to themselves or others. Students should feel free to come to the guidance office with a pass from their teacher. Parents wishing to see a school counselor should contact the guidance secretary to schedule an appointment (610-932-6623).

Student Assistance Program

The Student Assistance Program (SAP) consists of faculty and staff trained to identify issues that may pose a barrier to a student's academic success. Concerns related to health, attendance, mental health, academics, and substance abuse are addressed in a confidential manner. A student may go to any team member for help with concerns about him/herself, a family member, or a friend.

Penn's Grove PRIDE

Power comes from **R**espect, **I**ntegrity, **D**ependability, and **E**mpathy.

The Penn's Grove School staff are committed to improving our school climate. We are implementing School-Wide Positive Behavior (SWPBS) support practices. The staff and students will be celebrating positive behavior. Students will be formally acknowledged for demonstrating Penn's Grove PRIDE through the Principal's 200 Club. Earning a "Stinger" allows students the opportunity at winning the Mystery Motivator by drawing a number from 1 to 200. A magnet will be placed at the number picked. Once there are 10 magnets in a row, those 10 students win the Mystery Motivator. At Penn's Grove School all students are expected to follow the principles of PRIDE which means showing respect, integrity, dependability and empathy in the classroom, hallway, cafeteria, locker room, bus, and special events.

HEALTH SERVICES

Health room staff will be comprised of a registered nurse and a health room assistant. All students must have a current Emergency Form/Health Update signed by a parent or guardian on file in the health room. This form is required to be treated by the nurse or assistant, except in the case of an emergency. Please reference OASD Policy 5600 at: www.oxfordasd.org and select School Board>Policies. All forms are available at www.oxfordasd.org and select Penn's Grove School > Departments> Health Office.

Medications

No student may carry or give medications to another student. Violators are subject to OASD Policy 5430. Exceptions are made for emergency medication which requires the completion of the Self-Carry/Administration form and building administrator permission. Prescription and non-prescription medications require a written request from parent/guardian **and** health care provider. Additional information is in OASD Policy 5610 at: www.oxfordasd.org and select School Board>Policies. All forms are available on the middle school web site, Health Room link.

Immunization

All students attending OASD must adhere to immunization regulations established by the PA Department of Health. A student may be declined entrance into school until proof of immunization is presented. New students may be allowed to enroll on a provisional basis if they have at least one dosage of each required immunization. Requests for religious or medical exemption must be presented to the school nurse in writing.

Health Screenings

The Pennsylvania Public School Code requires certain school health services for all children of school age, regardless of the school setting.

Height, Weight, and BMI

28 PA Code, Chapter 23.7 – School Health Regulations of the Pennsylvania Department of Health implement the Public School Code. These regulations require **annual** height and weight measurements and that effort be made to determine the growth pattern of each child.

Vision Screening

28 PA Code, Chapter 23.4 – Vision screening tests shall be conducted **annually** by a nurse, teacher, or medical technician.

Hearing Screening

28 PA Code, Chapter 23.5(d) – Each year, pupils in kindergarten, special ungraded classes, and grades one, two, three, seven, and eleven shall be given a hearing screening test.

Requests for exemption must be presented to the school nurse in writing every year.

STUDENT ACTIVITIES

Assembly Opt-Out

Parents may opt students out of school assemblies by sending a request to the building principal via email. Assemblies will be posted on school calendar and notification will be sent out through Blackboard School Messenger.

Absences and Student Activities

Students must be in school on the day of an activity or they will not be able to attend. Examples include but are not limited to: dances, band concerts, plays, talent shows, sporting events, and extra-curricular activities. Students must attend school on the Friday before the event if the event is held on a weekend (example: school dance). Students must attend a minimum of 1/2 day of attendance, to be counted present on that day. It is expected that students will be in attendance on the next school day to follow the activity or sporting event.

After school activities are an extension of the regular school day. School rules apply at these activities. Students must have prior permission to stay after school on that day. Detentions may not be postponed due to extra-curricular activities without the prior approval of an administrator or person assigning the detention.

All Penn's Grove students that participate in student activities should receive a contract at the start of the activity. The contract details student and teacher/coach/director's responsibilities and expectations. Students participating in extracurricular activities are subject to the rules and regulations in effect during normal school hours. **All policies regarding conduct and behavior will be strictly enforced during and after school.**

Dances and School Functions

The Student Council sponsors dances throughout year for the students at Penn's Grove School. Students attending dances and school functions are subject to the rules and regulations in effect during normal school hours. All policies regarding conduct and behavior will be strictly enforced. Attendance at these dances is limited to Penn's Grove School students. **Penn's Grove students may not attend high school dances. High school students may not attend Penn's Grove sponsored dances. Only Penn's Grove students are permitted to attend school dances.** No one will be permitted to enter school dances more than 15 minutes after the start of the dance unless accompanied by a parent. No one will be permitted to leave before the end of the dance unless with a parent. Adult chaperones may deny admittance or request the removal of anyone not in compliance with established policies. Persons leaving the dance will not be allowed to return or remain on school property. Students will dress in accordance with the requirements determined by the sponsor and the school's dress code. Students not in attendance at the dance are not to be on school property. Students on school probation during the time of the dance may not attend. Tickets will be sold in advance and will not be available at the door. All students must have a contract signed by the student and guardian with them when they purchase the tickets. Ticket money will not be refunded if a student is not able to attend due to a disciplinary consequence. **A student not picked up within fifteen minutes of the conclusion of the dance may lose future dance attendance privileges.**

Student Council

Student Council is an organization whose main purpose is to be of service to the students and to the school. Student Council is an elected body of students representing each team. Each year the council raises money through various activities. The council either donates money to the school or purchases supplies/equipment for the school. The Council sponsors fundraising coordinates various pupil activities and plans the school dances. This is a group through which a student works for the improvement of the school and community.

Penn's Grove Concert Band

Penn's Grove Concert Band is a full year class for seventh and eighth graders which meets three days a cycle in place of Universal Arts classes. Membership is extended to any student who has come from a school band program. Lessons for band are part of a pull-out program and are offered in small group settings during the school day. Twice a year the students perform as a marching band in the Halloween and Memorial Day parades. All band students perform in a Winter Concert in December and a Fine Arts Evening Concert in May. The Penn's Grove Band also participates in a Music Festival field trip in May. Students are expected to have their own instrument. The larger expensive instruments (tuba, baritone saxophone, etc.) are owned by the school district and are available for student use on a loan basis. If a loaned instrument is lost or damaged, the student will be responsible for the cost of repair or replacement.

Jazz Band

This group is an audition-only ensemble and is open to wind, percussion and string instruments found in the jazz band setting. Auditions will be held in the fall and the activity continues throughout the school year. The Penn's Grove Jazz Band performs at the Winter Concert, the Fine Arts Evening Concert and participates in a Music Festival field trip in May.

Penn's Grove Chorus

Penn's Grove Chorus is a full year class for seventh and eighth graders which three days a cycle in place of Universal Arts classes. Membership is extended to any student that is willing to learn and sing the music during all rehearsals and performances. All chorus students perform in a Winter Concert in December and the Fine Arts Evening Concert in May. The Penn's Grove Chorus also participates in a Music Festival field trip in May. Students use school owned music and must return that music in good condition at the end of each semester. Students who do not return music in good condition will be responsible for replacement costs. Students are graded on attendance, behavior, participation and performance exams.

Choral Ensemble

Choral Ensemble is an auditioned ensemble that learns and performs more advanced repertoire. Chorus students are eligible to audition if they can attend all rehearsals, are in good standing with their grades, and consistently demonstrate good behavior. Choral Ensemble before school. Auditions will be held in the beginning of the school year. The Penn's Grove Choral Ensemble performs with the chorus at the Winter Concert, the Fine Arts Evening, and participates in the Music Festival field trip.

Memory Book

The Memory Book is a hardbound "mini-yearbook" published once a year. Students can join Memory Book Club and work with a teacher to photograph and lay out this publication. Memory Books are sold early in the year and distributed at the end of the year.

WPGS News Station

Each morning, the Penn's Grove School broadcasts a morning news program by way of its state-of-the-art news studio. Students can interview for roles within the news studio such as camera operator, news anchor and script writer.

School Club

At various times throughout the school year the students at the middle school may participate in clubs available. Students are selected through a selection process based on grades, behavior, motivation, and interest. This is a volunteer activity that will be built into the school day and supervised by a school district volunteer.

Students wishing to form a new club or organization should submit a written request through administration. The request should include the name of the organization, the purpose of the organization, potential activities, proposed members, and any other information directly related to the proposed organization. The school administration shall be responsible for reviewing the proposal and recommendation, considering expenses, staffing and space availability.

ATHLETICS

The Penn's Grove School interscholastic program emphasizes participation, fun and safety. All athletes should receive additional details at the start of the season related to the athlete and coach's responsibilities and expectations. The middle school has a commitment to provide interested students with opportunities to explore and grow in all aspects of social behavior and academics. To this end, teams will be established to ensure maximum participation. Cuts may occur if excessive numbers present a safety concern.

An appropriate middle level athletic program helps to build citizenship, responsibility, cooperation, and skills in leadership. By promoting interscholastic athletic programs that foster an environment rich in opportunity, these goals can be reached, and a pattern encouraging life-long fitness can be established. It is extremely important for the coaches to maintain a positive climate while providing appropriate adult leadership and support to student/athletes. Coaches should take pride in providing an enjoyable, vigorous, safe athletic program.

A **participation fee** of **$75** is required prior to the first competition to participate. No refunds will be given after the first competition.

Athletic Eligibility

In compliance with Article IX of the PIAA bylaws, students must carry a minimum of four credits in order to participate in our interscholastic sports program. Students who earn two failing grades during the week will be ineligible to participate in such contests the following week. Any student earning two failing grades at the end of a grading period or as final grades at the end of the school year will be ineligible to participate for 15 school days following the issuance of the report card. Attendance also affects a student's eligibility. Any student who is absent from school for more than 20 school days a semester must be in attendance for 60 days following the 20th day of absence before he/she may participate in interscholastic contests. Individual coaches will establish rules concerning practice during the period of ineligibility and conditions upon which an athlete may or may not return after the period of ineligibility. Students must have a minimum of a half day of attendance for daily participation eligibility.

A student not picked up within fifteen minutes of the conclusion of a sporting activity or event may jeopardize eligibility.

Sports Physicals

Students may not practice or participate in any scrimmages or contests until they have on file with the school a complete physical as described below. The Pennsylvania Interscholastic Athletic Association (PIAA) requires one (1) complete physical examination performed by a doctor, nurse practitioner, or physician's assistant before his/her sports season's first day of practice.

Physical forms must be completed online: Oxford Area School District>Penn's Grove School>Athletics> PIAA Physical Form and Information.

Physical exams for fall sports shall be done AFTER June 1st. Specific rules and information are available at www.piaa.org. It is the STUDENT'S responsibility to have the completed physical and submit the paperwork signed

by a parent and returned to the Penn's Grove Athletic Director PRIOR to the date of participation. A student may receive a re-certification physical by the school district in order to give him/her the opportunity to participate in more than one sport season without having the full cost of multiple physicals.

Regulations for Spectator Decorum

1. PIAA rules prohibit the use of banners and noisemakers.
2. CHESMONT and OAHS passes will not be honored after the doors have been closed due to a sell-out.
3. Ticket sales stop immediately after half time of the varsity game.
4. Anyone leaving the building may not return.
5. Food may be purchased at half time and between games only.
6. The purchase of a ticket is not a license to act disrespectfully to players, officials or other spectators. Violators may be dismissed from the area of competition for the contest during which the violation occurs and for future activities.

Away games/school functions

Students attending school-sponsored activities where transportation is provided are required to use school-provided transportation to and from the activity. A note from a parent a day prior to the game is required. Special circumstances will be considered prior to an activity on an individual basis.
Alternate transportation forms can be found at: Oxford Area School District>Penn's Grove School>Athletics> Alternate Transportation Request.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 provides parents or students who have reached the age of 18 the right to inspect personally identifiable information about a student obtained by the school district; challenge information in the record which a parent considers inappropriate or inaccurate or misleading or which violates the privacy or other rights of the student; precludes the release of records absent written consent of the parents with certain exceptions concerning directory information which is noted below; to file with the U.S. Department of Education a complaint under Section 34 CFR Section 99.64 concerning alleged failures by the institution to comply with the requirements of the Act. The school district's policy concerning parents' and students' rights under this law is available at the Administration Building, 125 Bell Tower Lane, Oxford, PA 19363.

In addition to the above rights, FERPA provides that the school district may release certain information without the parent's written consent, unless a parent gives written notification to the school district not to release such information. The Oxford Area School District Board of Directors has determined that the following information is directory information:

> **Name; school clubs and activities; sports; weight and height of athletic team members; graduation date; awards received.**

For example, a newspaper could seek the above-listed directory information on all students. Those students whose parents have issued a written objection to the release of directory information would not have the information above released. Those students whose parents have <u>not</u> signed such a written objection would have information listed above released to the public. Accordingly, if parents do not wish their child's directory information released as a part of the school district's public record, the parents must contact the building principal and give written notice of their objection to the release of directory information about their child. Post-secondary institutions and military recruiters shall have

access to secondary students' names, addresses and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent.

Publishing Student Images and Work Samples
Oxford Area School District students are sometimes recognized throughout the school year for various academic, athletic, music, school related activities, co-curricular, and extracurricular accomplishments. The Oxford Area School District acknowledges student achievements by sharing the news with the community by way of press releases in student newsletters, local newspapers, radio/television stations, and on the School's website. The permission form for use of individual's pictures, voice, work, video and/or full name to be published on the Oxford Area School District and/or an individual school's website to promote activities and showcase student achievement is in students first day packed, or can be found on the district website. To this end, the School District will not release any information without prior written consent from students. The form must be completed and returned to indicate if students child's picture, voice, work, video and/or full name may be used on the District webpage and social media accounts. This permission will be in effect until consent is withdrawn. Students may withdraw students consent at any time by sending a written letter, along with a new form, to the Oxford Area School District.

ATTENDANCE

POLICY 5150 Excuse for Absences

A. It shall be the duty of each school principal to vigorously enforce and strictly interpret the compulsory attendance laws as stated in the Pennsylvania School Code.

B. Every day of student absence shall be explained by a written note from the student's parent or guardian. Principals have the authority to require a written excuse from a physician in such cases as they deem necessary.

C. Failure to produce the required excuse within three (3) school days from the student's return to school may cause an absence to be considered "unlawful."

D. If a student is denied school furnished transportation for disciplinary reasons, the compulsory attendance laws still apply and students who are absent because transportation is not furnished shall be considered unlawfully absent.

E. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or the place where the student is receiving approved tutorial instruction or health care, or at a place where the student is engaged in an approved and properly supervised work-student or career education program or at home when the student is receiving approved homebound instruction.

F. Tardy shall be defined as not being present for less than one–third (1/3) of the instructional time. Absent shall be defined as not being present for more than one-third (1/3) of the instructional time.

G. Students in their senior year who are in good standing academically, have excellent attendance, and have no discipline referrals may be granted permission to arrive late or leave early from school. This would only apply if they have a first or last period study hall.

H. The Superintendent or designee shall develop procedure for the implementation of this policy. These procedures shall be made part of the building handbooks.

Guidelines
Students are expected to be in school unless excused for a lawful absence. After absences, it is the student's responsibility to complete all missed work. Students who will be absent should get their assignments from their classes TEAMS pages or email their teachers.

Students must have a minimum of a half day of attendance for participation eligibility. Failure to comply may result in suspension from future activities.

Steps to follow upon a return from an absence or when arriving tardy:

- The student must give written excuses that have been signed by a parent or legal guardian, stating the date, the number of days absent, reason for absence, and a phone number to verify the note to their homeroom teacher. **After 10 days of absence or tardy to school, a doctor's note is required to excuse the occurrence.**
- If a student returns to school after homeroom, he/she should report to the Main Office in order to present his/her excuse.
- Students who fail to bring an excused note within three days will be considered unexcused for the day of absence.

All excused (lawful) absences from school for temporary periods can be classified under the following reasons:

- Bona fide religious holiday
- Tutorial work in a field not offered in the district's curricula
- To obtain non-school professional health care
- Illness or other urgent reasons, such as funerals, impassable roads, quarantine. The term, "urgent reason" shall be strictly construed and shall not permit irregular attendance.
- Educational activity (See also policy 5160)
- Graduation preparations of not more than three days.
- Work Study Programs
- Students receiving homebound instruction are counted as present.

IMPORTANT NOTE: A maximum of ten days of cumulative lawful absences, verified by parental notification, may be permitted during a school year (as specified in Pennsylvania School BEC 24 P.S. 13-1327). All absences and tardiness beyond ten cumulative days require an excuse note from a physician.

Unlawful Absences
Parents will receive notices of unlawful absences in the mail. A parent conference can be requested after the issuance of a second unlawful absence when a School Attendance Improvement Plan (SAIP) will be developed. Parents of students accumulating six unlawful absences will be prosecuted as provided in the School Code of Pennsylvania.

If a student fails to attend school and his/her absence is determined to be unexcused (unlawful), the following procedure will be followed:

Compulsory School Age - Students below 18 years of age:

- After one day of unlawful absence or its equivalent, parent will be notified in the form of a letter, email, and/or phone notification of the absence.

- After a second day of unlawful absence or its equivalent, parent will be notified in the form of a letter, email, and/or phone notification of the absence.
- After a third day of unlawful absence or its equivalent, the parent or guardian of a child will be notified within ten (10) school days of the child's third unexcused absence that the child has been "truant".
- If the child continues to be truant and incurs additional absences after this notice has been issued, the school will offer the student and parent a school attendance improvement conference where a school attendance improvement plan (SAIP) will be created.
- After 6 or more unexcused absences, a child is "habitually truant". The school will refer the child to an attendance improvement program and/or may file a citation against the student or the parent in magistrate court.

Noncompulsory School Age Students—students 18 years of age or older:

- After one day of unlawful absence, parent will be notified in the form of a letter, email, and/or phone notification.
- After a second day of unlawful absence, parent will be notified in the form of a letter, email, and/or phone notification.
- After a third day, a parent conference will be requested. Unexcused absence beyond three days may be considered reason for withdrawal from school.
- Further attendance in school will require a decision from the principal and may require approval of the Superintendent and/or the Board of School Directors. Students shall be permitted to make up work missed when absent from school if the absence is excused. It is the responsibility of the student to see that missed work is made up.

20/35 Day Rule Procedures

When a student reaches twenty (20) days absent in a semester course or thirty-five (35) days absent in a full-year course, a letter will be generated, and parents will be notified. Any time a student misses a class; it counts as an absence toward the 20/35-day total. If a student is not in a class, the teacher should count the student absent. Each teacher must keep daily class attendance. Parents should monitor attendance using the Parent Portal system and contact the attendance secretary if there are questions. This system has several checks and balances, which will ensure that all students are receiving letters in a timely manner.

There is an appeal process available to parents and students. The administration, in coordination with the teacher, will review individual cases to determine if there are circumstances that merit waivers to be extended. All teachers must follow this procedure and allow the appeal process to be the student's or the parent's remedy for cases that are worthy. If the teacher feels that the student should not fail, the teacher has the opportunity to influence the principal's decision.

Early Dismissal

- Students requiring early dismissal from school must present a note to the attendance secretary that is signed by a parent or legal guardian and indicates the date and time to be dismissed, a phone number to verify the note, and the reason for the early dismissal.
- Students will receive an early dismissal slip from the attendance secretary to show teachers to be dismissed from class.
- Students must be signed out in the main office by a parent or guardian.
- ***Parents/guardians must show photo identification and physically come into the building to sign students out for an early dismissal.***
- If returning to school before the end of the day, the student must "sign in" in the main office.

- The administration reserves the right to check the legitimacy of early dismissal notes or to deny early dismissal for reasons not considered consistent with general district guidelines on attendance and absence from school.
- Students may be required to submit a doctor's/dentist's note upon returning from those appointments.

Late to School

- Students not in their homeroom by 7:30 a.m. will be considered tardy to school.
- Students will report directly to homeroom when arriving to school between 7:20 a.m. to 7:30 a.m.
- Students will report to the main office when arriving after homeroom.
- Accommodations will be made for students arriving on late buses.
- **Students reporting to school after 9:50 a.m. will have their daily attendance marked as a full day absence.**
- **Examples of Excused Lateness:** Illness, medical or dental appointment, death of family member or friend of the family, counseling and/or court appointments.
- **Examples of Unexcused Lateness:** Missed the bus, overslept, car trouble, ride came late, etc.

Late to Class

- Tardiness is a disruption to the educational process.
- Teachers are to be aware of students arriving late to class and determine the reason for tardiness.
- If the teacher determines that the tardiness is unexcused, they will follow the responses described in the Code of Conduct under Level I – Lateness to Class.
- If a student is unexcused tardy to class for more than 1/3 instructional time, the student will be marked with an unexcused absence from the class, which should be referred to the administration for truancy.

Leaving School Grounds

Once on school property, a student may not leave without parental and administrative approval. Parental requests shall be written, unless approved by an administrator. No student may leave the campus during the hours between his/her arrival and his/her approved departure time except by administrative approval.

Make-up Work

- Students are allowed to make up any work missed due to any absence.
- Students should contact their teachers to get missed assignments.
- Students will have the same amount of time as they were absent to submit missed work**.**
- In instances where a student is absent for a long-term illness, a doctor's note is required. In such cases students may be eligible for homebound instruction. Parents or guardians should check with the guidance office for information about homebound instruction.

Vacation/Trips

Students planning to miss school due to a vacation or trip must obtain prior administrative approval. A form for such absences must be obtained in the main office. The completed form must be returned to the office 5 school days prior to the absence.

The student must carry the approved form to his/her teachers to request assignments. The student must make proper prior arrangements to avoid unexcused absences.

When parents / students put in a request for an extended absence, ten days or longer, school administration will send the request to the superintendent's office. The superintendent's office will determine whether or not the student will remain on the rolls. If a student remains on the school rolls, he or she will be responsible to make up designated work and assessments in the same amount of days but not to exceed ten school days. A student who is not granted permission

to stay on the rolls and absent more than 10 consecutive days may be withdrawn from school by a parent/guardian in the guidance office. The student may enroll upon return.

School Trips
Students attending school-sponsored activities where transportation is provided are required to use school-provided transportation to and from the activity. Special circumstances will be considered prior to activity on an individual basis.

Policy 5160 - EXCUSED ABSENCES
It shall be the policy of the Oxford Area School District that principals may honor the advance written request from a parent or guardian to have their child participate in an activity of an educational nature during school hours. Students given permission to participate will be considered as having an excused absence.
Approval of such absences for education purposes shall be guided by the following:

A. A sum total of five (5) days during any given school year will be allowed for a family educational trip (s), with pre-approval from the building principal.
B. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom. Failure to provide an explanation of the educational value of the trip will result in the request being denied.
C. Written requests for such absences must be submitted one week in advance of the requested days of absence.
D. All assignments and work missed must be made up at the discretion of the teacher. The student is responsible for securing the assignments and work to be made up from the teacher.

Homelessness
Homeless Students (McKinney-Vento Act)

The federal McKinney-Vento Homeless Assistance Act guarantees school enrollment for anyone who, due to a lack of housing, does not have a fixed, regular, and adequate nighttime residence.

Who is considered homeless?

Title IX, Part A of the Every Student Succeeds Act (P.L. 114-95) defines homelessness as living in the following places due to lack of a fixed, regular, and adequate nighttime residence:
● In an emergency or transitional shelter
● In a motel, hotel, or campground
● In a car, park, public place, bus or train station, or abandoned building
● Doubled up with relatives or friends due to loss of housing, economic hardship, or similar reason
● In a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
● In the above conditions and is a migratory child or youth

<u>What services are families eligible under McKinney-Vento able to receive?</u>

1. Transportation
2. Free breakfast and lunch
3. Backpack Program
4. School supplies

5. Expedited evaluations for support services
6. Referrals for medical, dental, and other health services
7. Counseling
8. Referrals to other programming through E-SAP and SAP
9. Assistance with school attendance
10. Before, After School, and summer programming and childcare
11. Enrollment

- **If students are in one of the above-mentioned situations, please contact students' school counselor and/or the homeless liaison immediately for assistance.**

Use of Transportation Network Companies/Ridesharing
Parents/guardians should be aware that many rideshare companies, such as Uber or Lyft, have policies that prohibit transporting unaccompanied minors. The district does not recommend that families use these services for students, and the district does not take responsibility for arranging such ridesharing services for the students. Use of ridesharing services by unaccompanied OASD students is a violation of district policy, unless specifically authorized by the parents/guardians.

CODE OF CONDUCT

Introduction

School rules come from many sources, including State Law, Board of Education Policy, and District Guidelines and Regulations. The aim of this chapter is to provide personnel, parents, students, and other members of the community with a clear understanding of violations of those rules and the resulting disciplinary actions. The following pages list, categorize and define certain violations that disrupt the school environment and the instructional process, and specify disciplinary actions that may be taken by the school administrator. A major consideration of the Student Code of Conduct is to identify appropriate disciplinary actions to bring about positive student behavior. The severity and frequency of misbehavior are considered in defining appropriate disciplinary action. While administrative personnel bear the major responsibility for effectively carrying out the discipline policies, the entire staff plays a vital role in resolving problems influencing student behavior. The principal or designee shall conduct such an investigation as is reasonable under the circumstances to confirm that the charged offense has, in fact, been committed.

When is the Code in Force?

The code is in force:

- On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.
- While students are on the school bus for any purpose.
- At all school-sponsored events and other activities where school administrators or other school personnel have jurisdiction over students.

That portion of the Code that protects school buildings and grounds is always in force. Additionally, the principal is authorized to take administrative action when a student's misconduct has a harmful effect on others while traveling to or from school or during the daily educational process.

EXPECTED STUDENT BEHAVIORS

At Penn's Grove School all students are expected to:

- Engage in learning activities and take schoolwork seriously
- Take responsibility for his/her own behavior
- Be courteous
- Respect the personal, civil, and property rights of others
- Attend school regularly, on time, and prepare to learn
- Complete assignments on time
- Seek alternatives to verbal or physical conflicts
- Speak appropriately
- Dress appropriately
- Exhibit self-control
- Cooperate with others
- Behave ethically

PARENTS' GUIDE TO THE STUDENT CODE OF CONDUCT

Penn's Grove School is committed to ensuring that all students are learning in a safe and nurturing environment. To this end, policies are enforced in a fair and consistent manner. We have developed a Student Code of Conduct to serve as a disciplinary framework and support all behavioral and discipline policies, as well as Chapter 12 and other applicable state laws and policies.

All students are expected to be aware of and abide by this Student Code of Conduct. Parents are asked to read this Student Code of Conduct carefully and discuss the information with their children. It takes all of us—school staff, parents, and students—working together, to create and maintain a safe and nurturing environment that is conducive to learning for all children.

Disciplinary action may be taken for off-campus incidents if the action disrupts educational or administrative activity on the campus.

Loss of credit for assignment or course may be appropriate in addition to any of the consequences below.

Restitution for loss or damage may be requested in addition to any of the consequences below.

Where appropriate, law enforcement officials will be involved.

Response to behaviors: The professional staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

1) The severity of the incident.
2) A student's previous violations and/or consequences for the same or a related offense.
3) If the offense interfered with the responsibility/rights/privileges/property of others.
4) If the offense posed a threat to the health or safety of others.
5) If the student has an Individualized Education Plan or a 504 Plan.
6) The logical relationship between the offense and the consequence.
7) The age-appropriateness of the consequence.
8) Any specific consequences articulated in Board Policy.

LEVEL I:
Behaviors that disrupt the classroom and/or learning environment

Teacher/Staff/ Administrative Response Options:

- Verbal warning
- Student temporarily removed from classroom
- Conference with student and teacher
- Conference with student, teacher, and guidance counselor
- Restricted classroom privileges
- Parent notification (via phone or email)
- Teacher Detention
- Academic penalties (for cheating or plagiarism)
- Restricted access/School Probation
- Classroom clean up
- Administrative Detention

Behavior-Related Offenses:

Academic Integrity Violation – A violation in academic integrity is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. Cheating occurs when students use someone else's words, work, test answers, and/or ideas and claim them as their own. Plagiarism is defined as the unauthorized copying from a book, newspaper, journal, or any other print or non-print source without crediting the source or author and with the intention of deriving an academic benefit or reward.

The consequences of cheating and plagiarizing will vary depending upon the nature of the offense. Possible consequences include failure of the assignment, no credit for the course, Saturday detention, detention, and/or dismissal from extracurricular activities.

Artificial Intelligence - Certain assignments may permit the use of generative artificial intelligence (AI) tools. When AI use is permissible, it will be clearly stated in the assignment prompt. Unless specifically stated the use of generative AI is disallowed. In assignments where generative AI tools are allowed, their use must be appropriately acknowledged and cited by the assignment guidelines. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted. Students may not earn full credit if inaccurate or invalid information is found in students work. Deviations from the guidelines above will be considered academic dishonesty and result in failure of the assignment, no credit for the course, Saturday detention, detention, and/or dismissal from extracurricular activities.

The AI Assessment Scale

1	NO AI	The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding, and skills **You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.**
2	AI PLANNING	AI may be used for pre-task activities such as brainstorming, outlining and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasis the ability to develop and refine these ideas independently. **You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.** *The use of AI must be appropriately acknowledged and cited per the assignment guidelines.*
3	AI COLLABORATION	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify AI suggested outputs, demonstrating their understanding. **You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.** *The use of AI must be appropriately acknowledged and cited per the assignment guidelines.*
4	FULL AI	AI may be used to complete any elements of the task, with students directing AI to achieve the assessment goals. Assessments of this level may also require engagement with AI to achieve goals and solve problems. **You may use AI extensively throughout your work either as you wish, or as specifically directed in your assessment. Focus on directing AI to achieve your goals while demonstrating critical thinking.** *The use of AI must be appropriately acknowledged and cited per the assignment guidelines.*
5	AI EXPLORATION	AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems. Students and educators co-design assessments to explore unique AI applications within the field of study, **You should use AI creatively to solve the task, potentially co-designing new approaches with your instructor.** *The use of AI must be appropriately acknowledged and cited per the assignment guidelines.*

Perkins, Furze, Roe & MacVaugh (2024). The AI Assessment Scale

Dishonesty – Lying, misrepresenting, misleading, or other verbal non-truthful statements made by students to staff members.

Disrespect Toward Adults - Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.

Disruptive Classroom Behavior - Classroom behavior or dress that interferes with the learning of others in any learning environment.

Dress Code Violation - Oxford students are expected to dress tastefully and appropriately for weather conditions. Parent support is important in the effort to maintain a productive academic atmosphere. The following guidelines were developed to assist students, parents, administrators, teachers, and security personnel in determining appropriate student attire. Guidelines apply to all areas of Penn's Grove School during regular school hours, periods of detention, Saturday Detention and school sponsored events. Administrative exceptions to the dress guidelines may be made for special circumstances.

Any clothing and/or words or images on clothing that disrupt the educational environment, including but not limited to, sexism, violence, obscenity, vulgarity, ethnic prejudice, gang affiliation, and/or promote drug/alcohol use, are prohibited.

Top:

- Shirts and blouses must completely cover a person's torso, including the midriff, chest, back.
- Tank tops, tops with spaghetti straps, tube tops, and halter tops are prohibited.
- Tops that are sheer and/or lace will be permitted as long as the outer shirt has sleeves and the chest, midriff, back, and undergarments are covered by a t-shirt, tank top, or camisole worn under the top with sheer and/or lace material.

Bottom:

- Pants, shorts, skirts, skorts, dresses, and/or jumpers must be high enough and long enough so that no portion of posterior or undergarment is revealed.

Footwear:

- Students must wear practical footwear that protects the bottom of the foot and secures to the foot at all times.
- Sandals and clogs are permitted as long as they secure to foot.
- Flip flops, slides, slippers and loosely fitting shoes are prohibited to maintain the safety of all students.

Outerwear:

- Coats and jackets are prohibited to be worn or carried during the school day.
- Hats, hoods, and head coverings are prohibited, except for those associated with religious beliefs or for hair accessories designed to hold hair in place. No bandanas permitted.
- These items must be placed in lockers prior to the start of homeroom and must remain until the end of the last class period.
- Sweatshirts and sweaters are permitted. Hoods are not permitted to cover the head.
- No flags

A student whose attire does not conform to the standards listed may be removed from class attendance until the item of clothing is either replaced or covered or until the school day ends.

Eating or Drinking Outside of the Cafeteria – Only water bottles are permitted. Consuming food or drinks other than water in a classroom, hallway, or other areas is not permitted.

Electronic Devices/ Cell Phones Violation – In accordance with Policy 6340 – Electronic Devices and Policy 6330 – Acceptable Use Policy, personal electronic devices including earbuds and/or district-issues electronic devices may not be used from the start of homeroom to the end of the last class period, unless it serves a direct educational purpose under the supervision of an OASD staff member. The administration may designate limited times and designated locations during the school day for personal use. Students will be subject to the following consequences:

1st offense – Verbal warning by classroom teacher.
2nd and 3rd offense – Teacher detention and parent notification.
4th and all subsequent offenses – Teacher will submit the office referral. Administration will confiscate electronic device or cell phone electronic device until the end of the day. Progressive discipline will apply and may include detention, Saturday School, and/or Suspension. Parent/ Guarding may be required to retrieve electronic devices.

I-PAD preparation / charging: Students who are unprepared for class without their iPad or without a sufficiently charged iPad will be subject to the following consequences:

1st offense – Verbal warning by classroom teacher

2nd and 3rd offenses – Teacher detention and parent notification

4th and subsequent offenses – Continuation of Unmodified Level 1 Behaviors/Infractions

Lateness to Class - A student is late when he/she is not inside the threshold of the classroom door when the bell rings to start a class period.

1st offense – Verbal warning by classroom teacher
2nd and 3rd offenses – Teacher detention and parent notification
4th and subsequent offenses – Continuation of Unmodified Level 1 Behaviors/Infractions

Not Following Directions – Ignoring or not complying with established classroom procedures and/or verbal or written directions of teachers.

Possession of Laser Pointer- Student in possession of laser pointer.

Profanity - Using vulgar or offensive language, cursing, and/or swearing that is spoken aloud or used conversationally with other students.

Public Display of Affection - The physical demonstration of affection for another person while in the view of others including hugging, kissing, and other forms of intimate contact**.**

Uncooperative Behavior - Intentional failure to follow reasonable directions of staff members or participate cooperatively in a school or class activity.

LEVEL II:
Behaviors that disrupt the classroom, school climate, and/or school culture

Teacher and Administrative Response Options:

- Parent notification (via phone, email, or written notice)
- Conference with student, teacher, and administrator
- Conference with student, parent, teacher, and administrator
- Restricted school privileges
- Community service
- Behavior contract
- Administrative detention

Behavior-Related Offenses:

Continuation of Unmodified Level 1 Behaviors/Infractions – Student has been referred for multiple incidents of same Level 1 violations of code of conduct.

Defacement of property – damage or destruction of property that requires no expense for replacement or repair.

Disrespect Toward Adults - Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.

Disrespect Toward Peers – Inappropriate comments and/or physical gestures to another student that could interfere with a student's educational opportunities.

Failure to Serve Teacher Detention - Failure to serve detention or other assigned consequences from Level I.

Lateness to School - A student is late when he/she is not inside the threshold of the classroom door to his/her homeroom when the bell rings to start the homeroom period.
1st and 2nd offenses – Verbal warning
3rd, 4th, and 5th offenses – Continuation of Unmodified Level 1 Behaviors/Infractions
6th and subsequent offenses - Continuation of Unmodified Level 2 Behaviors/Infractions
Incidents of Lateness to School will be calculated on a semester basis.

Out of Bounds – Being in an area of the school without permission of a staff member.

Profanity - Using vulgar or offensive language, cursing, and/or swearing that is directed at another student.

Violation of Bus Procedures – Any action that violates published safety and operational rules while on a school bus or at the bus stop.

Violation of Cafeteria Procedures – Any action that violates the procedures of the cafeteria or causes a disruption during lunch periods.

LEVEL III:
Behaviors that impeded student learning and/or negatively impact the staff, students, and school.

Administrative Response Options:

- Parent notification (written notice PLUS contact via phone or email)
- Conference with student, parent, guidance counselor, and administrator
- Saturday Detention
- Temporary Removal from Class(es)/ In-school Suspension
- Out of School Suspension
- Community service
- Restricted school privileges
- Restricted extra-curricular participation
- Temporary suspension of bus service
- Behavior contract
- Restitution for damages/vandalism

Behavior-Related Offenses:

Continuation of Unmodified Level 2 Behaviors/Infractions – Student has been referred for multiple incidents of same Level 2 violations of code of conduct.

Abusive Language to Another Student – Using vulgar or offensive language, cursing, and/or swearing that is directed at another student.

Acceptable Use Policy Violation (AUP) – Violation of District Policy No. 6330 – District Technology and Technology Services and Policy No. 6340 – Electronic Devices.

Electronic Recording Devices (Photography, Audio Recording, and Video Recording)
The use of electronic recording devices to photograph, audio record, or video record is permitted only when authorized by the building principal, district administration, or a designated staff member for an approved educational purpose as outlined in Policy 6340. Students are prohibited from using electronic recording devices such as Meta glasses, smart glasses, wearable recording devices, cell phones, or any other electronic device to photograph, audio record, or video record others during the instructional day, on school property, in district buildings, or while participating in school-sponsored activities unless prior authorization has been granted. Unauthorized recording or distribution of images, audio, or video may result in disciplinary action in accordance with the Code of Conduct.

Bullying - Shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of, physically, emotionally or mentally harassing a student, damaging, extorting or taking a student's personal property, placing a student in reasonable fear or physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber Bullying - Includes, but is not limited to, the following misuses of technology, harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, employee or volunteer of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are

disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of, physically, emotionally or mentally harassing a student, damaging, extorting or taking a student's personal property, placing a student in reasonable fear or physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cutting Class - Unexcused or unlawful absence from a class or school activity**.**

Defamation - Making, or causing others to make, false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

Disruptive Behavior - Behavior that disturbs the educational atmosphere or orderly operation of the school.

Failure to Serve Administrative Detention - Failure to serve detention or other assigned consequences from Level II.

Forgery - To use, make, or reproduce another's signature for deceptive purposes.

Gambling - Wagering money or property.

Insubordination - Failure or refusing to follow a valid directive from a person in a position of authority.

Instigating a Fight or Physical Aggression – Verbal or physical actions that directly or indirectly cause other students to engage in fighting or acts of physical aggression.

Leaving Class Without Permission – Leaving the classroom without the permission of the classroom teacher, and/or without a signed agenda book, and/or at a non-designated or appropriate time.

Leaving School Grounds Without Permission - Leaving school grounds during regular school hours without written or verbal permission from a parent or someone listed on the emergency procedure card and the school administration.

Obscene Materials – Possession, distribution, or viewing of pornographic or otherwise graphically offensive materials.

Possession of a Lighter – Possession of a lighter, matches, or other devices that have the capability of starting fires or burning other materials.

Parking/Driving Violation – Any violation of the parking and driving regulations outlined previously in this handbook.

Sexual Harassment - Unwelcome conduct of a sexual nature that interferes with another individual's enrollment, employment, or other privilege of the individual's relationship with the school system.

Use of Laser Pointer – Using a laser pointer by activating the beam of light in any school area and directing the beam at any object or person.

Vandalism - Damage, destruction, or defacement (including graffiti) of property belonging to the school or others.

Verbal Altercation – Arguments or the exchange of words by students that disrupts classrooms or other areas.

Violation of Bathroom Procedures- No more than one student per stall at a time, no loitering in the bathroom.

LEVEL IV:
Behaviors that affect the health, safety, and welfare of the staff, students, and school.

Administrative Response Options:

- Parent notification (written notice PLUS contact via phone or email)
- Suspension
- Restricted school privileges, School probation
- Restricted extra-curricular participation
- Restitution for damages/vandalism
- Conference with student, parent, guidance counselor, and administrator
- Notification of law enforcement
- Mandatory SAP referral; recommendation to counseling group
- Notification to Superintendent
- Recommendation for alternative educational placement

Behavior-Related Offenses:

Continuation of Unmodified Level 3 Behaviors/Infractions – student has been referred for multiple incidents of same Level 3 violations of code of conduct.

Abusive Language to Another Student – Using vulgar or offensive language, cursing, and/or swearing that is directed at another student in an aggressive or intimidating manner.

Abusive Language to Towards Staff– Using vulgar or offensive language, cursing, and/or swearing that is directed at a staff member.

Alcohol Violation - Possession or use of any alcoholic substance, including constructive possession and possession with intent to sell, deliver, or distribute. See Drug and Alcohol for more detail.

Bringing Unauthorized Visitors to Campus – Bringing friends or any person to school without permission or circumventing procedures for properly registering visitors in the office.

Causing a False Alarm - Initiating a report warning of fire or other catastrophe without valid cause, or misuse of 911 or other emergency notification systems.

Destruction of Property - Damage, destruction, or defacement (including graffiti) of property belonging to the school or others.

Discrimination - Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits or sexual orientation as a basis for treating another in a negative manner.

Drug Violation - Possession or use of (including constructive possession and possession with the intent to sell, give, or distribute) any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, over-the-counter medicines, look-a-likes, and substances represented as controlled dangerous substances; or drug paraphernalia. See Drug and Alcohol Policy for more detail.

Extortion/Strong-arming/Blackmail - The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat.

Failure to Serve Saturday Detention - Failure to serve Saturday Detention or other assigned consequences from Level III.

Fighting - A hostile confrontation with physical contact involving two or more students. Police may be notified.

Hazing - Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.

Inciting a Riot – Verbal or physical actions that directly or indirectly cause large scale unrest, a chaotic atmosphere, or rioting.

Instigating a Fight – Verbal or physical actions that directly or indirectly cause other students to engage in fighting.

Intimidation/Harassment - Conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability, or is threatening or seriously intimidating.

Indecent Exposure - Exposure to sight of the private parts of the body in a lewd or indecent manner**.**

Misuse of Technology – Intentionally misusing technology or technological credentials for unauthorized purposes, including, but not limited to, actions that attempt to circumvent security measures, add or remove programs to school district equipment, interfere with the delivery of instruction, disruption of the school environment, etc.

Physical Aggression – A single or limited aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity.

Physical Attack on Staff - Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-related activity, including a situation where a staff member is intervening in a fight or other disruptive activity.

Physical Attack on Students or Others - Aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity.

Sexual Activity - Behavior of a sexual nature, including, but not limited to, consensual sexual activity, rape, involuntary deviant intercourse, statutory rape, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, open lewdness, obscene materials, and other sexual offenses.

Sexual Harassment - Unwelcome conduct of a sexual nature that interferes with another individual's enrollment, employment, or other privilege of the individual's relationship with the school system.

Stalking - A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death, or which might cause serious bodily injury or death to a third person.

Tampering with Fire Safety Equipment – Disabling or misusing fire extinguishers, smoke detectors, etc.

Theft - Taking or obtaining the property of another without permission or knowledge of the owner.

Threat to Staff, Physical or Verbal - Expression, conveyed by word or action, of intent to do physical harm to a staff member.

Threat to Students, Physical or Verbal - Expression, conveyed by word or action, of intent to do physical harm to another student or groups of students.

Terroristic Threats - Threatening to commit any crime of violence with the intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience.

Tobacco Violation – Possession or use of any tobacco products, electronic cigarettes or products related to electronic cigarettes. Vaping devices will not be returned to students or parents/guardians. These devices will be destroyed.

Trespassing Violation - Unauthorized presence on school property including while on a restrictive access, suspension, or expulsion. Entrance onto school property by an individual who is not identified as an authorized user of the property, and who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave.

Weapons Violation - Possession of an object or implement capable of causing harm or used to cause harm to another. This includes all guns, knives, and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon. This includes the possession or use of fireworks and explosives, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.
Weapons are prohibited on school property, school buses, locked/unlocked vehicles on school property, and at school-related activities.

Willful Disturbance - Willful behavior that prevents the orderly conduct of activities, administration, or classes at a school. Molestation or threatening with bodily harm any student, employee, or other individual lawfully on school property, on a school bus, or at a school-related activity off of school property. Threatening with bodily harm any student or employee at home by any means if the threat arises out of the scope of the school or the employee's place of work.

LEVEL V:
Behaviors that substantially and materially jeopardize the health, safety, and welfare of the staff, students and school.

Administrative Response Requirements:

- 10 day suspension
- Notification to law enforcement
- Notification to Superintendent
- Parent notification (written notice PLUS phone call)
- Mandatory SAP referral; recommendation to counseling group
- Recommendation for expulsion

Behavior-Related Offenses:

Continuation of Unmodified Level 4 Behaviors/Infractions – student has been referred for multiple incidents of same Level 4 violations of code of conduct.

Alcohol Violation - Possession or use of any alcoholic substance, including constructive possession and possession with intent to sell, deliver, or distribute. See Drug and Alcohol Policy for more detail.

Arson/Fire Violation - Attempting to, aiding in, or setting fire to a school building or other school property.

Causing a False Alarm - Initiating a report warning of fire or other catastrophe without valid cause, or misuse of 911 or other emergency notification systems.

Drug Violation - Possession or use of (including constructive possession and possession with the intent to sell, give, or distribute) any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, over-the-counter medicines, look-a-likes, and substances represented as controlled dangerous substances; or drug paraphernalia. See Drug and Alcohol Policy for more detail.

Failure to Comply with Administrative Investigation- Refusal of search, leaving school grounds, or any other action that impeded investigation.

Physical Attack on Staff - Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-related activity, including a situation where a staff member is intervening in a fight or other disruptive activity.

Physical Attack on Students or Others -Aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity.

Sexual Activity - Behavior of a sexual nature, including, but not limited to, consensual sexual activity, rape, involuntary deviant intercourse, statutory rape, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, open lewdness, obscene materials, and other sexual offenses.

Threat to Staff, Physical or Verbal - Expression, conveyed by word or action, of intent to do physical harm to a staff member.

Threat to Students, Physical or Verbal - Expression, conveyed by word or action, of intent to do physical harm to another student or groups of students.

Terroristic Threats - Threatening to commit any crime of violence with the intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience.

Weapons Violation - Possession of an object or implement capable of causing harm or used to cause harm to another. This includes all guns, knives, and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon. This includes the possession or use of fireworks and explosives, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.
Weapons are prohibited on school property, school buses, locked/unlocked vehicles on school property, and at school-related activities.

DEFINITIONS:

Corporal Punishment
It shall be the policy of the Oxford Area School District that corporal punishment shall not be used as a means of controlling student behavior. This policy in no way restricts the use of reasonable force by teachers and school authorities to quell a disturbance; to obtain possession of weapons or other dangerous objects; in self-defense; or for the protection of persons or property. The principal of each building shall develop appropriate procedures for implementing this policy.

Discipline Referral
The Discipline Referral Form will be sent when students are referred to the office for disciplinary reasons. Students sent to the office should report to one of the secretaries and remain in the office until given permission to do otherwise. At no time should a student leave the office and return to class, go to some other area of the building or leave the building without permission to do so. Failure to comply with these instructions may result in action above and beyond that required by the original referral.

Teacher Detention
A Teacher Detention is a time when the student is assigned to stay after school by a teacher for unacceptable student behavior in the classroom. This consequence is assigned for offences that do not require administrative intervention. Any teacher has the authority to correct misconduct at any time. Therefore, any teacher may assign a detention to any student. Failure to attend teacher detention may result in referral to the Assistant Principal's office.

Administrative Detention
Administrative detention begins promptly at 2:30 p.m. and ends at 3:00 p.m. Students are to go to their lockers or to the lavatory, or make any phone calls before coming to detention. Students will not be given passes to leave detention.

- Students must bring materials to study or read during their time in detention. They are not permitted to sleep, eat or drink while in detention.
- Failure to serve detention may result in further disciplinary action.
- Failure to comply with the above guidelines will result in an additional detention being assigned.
- Students are not permitted to use their phones during detention. IPads are only allowed to be used for school purposes.

Restricted School Privileges

Restricted Extra-curricular Participation/School Probation
Students forfeit the privilege of participating in any school activity for the length of the disciplinary action assigned or for a length of time determined by an administrator. Additional violations/referrals may extend term of probation and loss of payment will occur.

The student who has restricted privileges:
- May not attend/participate in extracurricular activities such as athletic/academic contests or practices, dances, band/chorus, fieldtrips, etc.
- May not remain on school grounds after school hours, except for detention or tutoring
- May have all driving privileges revoked for the period of probation

Saturday Detention
- Saturday Detention begins promptly at 8 AM and ends at 11 AM.
- All school rules are in effect.
- Students must bring schoolwork, materials, and other resources to work on during this time. Students who are not working on school-related items face additional consequences.
- Students who do not attend Saturday Detention face additional consequences, including suspension.

Behavioral Contract
A behavior contract is between a student, the student's parent, and an administrator that specifically states the behavioral conditions that must be met by the student. Failure to do so may result in further specific disciplinary action.

Suspension
Suspension from school is a serious matter. Repeated violations of school regulations that result in suspension as a discipline measure may result in referral to the Oxford Area Board of School Directors with a recommendation for expulsion. In the event of a school closing, an out-of-school suspension would be extended to include the proper number of consecutive school days.
During the period of suspension, the following conditions will prevail:
1. Students must remain at home during the hours in which school is in session.
2. Students are responsible to promptly make up schoolwork missed while on suspension.
3. Attendance at any school function or the participation in any school activity is denied until the suspension is over. Students will be placed on school probation for 30 days.
4. If conditions of suspension are violated, the student may be subject to additional disciplinary action.
5. A parent conference may be scheduled.
6. Students will have the same amount of days to make up missed assignments as they were suspended. If after this time, work is not completed a zero will be given for their grade.

Expulsion
Expulsion is an exclusion from school by the governing body (Board of School Directors) for a period of more than 10 consecutive school days. Expulsion from school is a serious matter and will be considered when a student's actions pose a threat to the health, safety, and welfare of the staff and students of the school. Repeated violations of school regulations that result in suspension as a discipline measure may result in referral to the Oxford Area Board of School Directors with a recommendation for expulsion. In the event of school closing, out-of-school suspension would be extended to include the proper number of consecutive school days.

During the period of expulsion, the following conditions will prevail:
1. Students are not permitted on school grounds of any district school.
2. Attendance at any school function and the participation in any school activity are denied.
3. Alternative education will be provided to the student.

Alternative Education Programs
Alternative education environments are available for those students who have demonstrated difficulty functioning in the regular instructional setting.

Gang-Related Activity/Unauthorized Groups/Hate Groups
Gang-related or unauthorized group activities will not be permitted at Penn's Grove School. Participation in any unauthorized club or gang activity including, but not limited to: the display or possession of gang symbols, hand signals, soliciting others for membership, requesting the payment of dues, insurance or other forms of protection from any individual or group, wearing or otherwise displaying colors or items of dress, etc., intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property will not be tolerated and will result in disciplinary action.

POLICIES

SEARCHES- Policy 5470

It shall be the policy of the Oxford Area School District that searches shall be permitted and conducted, consistent with the fourth amendment of the Constitution of the United States, to uncover illegal or forbidden substances, materials or objects. Searches are to be conducted when there is reasonable suspicion that illegal or forbidden substances, materials or objects, including but not limited to weapons and drugs, are on the premises or in the possession of students and that the conduct of such searches will reveal evidence of a violation of law or school policy. For purposes of this policy, searches shall be permitted and conducted to uncover illegal or forbidden substances, materials or objects on a student's person, in a student's locker, in any student's possession or in any area of the school building. Furthermore, it shall be the policy of the Oxford Area School District that random searches and the use of outside agencies, resources, personnel and tactics shall be permitted when there is reasonable suspicion that such searches will reveal evidence of a violation of law or school policy.

By this policy, the conduct of the following types of searches shall be authorized:

A. Body search – The search of a person to include pat down, the emptying of pockets, the removal of garments but only to the lowest layer of outer clothing. This type of search will only be conducted when there is reasonable suspicion that the search of that individual student will reveal evidence of a violation of law or school policy.

B. Search of possessions – The search of items brought to school by students, which may contain illegal or forbidden substances, materials or objects. This might include, but is not limited to, such items as book bags, gym bags, purses, wallets or any object that might be used to conceal or carry items. This type of search will only be conducted when there is reasonable suspicion that the search of an individual student's possessions will reveal evidence of a violation of law or school policy.

C. Locker search – The search of school lockers, desks, bookcases and apparatus available to students for their use. Lockers, desks, book cases, etc., are considered the property of the school district, not the property of the student, and are subject to search at any time, without notice, without student consent, and without search warrants.

D. Sweep searches -- The search of all or a portion of a school building incorporating school or non-school resources, conducted without notice and without a search warrant, in order to detect the presence of illegal or forbidden substances, materials or objects.

The Superintendent of Schools shall develop procedures for the implementation of this policy. In all cases care must be exercised to ensure that all search activity undertaken does not violate protected rights.

BULLYING AND CYBER BULLYING - Policy 5490

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline. Students who have been bullied or cyber bullied shall promptly report such incidents to the designated employees.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, employee or volunteer of the School District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally or mentally harassing a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear or physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to School District employees. All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be submitted to the building principal. The building principal or his/her designee will inform parents of the victim and person accused.

Complaint Procedure

- A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a School District employee.
- The School District employee will investigate the alleged conduct that occurred.
- The School District employee may ask assistance from other School District employees in the investigation process.
- After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension or expulsion.

UNLAWFUL HARRASSMENT - Policy 5500

Oxford Area School District is to maintain a learning environment that is free from sexual harassment of any of its students. Sexual harassment consists of unwelcome sexual advances; requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature, when made by any member of the staff or by another student toward a student. Acts of sexual harassment may include, but are not limited to, verbal harassment or abuse; pressure for sexual activity; remarks to a student with sexual implications; unwelcome touching; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning a student's grades, academic standing or general well-being. Any student who feels that he or she has been subjected to an incident of sexual harassment should report the incident immediately to the school administration or any other individual who can initiate an investigation.

More detailed information about policy 5500 concerning sexual harassment of students is available through the principal's office or at the Administration Building, Oxford Area School District Title IX Coordinator, Mr. Brian Cooney, 125 Bell Tower Lane, Oxford, PA 19363, 610-932-6600.

WELFARE: SMOKING – Policy 5420

Students are not permitted to smoke or have in their possession tobacco or smoking paraphernalia such as matches, lighters, etc., at any time on school property. Possession of tobacco, tobacco products or paraphernalia will be considered as a violation of the smoking policy. School district policy and Pennsylvania law prohibit smoking on school property. Students found to be in violation of this offense will be referred to the District court in addition to other consequences.

WEAPONS – Policy 5480

It shall be the policy of the Oxford Area School District that no weapon shall be found on the person of a student, under a student's control, on school property or at any school activity either held on school property or any school activity held away from school property. For purposes of this policy the definition of a weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. The term weapon shall also include items which are replicas or look-alike weapons which by virtue of appearance or the manner in which displayed would cause reasonable apprehension of a threat to a safe school environment.

No student shall interfere with the normal conduct of activities on school premises by exhibiting, using or threatening the use of any weapon, dangerous instrument or item resembling a weapon or dangerous instrument. Any student violating this policy shall be subject to disciplinary action up to and including expulsion from school.

When appropriate, criminal charges will be filed with the police in cases where the possession and/or concealment of a dangerous weapon are consistent with the prohibitions as defined in civil law.

Unless otherwise stipulated, expulsion from school for violation of this policy shall be for a period of time not less than one (1) year. In those cases where the violation of this policy involves a student with a defined disability, enforcement of this policy shall be consistent with all applicable state and federal laws, regulations or guidelines.

The Superintendent of Schools shall establish procedures and guidelines for the implementation and enforcement of this policy. These procedures and guidelines shall include provisions for implementation which take into consideration the age and grade level of the student and those cases of violations of this policy involving students with disabilities.

The Superintendent shall be allowed to modify any disciplinary requirement for violation of this policy by a student including expulsion on a case-by-case basis in those instances where the possession of a weapon in school requires expulsion from school for a period of time consistent with state or federal law.
***Enforcement of the above list will be at the discretion of faculty and administrative staff.**

WELFARE: DRUG AND ALCOHOL - Policy 5430

This policy including its rules, regulations, and guidelines is a coordinated effort by the Oxford Area School District to openly and effectively respond to the potential and actual uses and abuses of drugs, alcohol, and mood-altering substances by members of its entire student population.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Oxford Area School District will work to educate, prevent and intervene in the use and abuse of all drugs, alcohol and mood altering substances by the entire student population. As an extension of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to a student's unlawful use, abuse, sale, distribution, and/or possession of drugs, alcohol, any mood-altering substances, or paraphernalia associated with the use of drugs, alcohol, and mood altering substances.

Please reference OASD Policy 5430 for the complete policy at: https://www.oxfordasd.org/domain/59

VIDEO SURVEILLANCE - Policy 5475

A. The Board recognizes the district's responsibility to maintain order and discipline on school property. Recorded images may be used with the disposition of disciplinary actions, including legal proceedings. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. Therefore, video surveillance will be used as a security measure.

B. Balancing 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 video camera surveillance on school grounds and in school buildings.
The following guidelines will govern the use of video cameras for surveillance:

1. The district shall notify students, parents and staff that video surveillance may occur on any school property. The district shall post appropriate signs and incorporate notice in the student handbook.
2. The use of video recordings from surveillance equipment shall be subject to other Board policies, including policies concerning the confidentiality of student and staff records.

C. Video surveillance shall only be used to promote order, safety and security of students, staff and property. Video footage may and will be used to substantiate violations of the district discipline policy. Parents shall not have the right to view footage unless the disciplinary action results in court/legal proceedings. All recorded footage is the property of the Oxford Area School District.

CHAPTER 12 REGULATIONS

Introduction
Self-discipline is the ideal. In the event that the student does not follow that ideal, the Oxford Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals and Principals over Pupils.

- Faculty and administration should know and respect student rights.
- Students should respect the rights of faculty and administration.
- Students must obtain permission for activities and/or requests not covered specifically in the handbook.
- Students involved in school activities with faculty supervision shall have access to the building until 3:00 p.m. when school is in session.
- Students have a right to confidentiality concerning their personal, social and emotional development.
- A student may be elected by the student body as a non-voting member of the school board.
- **Chapter 12** includes information about student responsibilities, school rules, discrimination, corporal punishment, suspension and expulsion, hearings, freedom of expression, the Pledge of Allegiance, hair and dress, confidential communications, searches, and student records.
- The Oxford Area School Board adopts Chapter 12: Student Rights and Responsibilities Regulations of the State Board of Education of Pennsylvania approved September 13, 1974; Section 12.31 and 12.32 approved July 14, 1974 and amended July 15, 1977; Chapter amended March 10, 1983 – effective February 18, 1984.

§ 12.1. Free education and attendance.
(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the commonwealth's public schools.
(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.
(2) The student is pregnant.
(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
(4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.
(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
(b) No student has the right to interfere with the education of fellow 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.
(c) Students should express their ideas and opinions in a respectful manner.
(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
(4) Assist the school staff in operating a safe school for the students enrolled therein.
(5) Comply with Commonwealth and local laws.
(6) Exercise proper care when using public facilities and equipment.
7) Attend school daily and be on time at all classes and other school functions.
(8) Make up work when absent from school.
(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
(10) Report accurately in student media.
(11) Not use obscene language in student media or on school premises.

§ 12.3. School rules.
(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter.
This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.
Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§ 12.5. Corporal punishment.
(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
(b) Teachers and school authorities may use reasonable force under the following circumstances:
(1) To quell a disturbance.
(2) To obtain possession of weapons or other dangerous objects.
(3) For the purpose of self-defense.
(4) For the protection of persons or property.

§ 12.6. Exclusions from school.
(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
(b) Exclusion from school may take the form of suspension or expulsion.
(1) 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 person in charge of the public school.

(ii) A student may not 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.
(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
(iv) When the suspension exceeds 3 school days, the student and parent
shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
(v) Suspensions may not be made to run consecutively beyond the 10 school day period.
(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection.

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes—in-school suspension.

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings.

(a) *General*. Education is a statutory right, and students shall be afforded 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.

(b) *Formal hearings*. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings*. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons or the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression.

(a) 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.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) 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.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) 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.
(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.
(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications.
(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.14. Searches.
(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.16. Definitions.
The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:
Corporal punishment—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.
Governing board—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.
School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.
Student services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.
(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services.
(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

STUDENT RECORDS
§ 12.31. General requirements.
(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

SERVICES TO STUDENTS
§ 12.41. Student services.
(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K—12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. §§ 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, Pennsylvania 17108.
(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, and personal and social development issues.
(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.
(ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.
(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.
(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.
(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.
(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student, if the student, is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

§ 12.42. Student assistance program.

School entities shall plan and provide for a student assistance program under the Early Intervention Services System Act (11 P. S. §§ 875-101—875-503).

Grievance Procedure

Any parents/guardians who feel their student's rights have been violated must first make an attempt to resolve the issue with the teacher involved. If not satisfied, a written appeal should be presented to the Assistant Principal within five days. If the grievance is not resolved at this level, it can be appealed to the Principal then to the Superintendent and finally the Board of School Directors.

BUS REGULATIONS

"The Oxford School District has authorized the use of video/audio cameras on school buses. These cameras can record both what is a said and done on buses. The video/audio cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential and the student's records will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to review the tapes of their child if the tapes are used in a disciplinary proceeding involving their child."

Students are under the jurisdiction of the school from the time they depart from home until they arrive home at the end of the school day. All rules and regulations that apply in school also apply on school buses. The bus driver is in charge and has the right and duty to enforce all rules.

Students violating rules will be reported to the administration, who will take appropriate action. Violations may result in a student being denied the use of the school buses. Students will be discharged from their school bus at their regular school bus stop unless prior arrangements are made with school administration. Parents wishing to arrange for a different bus or bus stop should request the change in writing prior to the start day of the change. No adult will be allowed to remove a student from a school bus without prior arrangement with the administration.

1. Parents/guardians may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parents/guardians, they shall be notified of the decision. The parents/guardians may request a hearing regarding the amendment.

TITLE IX

It is the policy of the Oxford Area School District not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1072 Education Amendments. Inquiries regarding the compliance with Title IX may be directed to the principal's office; the Administration Building, Oxford Area School District Title IX Coordinator, Mr. Brian Cooney, 125 Bell Tower Lane, Oxford, PA 19363, 610-932-6600; or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

SECTION 504

It is the policy of the Oxford Area School District not to discriminate against any qualified handicapped person in the employment and operation of its schools, its educational programs, services, and activities and in any other areas where compliance is required by Section 504 of the Rehabilitation Act of 1973. Inquiries may be directed to the principal's office; the Administration Building, Oxford Area School District Title IX Coordinator, Mr. Brian Cooney, 125 Bell Tower Lane, Oxford, PA 19363, 610-932-6600; or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education – Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of - Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use - Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student

who is 18 years old or an emancipated minor under Pennsylvania law. The Oxford Area School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by U. S. Department of Education. Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W.Washington, D.C. 20202-5901

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These records are: The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C., 20202-5901