

Fleetwood Area Middle School

2022-2023 Student Handbook



407 North Richmond Street
Fleetwood, PA 19522
Telephone: 610.944.7634

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

www.fleetwoodasd.org

All items listed in this handbook are subject to review and change by the middle school administration. Some items are stated in greater detail in School Board Policy or District Guidelines and others are not listed herein, but are assumed as part of appropriate behavior and conduct.

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FASD Vision

Our students will demonstrate integrity and accountability, value diversity, responsibly utilize resources and be engaged in a rigorous, nurturing learning environment, through the collaboration of parents, families, and the Fleetwood Area School District.

FASD Mission

The Fleetwood Area School District is committed to providing the appropriate educational resources and experiences to empower all students to cultivate knowledge and develop the desire to learn life-long skills that will enable them to become responsible and productive citizens of a dynamic global community.

Profile of a Graduate

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

- Communication
- Creativity
- Responsibility
- Critical thinking/Problem solving
- Perseverance/Adaptability

Directory

FAMS Staff

Principal - Mr. Brian Hostetler
bhostetler@fleetwoodasd.org
610.944.7634 ext. 30510

Assistant Principal - Mr. Kevin Handerhan
khanderhan@fleetwoodasd.org
610.944.7634 ext. 30511

Middle School Main Office

Telephone: 610.944.7634

Office Secretary.....Ms. Karpeuk ext. 30500

Office Secretary.....Mrs. Koehle ext. 30501

School Counseling Office

Telephone: 610.944.7634

Office Secretary.....Mrs. Bashore ext. 30520

School Counselor (last names A-L).....Mrs. Price ext. 30522

School Counselor (last names M-Z).....Mrs. Schutter ext. 30521

District Administration

Telephone: 610.944.8111

Superintendent of School.....Dr. Greg Miller

Assistant Superintendent of School.....Dr. Michael Kelly

Director of Special Education.....Ms. Gwynn Bollinger

Director of Curriculum and Assessment.....Dr. Natalie Lytle

Director of Information Technology.....Mr. Thomas DeAngelo

Business Manager.....Mrs. Heidi Orth

Director of Facilities.....Mr. Kerry Strickler

Athletic Director.....Mr. Mathew Diehl

Food Service Coordinator.....Mrs. Jennifer Wilinski

Board of School Directors

President.....Mr. Kevin Manmiller

Vice President.....Mr. Gary Reinert

Secretary.....Mr. Michael Noll

Board of School Members

Mrs. Lisa Bogacki

Mr. Robert Gore

Mrs. Victoria Soleberg

Mr. James Younker

Mr. Jason Valick

Mr. Matthew Davenport

Staff Assignments

5th Grade Teams

White Team

Mrs. Marsden – Math
and Science

Ms. Kidd – ELA and
Social Studies

Red Team

Mrs. Herman – Math
and Science

Mrs. Garipoli – ELA
and Social Studies

Black Team

Mrs. Berkey – ELA and
Social Studies

Mr. Fry – Math and
Science

Gray Team

Ms. Zawaski - ELA and
Social Studies

Mrs. Smith - Math and
Science

6th Grade Teams

White Team

Mrs. Caruso – Math
Mrs. Yerger – English
Ms. Eberly – Social Studies
Mr. Tice - Science

Red Team

Mrs. Morris – Math
Mrs. Soumas – English
Mr. Troutman – Social Studies
Mrs. Strunk - Science

7th Grade Teams

Red Team

Mrs. Bernet – Math
Ms. Matteo – English
Mr. Gutzmirtl – Social Studies
Mrs. Follweiler - Science

White Team

Mr. Perry – Math
Mrs. Peters – English
Mrs. Barnett – Social Studies
Mrs. Prescott - Science

8th Grade Teams

Red Team

Ms. Heacock – Math
Mrs. Hilbert – English
Mrs. Bruno – Social Studies
Mr. Shiery - Science

White Team

Mrs. Behm – Math
New – English
Mrs. Castiglioni – Social Studies
New - Science

Electives

Ms. Schafer
 Mrs. Shuey
 Mr. Nygard
 Mrs. Evans
 Mrs. Rowlands
 Mr. Bitting
 Mr. Hanson
 Mrs. Hannum
 Mrs. Wentzel
 Mrs. Schultz

Health and Physical Education

Mrs. Schultz
 Mr. Cochran
 Mrs. DeJesus

English as Second Language

Mrs. Kaucher

Special Education

Ms. Torres
 Ms. Cooney
 Mr. Applegate
 Mrs. Buehler
 Mrs. Bauerle
 Mr. Whalley
 Mrs. Price
 Mrs. Imes
 Mr. Dybowski

ETC (Gifted)

Mrs. Sherman

Interventionist

Mrs. Redding - ELA
 Mrs. Wilkie - Math

Coaches

Mrs. Bollendorf - Instruction
 Mr. Bollendorf - Technology

Speech and Language

Mrs. Lutz
 Mrs. Cirafesi

Support Staff

Mrs. Manmiller
 Mr. Werstler
 Mrs. Rodriguez
 Ms. Murphy
 Ms. Lorish
 Mrs. Claytor
 Mrs. Ferrante
 Mrs. Menet
 Mrs. Barnett-Heist
 Ms. Farley
 Mrs. Phillips
 Ms. Hinerschietz
 Mrs. Harders

Dean of Students

Jennifer Bergstresser

MS Schedules**Daily Schedule**

<u>Time Schedule</u>	<u>5th and 6th</u>
7:50 - 8:12 am	Homeroom
8:15 - 9:05 am	Period 1
9:08 - 9:58 am	Period 2
10:01 - 10:51 am	Period 3
10:54 - 11:24 am	Lunch
11:27 - 12:17 pm	Period 4
12:20 - 1:10 pm	Period 5
1:13 - 2:03 pm	Period 6
2:06 - 2:56 pm	Period 7
2:56 - 3:05 pm	Dismissal

<u>Time Schedule</u>	<u>7th and 8th</u>
7:50 - 8:12 am	Homeroom
8:15 - 9:05 am	Period 1
9:08 - 9:58 am	Period 2
10:01 - 10:51 am	Period 3
10:54 - 11:44 am	Period 4
11:47 - 12:17 pm	Lunch
12:20 - 1:10 pm	Period 5
1:13 - 2:03 pm	Period 6
2:06 - 2:56 pm	Period 7
2:56 - 3:05 pm	Dismissal

Early Dismissal

<u>Time Schedule</u>	<u>5th and 6th</u>
7:50 - 8:12 am	Homeroom
8:15 - 8:42 am	Period 1
8:45 - 9:12 am	Period 2
9:15 - 9:42 am	Period 3
9:45 - 10:12 am	Period 5
10:15 - 10:42 am	Period 6
10:45 - 11:15 am	Lunch
11:18 - 12:00 pm	Period 4
12:03 - 12:30 pm	Period 7
12:30 - 12:35 pm	Dismissal

<u>Time Schedule</u>	<u>7th and 8th</u>
7:50 - 8:12 am	Homeroom
8:15 - 8:42 am	Period 1
8:45 - 9:12 am	Period 2
9:15 - 9:42 am	Period 3
9:45 - 10:12 am	Period 5
10:15 - 10:42 am	Period 6
10:45 - 11:27 am	Period 4
11:30 - 12:00 pm	Lunch
12:03 - 12:30 pm	Period 7
12:30 - 12:35 pm	Dismissal

Two Hour Delay Schedule

<u>Time Schedule</u>	<u>5th and 6th</u>
9:50 -10:12 am	Homeroom
10:15 - 10:47 am	Period 1
10:50 - 11:22 am	Period 2
11:25 - 11:55 pm	Lunch
11:58 - 12:39 pm	Period 4
12:42 - 1:14 pm	Period 3
1:17 - 1:49 pm	Period 5
1:52 - 2:25 pm	Period 6
2:28 - 3:00 pm	Period 7
3:00 - 3:05 pm	Dismissal

<u>Time Schedule</u>	<u>7th and 8th</u>
9:50 -10:12 am	Homeroom
10:15 - 10:47 am	Period 1
10:50 - 11:22 am	Period 2
11:25 - 12:06 pm	Period 4
12:09 - 12:39 pm	Lunch
12:42 - 1:14 pm	Period 3
1:17 - 1:49 pm	Period 5
1:52 - 2:25 pm	Period 6
2:28 - 3:00 pm	Period 7
3:00 - 3:05 pm	Dismissal

Student Course Schedules

5th Grade Courses

- Math and English (180 days), Science and Social Studies (90 days)
- Health and Physical Education (90 days)
- Intervention and Enrichment/WIN Time (180 days)
- Electives (45 days, 90 days, or 180 days)
 - 5th Grade has two required elective courses:
 - Digital Tigers and 5th Grade Advisory.
 - All other elective courses can be chosen by request.
 - Elective choices are never guaranteed (except for Band, Chorus, and Orchestra).

6th Grade Courses

- Math, English, Science, and Social Studies (180 days)
- Health and Wellness (45 days) and Physical Education (90 days)
- Intervention and Enrichment/WIN Time (180 days)
- Electives (45 days, 90 days, or 180 days)
 - 6th Grade has two required elective courses:
 - Health and Wellness and Introduction to Manufacturing.
 - All other elective courses can be chosen by request.
 - Elective choices are never guaranteed (except for Band, Chorus, and Orchestra)

7th and 8th Grade Courses

- Math, English, Science, and Social Studies (180 days)
- Health and Physical Education (90 days)
- Intervention and Enrichment/WIN Time (180 days)
- Electives (45 days, 90 days, or 180 days)
 - All 7th and 8th Grade elective courses can be chosen by request.
 - Elective choices are never guaranteed (except for Band, Chorus, and Orchestra)

Cycle Days

- 6th - 8th grade classes run on a 2-day cycle
- Even (2, 4, 6) and Odd (1, 3, 5).
- The only classes affected by this are Electives, Health and Physical Education, and Tiger Time.

Virtual Learning

Virtual School ([Student and Family Handbook](#))

- BVA Virtual
 - Students are expected to progress through their classes at a pace that allows them to complete the course by the end of the semester
 - Students not completing their courses in a timely manner will be contacted by their school counselor

- Behavior
 - Students should act in an appropriate way throughout virtual learning sessions.
 - If students are acting inappropriate:
 - Students may be muted
 - Students' video may be turned off
 - Students may be sent back to the waiting room
 - Students may be removed from the Zoom session
 - Student may be required to review expectations with the teacher and/or parent
 - Students may receive behavioral referrals and the assistant principal may assign consequences as necessary for continued misbehavior.

- Dress Code
 - Students should wear appropriate clothing to all virtual learning sessions
 - Teachers will contact the student and/or parents to let them know if the student is not dressing appropriately. If the problem, is persistent then the teacher will contact the administration

Grading

Report Cards/Progress Reports

- Every nine weeks, students receive grades for their classes.
- Report cards will be made available online. Printed versions are only issued upon request from a parent or guardian
- A mid-marking report will be issued for students with a 69% or below.

Grading System

- Students will be given numerical grades for all classes.
 - A = 90 – 100%
 - B = 80 – 89%
 - C = 70 – 79%
 - D = 69 - 60%
 - F = 59% and Below

Academic Achievements

- Honor Roll: Students must obtain 80% or above in all courses.
- High Honor Roll: Students must obtain 90% or above in all courses.

Promotion and Retention

- Summer School Program: Fail more than one credit during the school year. Principal must approve and the cost will be paid by the parent or guardian.
- Retention: Fail more than three credits during the school year

State Testing

- State testing occurs in April and May.
- Parents/Guardians must submit a letter before the beginning of PSSA testing in order to opt out of testing.
 - PSSA Testing
 - Math
 - English
 - Science (8th Grade only)
 - Keystone
 - Algebra I (Only for students who take this class in 8th grade)
- Benchmark assessments occur throughout the school year to identify student strengths and areas of need.

Remediation

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

- **Student responsibility factors:**

- Remediation will be initiated within one week of graded assessment being returned.
- In grades 5 and 6, teachers will initiate the remediation procedure.
- In grades 7-12, remediation will be initiated by the student, but the teacher may initiate remediation for students.
- To be eligible for remediation, students must satisfactorily engage in the learning process prior to the assessment.
- Cheating or plagiarizing on an assessment voids the opportunity to remediate.
 - *See Plagiarism Policy in student handbook.*

- **Procedures:**

- A student is eligible for remediation when they:
 - Score below 60% on an eligible assessment.
 - Satisfactorily engage in the learning process prior to the assessment.
 - Initiate remediation within one week of the graded assessment being returned.
- The final grade for a remediated assessment will be the average of the original assignment and the remediated assignment.
- Students will have one opportunity to retake an eligible assessment.
- Remediation work must be completed within two weeks from the day the original assessment was returned.

Academic Honesty

- Fleetwood Area Middle School students are expected to demonstrate PRIDE in their education and character. Academic honesty is taken seriously at FAMS.
- **Note:** Any assessment in which a student has cheated on or plagiarized may result in a score of zero. When plagiarism or cheating occurs, students may be denied the opportunity to remediate the assessment.
- **Plagiarism** is taking someone else's work or ideas and passing them off as your own;
 - Using someone else's words or ideas without citation
 - Copying someone else's work and pretending it is your own
 - Copying and citing large sections of sources

- **Cheating** is work that doesn't reflect your own effort and understanding. This can take many forms and will not be tolerated at FAMS;
 - Looking at others' answers on tests and homework
 - Taking someone else's paper and putting your name on it
 - Copying someone else's work, answer for answer
 - Rearranging words from someone else's work
 - Allowing someone to copy from your paper
 - Telling someone else the answers on an assignment or test
 - Having someone else do your work for you
 - Other forms of academic dishonesty that will not be tolerated at FAMS include:
 - Making up data for an assignment
 - Claiming to have handed in an assignment when it is known they have not
 - Sabotaging someone else's work

Attendance

Absences

- If a student has been absent from school, they must return a signed excuse from their parent or guardian (either school issued or letter from parent) or email the Attendance Secretary at ckoehle@fleetwoodasd.org.
- When a student misses school, they are required to complete any work that they missed. Students will have the number of days they were absent to complete any missed work. For example, if the student missed one day of school, then they will have one day to complete their missed work.
- Absences may be for reasons such as Illness, Quarantine, Recovery from accident, Required court attendance, Death of an immediate family member, Impassable roads, or Educational tours and trips under specified conditions.
- In accordance with the Student Compulsory Attendance and Truancy Elimination Plan and School Board Policy #204, all absences will be treated as unlawful until the school district receives and accepts a written excuse from a parent or guardian explaining the reason for a child's absence. The written excuse must be submitted within three calendar days of the student's absence to be changed from unlawful to lawful.
- Failure to do so will result in the absence being permanently recorded as unlawful.
- Parents and guardians may verify up to ten days of cumulative lawful absences. All absences beyond the 10 cumulative lawful absences shall require an excuse from a licensed physician.
- Unexcused absences are considered unlawful for any pupil under the age of seventeen (17). An accumulation of absences regardless of excuse could result

in a violation of the compulsory attendance laws and result in a citation at the District Justice level

- **Note:** Students must be in school before 10:00 AM to participate in after school or evening activities scheduled for that day.

Unlawful Absence Notification Steps

- Follow the Berks County Attendance Procedures
- Send a 3 day notification letter within 10 school days of the 3rd day of unexcused absences.
- A School Attendance Improvement Conference may occur after 4th Absence.
- School Attendance Improvement Plan and referral to Advancing School Attendance Program (SAM) may occur when unexcused absences total 6 or more.
- Additionally, when unexcused absences total 6 or more, citation may be sent against parent to MDJ.

Late to School/Class

- Students who arrive at school after 8:10 am must use the main entrance and report to the main office for a pass.
- Late to Class:
 - 1st Tardy = Warning
 - 2nd Tardy = Teacher Phone Call Home
 - 3rd Tardy = Office Referral and Behavior Remediation

Educational Field Trips

- The Board authorizes the principal to grant up to a maximum of three (3) school days of excused absence during the school year for the purpose of travel, if the student will be traveling in the company of the parent/guardian or other responsible adult.
- Excused absences for travel in excess of three (3) days must be approved by the Superintendent.
- A written request must be submitted to the principal no less than two (2) weeks prior to the student's expected absence. Arrangements are to be made with the teachers prior to leaving for work missed.
- The Board has established a limit of ten (10) days per year for educational trips.

Food Service
Information for 2022-2023 school year:

Breakfast Prices: **Grades K-12** \$1.75 **Reduced Breakfast** \$.30

Lunch Prices: **Grades K-4** \$3.00 **Grades 5-8** \$3.05 **Grades 9-12** \$3.10 **Reduced Lunch** \$.40

- Families will be notified via email and phone calls when a student's account has a low balance of \$10.00 and will need to replenish funds to purchase meals. Families are encouraged to set up an account through www.schoolcafe.com to make deposits as well as receive low balance notifications.
- All students that have a negative food service account balance will receive daily notifications until the debt is paid. A student may not purchase Ala Carte items until there is a positive balance in the account.
- **Note:** Ala Carte items will not be available for any student to purchase if they have a negative balance.
- Student account balance
 - You can check your students account balance, transaction history and add money to their account at www.schoolcafe.com. A low balance email notification can also be set so you will be reminded when the account is getting low.
- Depositing money to your child's lunch account:
 - Deposits can be made with a check (made payable to FASD Food Service) or via the internet at www.schoolcafe.com. Cash will be accepted for deposit, but Fleetwood School District will not be responsible for lost or stolen cash. In the event the bank returns a check due to non-sufficient funds (NSF), we will contact the person who wrote the check and the total amount of the check plus the \$15.00 service fee will be deducted from the student's account. We will not redeposit the check. If the check amount plus the \$15.00 fee is not sent in CASH immediately, a "NO CHECKS" status will be placed on the child's account.

School Nurse

Mrs. Kugler, FAMS Nurse
jkugler@fleetwoodasd.org ext. 3530

General Information

- A Comprehensive health examination is mandated by the State Department of Health for all children when they begin school and again in grades 6 and 11. Forms for the physician to complete are available at school. Here is a link to the school website, where forms are located - <https://www.fleetwoodasd.org/fms/Forms>
- All students need Tdap and MCV boosters before the first day of 7th grade
- The state also mandates dental examinations upon original entry to school and again in third and seventh grades. Forms for the dentist to report the examination are available through the school nurse. The school dentist will be scheduled for one morning to complete examinations. In order for the examination to be done by the school dentist a request must be made by the parent. Parents/Guardians are notified by mail, in advance, of the school physical and dental examination. Parents/Guardians are also notified either by phone, email, or mail of any problems found during examinations.

Immunizations Required for Entrance to School

- Current Pennsylvania state law requires, that prior to attending a public school for the first time, a child must be immunized against the following mentioned communicable diseases:
 - **Diphtheria and Tetanus** 4 doses (4th dose must be after 4th birthday)
 - **Polio** 3 doses (4th dose is not necessary if the 3rd dose was administered after 4th birthday and at least 6 months after previous dose)
 - **Measles** 2 doses (1st dose after 1st birthday)
 - **Mumps & Rubella** 1 dose (after 1st birthday)
 - **Hepatitis B** 3 doses
 - **Varicella** 2 doses

Guidelines for the Administration of Medication during School Hours

- The Fleetwood Area School District recognizes that parents/guardians have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.
- Parents/guardians should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:

- Students are not permitted to keep medications in their possession during school hours (such as Tylenol, Ibuprofen, Vitamins, prescriptions, etc.). However, students may carry asthma inhalers, if they are capable of self-administration. A “Request to Administer Medication” form (signed by the parent/guardian and the doctor) is needed to carry an inhaler.
- Any medication, prescription or nonprescription, to be given during school hours must be delivered directly to the school nurse.
- Prescription medication must be brought to school in the original container in which it was purchased, with a pharmacy label indicating the child’s name, the name of the medication and the date and time to be given. (A pharmacist will give you the medication in two labeled containers if you request it). The “Request to Administer Medication” form must be completed and signed by the prescribing doctor as well as signed by the parent/guardian.
- Over-the-Counter medications must have a “Request to Administer Medication” form completed by the doctor and parent. For the form to be faxed to the family doctor, the parent/guardian must contact the family doctor to be sure they will sign the form. These must be in the original container and be labeled with the student’s legal name.
- Please check with the school nurse before sending OTC medication to school, because there are standing orders from the school doctor for medication for minor illnesses that the nurse may administer.
- In the absence of the certified school nurse, the building nurse or designated staff will administer the medication.
- A medication log will be kept for any child receiving prescription and non-prescription medication at school.
- Prescription and nonprescription medication will be kept in the nurse’s office.
- **Illness:** Students will be excluded from school by the nurse or health room aide for the following:
 - vomiting
 - communicable diseases
 - diarrhea
 - suspected fractures
 - temperature above 100.6
 - concussion
- Students will be cared for in the health room until a parent or person designated by the parent/guardian can come to school for the student. Please notify the school when work or home phone numbers change, so there is no difficulty reaching you in an emergency. When you complete the Student Personal Data form at the start of school, please allow the nurse to share

necessary health information with the teachers and bus drivers to help provide for your child's safety at school or on the bus.

- Periods of exclusion: A student who has been diagnosed by a physician, or is suspected of having a disease by the school nurse, shall be excluded from school for the indicated period of time for the following diseases:
 - **Diphtheria** - two weeks from the onset of or until appropriate negative culture tests
 - **Measles** - four days from the onset of the rash
 - **Mumps** - nine days from the onset or until subsidence of swelling
 - **Pertussis** (whooping cough) - four days from the onset or seven days from the institution of appropriate antimicrobial therapy.
 - **Rubella** (German Measles) - four days from the onset of rash.
 - **Chicken pox** - six days from the last crop of vesicles or when all vesicles are dry
 - **Respiratory streptococcal infection** including **scarlet fever** - not less than seven days from the onset if no physician is in attendance or twenty-four hours from institution of appropriate antimicrobial therapy.
 - **Acute contagious conjunctivitis, Tonsillitis, Trachoma** - twenty-four hours from institution of appropriate antibiotic therapy.
 - **Impetigo, Ringworm** (all types) - after medical treatment or until judged non-infective by the school nurse.
 - **Body lice, Head lice** - until all nits are removed and student is checked by the school nurse. Always inform the nurse about head lice so close contacts can be checked. No one will be told the name of the infected child.
 - **Scabies** - after medical treatment
 - **COVID 19** - Students will be readmitted after they have been cleared by their physician with a medical note or a negative Covid19 test.

Code of Conduct

Middle School Discipline Code

- Please review the Middle School Discipline Code in its entirety found [here](#)

Positive Behavior Intervention and Support

- TIGER is a positive behavior program at FAMS. TIGER stands for Trustworthy, Include, Giving your best effort, Empathy, and Respect. The teachers and staff promote positive behaviors of students by rewarding students for doing what is right and following the expectations that have been set forth for them to follow at the beginning of the school year. The teachers and staff will reward

students throughout the day every day by handing out TIGER tickets when students demonstrate these important aspects of being part of the larger school community in the classroom or in the school.

Consequences

- If a student does not follow school expectations, they will receive consequences. The consequence depends on the severity of the situation. Ultimately, consequences occur at the discretion of administration. Consequences may include, but are not limited to:
 - Lunch Detention: A silent lunch away in an area outside of the cafeteria and away from their peers.
 - Suspension: may occur Out of School (OSS) or In-School (ISS) and involves removing the student from their regularly scheduled classes.
 - Behavior Remediation: Reteaching of expectations either after-school from dismissal until 4 o'clock or before school from 7 o'clock until homeroom.
 - Restorative Conference: An opportunity to participate in a formal meeting in lieu of/or in conjunction with traditional disciplinary consequences. In such a meeting, the victim or those most affected by the wrongdoing have a say on how best to repair the harm.
- **Note:** A student who has been suspended from school will NOT be eligible to participate and/ or attend any social activities, i.e. school dances, etc. for a minimum of thirty (30) school days and/or until the end of the marking period, whichever period is longer.
- **Note:** Student Council, Class Representatives Eligibility Requirements:
 - Must perform their duties and responsibilities as stated
 - Must not receive a failing grade in any subject
 - Must not serve behavior remediation or school suspension for the entire year
 - Students are able run for election in the following school year (elections are held in spring for officer positions and fall for homeroom reps) but if they get in trouble that school year, it eliminates them from holding their position for the remainder of that school year.

General Conduct

- In order to maintain positive learning experiences in which all students have an equal opportunity, the following are NOT permitted:
 - Drugs, alcohol, fireworks, tobacco products (including e-cigarettes, vaping pens, lighters, matches).
 - Weapons of any sort including knives or tools resembling look-a-like weapons.
 - Disruptive behavior.
 - Destruction of other students' personal property or school property.
 - Obscene books, pictures, t-shirts, etc.
 - Disrespect for teachers and other adults in the building.
 - Public displays of affection.

Bullying

- **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:
 - Substantial interference with a student's education
 - Creation of a threatening environment
 - Substantial disruption of the orderly operation of the school.
- Every student has the right to an education and a safe environment. At FAMS, we are combating bullying by teaching students to recognize and report bullying when it occurs. Students may report bullying to a staff member, through the online form (Online Bullying Report), in the bully boxes located around the school, or Safe2Say. Students and/or parents/guardians with concerns related to bullying should contact the FAMS administration. Students who are found responsible for acts of bullying will receive punishment which may include loss of privileges, suspension, expulsion, and/or referral to law enforcement authorities.

Cell Phones/Electronic Devices

- Cell phones and other electronic devices that are brought to school are expected to be kept off during the day and stored either in their locker, in a designated caddy within each classroom they enter, or in the main office.

- Students who violate this policy will be reminded of expectation
- Continued violations will result in a warning and parent phone call and may result in having their device confiscated for student pick up at the end of the day.
- On the fifth occurrence of non-compliance, students will be expected to attend after school behavior remediation.
- Continued violations may result in developing a plan to support the student in preventing future occurrences.

Water Bottles

- Students may carry water in a non-glass container. Students entering the building may not bring with them any containers of liquid other than water, including but not limited to coffee, tea, soda water or energy drinks. Due to the COVID-19 pandemic, water fountains will not be available during the school day and students are encouraged to bring water for the entire school day.

Student Expression

- Students have the right to express themselves unless the expression interferes with the educational process, threatens harm to the school or community, encourages unlawful activity, or interferes with the rights of another.

Drug and Alcohol

- Offenses will result in the building administrator(s) immediately suspending the pupil who on school grounds sells, uses, possesses, or aids in the procurement of narcotics or restricted drugs including marijuana or any material purported to be such during a time school is in session, or any time during a school activity. "Narcotics" includes opiates, hallucinogenic substances, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent containing substances and those substances listed by schedules in the Controlled Substance, Drug, Device and Cosmetic Act. The punishment will be in accordance with School Board Policy. The building administrator(s) may then proceed with the necessary steps provided in the School Laws of Pennsylvania.

Disorderly Conduct

- Charges may result against students who are engaged in disorderly conduct by refusing to follow the reasonable direction of a staff member, fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose. Students who are cited for disorderly conduct will be fined at the district justice level.

Dress Code

- **NOTE:** FAMS Dress Code Policy applies to school day and before/after school related functions. The following are not permitted:
 - Clothing and accessories that refer to or promote alcohol, tobacco and/or drugs are not permitted in school, as well as clothing displaying inappropriate words, slurs, slogans, logos, obscenities, symbols, and double meanings are not permitted in school.
 - Hats, non-prescription glasses, visors, bandanas, sweatbands, head gear, hoods, and sunglasses are not permitted to be worn in school. All non-religious head coverings must be removed upon arrival to school, and stored in student lockers.
 - Outerwear, such as long coats, heavy jackets, hats, and gloves are not to be worn inside during the school day. Fleece tops and sweatshirts are permitted as long as they are within other dress code guidelines.
 - No pajamas, sleepwear, loungewear, or slippers should be worn in school.
 - All clothing needs to be worn properly with no undergarments exposed. Muscle shirts, tank tops with spaghetti straps, strapless, and tube tops are not allowed to be worn during the school day. Pants should be worn so that no undergarment is exposed. Pants should not have holes or rips above mid-thigh.
 - Shirts and tops must be long enough that they can be tucked into shorts, pants or skirts. Low-cut blouses and see-through clothing is not permitted.

- All shorts and skirts must reach the midthigh of the student. Yoga and spandex pants may be worn under attire that reaches an appropriate length.
- Clothing that is distracting, disrupts the process of learning, or considered a safety hazard, is not permitted in school.
- Jewelry or accessories that can be used or perceived as weapons are prohibited. This includes, but is not limited to, chains, chokers, rings, or bracelets. Articles which could be dangerous to students or property may not be worn.
- Students may wear face masks in response to the COVID-19 pandemic.
- Headphones should not be worn throughout the school day unless being used in the classroom. Bluetooth headphones are not permitted in school.
- The school administration has the right to determine whether the student's attire is within the limits of decency and modesty.
- Consequences for Dress Code Violations:
 - Any offender of the dress code will have two (2) options:
 - Make a phone call home for appropriate clothing to be brought to school within a reasonable amount of time. The student will then change, and be sent back to class.
 - Wear a substitute piece of clothing from our office wardrobe, and be sent back to class.
- The student is responsible for any missed work while waiting for appropriate attire.
- Any student not in compliance with these rules will be sent to the main office, and held accountable for any missed work.
- Additional violations may result in additional punishment to include behavior remediation, ISS, OSS or loss of school activities.

School Dances

- Only Fleetwood Middle School students are permitted to attend dances
- Students will not be permitted to enter the dance if they were absent from school the day of the dance.
- Students are not permitted to leave the building at any time while the dance is in progress unless the student is leaving the school grounds with a parent.

- Normal daily school expectations are in force for all school activities.
- Students suspended in between dances may not attend the next dance.

Assembly Expectations

- At times during the school year, assembly programs will be scheduled for the staff and students.
 - Students will accompany their assigned teachers at the designated time to the assembly.
 - Students are required to sit in their assigned section as given them by their teacher.
 - Students are expected to behave themselves in an appropriate manner during the assembly program. PRIDEful behavior is expected of the students and proper attention should be given to the speakers and/or performers.
 - Students will report directly to their assigned classroom quietly and orderly after being dismissed

Busing and Transportation

Ms. Kimberly Jamison, Transportation
 kjamison@fleetwoodasd.org ext.1204

School Bus

- Bus transportation is provided for qualified students. Students are encouraged to ride their bus. However, students may walk, ride a bicycle, or be brought or picked up in a car by the student's parent or guardian.

Bus Expectations

- **Note:** The ability to ride the school bus is a privilege not a right. A student's bus privileges may be suspended if expectations are not followed.
- Loading and exiting will be done in an organized manner.
- Students shall cooperate and follow the direction of the bus driver.
- Students will sit in their assigned seat/area.
- Students must get on and off at their assigned bus stop.
- Students are only permitted to ride the bus to and from their assigned home stop. (No going home with a friend on their bus)
- Once students are on the bus at the end of the day they are not permitted to leave the bus and return to the school for any reason.
- Fighting, wrestling, or any type of horseplay on the bus will not be permitted.
- No vandalism to the bus of any kind will be tolerated. Any incidents will be reported to the proper authorities, which may include local law enforcement.
- The use of abusive, foul, or obscene language on the bus will not be tolerated.

- Students are not permitted to eat or drink while on the bus.
- Yelling, or loud noises while on the bus are not acceptable. Speak in an appropriate tone.
- No tobacco products are permitted.
- Remain seated when on the bus and keep hands/feet inside.
- The application of cosmetics on the bus is prohibited.
- Keep the school bus clean.
- Observe the same conduct on the bus as in the classroom.

Library

- Our library provides a place for students to develop into proficient readers, to learn research, information, and critical thinking skills, and to discover and pursue their own interests. Teachers will bring students to the library for lessons, assignments, and book selection.
- Library Behavior in the library with a teacher, or individually with a pass, students are expected to make good use of their time, and behave respectfully and with consideration for others. Handle library materials with care. If you notice that any book or magazine needs repair, please show it to the librarian. Do not try to fix it yourself because special supplies are used for repair. Computer resources must be used appropriately and in accordance with the district's Acceptable Use Policy. Practice Tiger PRIDE in the library.
- Library Policies & Procedures: Fifth-grade students may borrow up to 3 items at one time, and sixth through eighth-grade students may borrow up to 5 items. The loan period for most books and magazines is three weeks, with renewals possible. Reference books and books put on reserve by teachers for projects, may be borrowed overnight, but must be returned the following school day, before first period. Current magazines may be read in the library, but all previous issues may be borrowed. Students may borrow up to 2 magazines at one time.
- To encourage students to return books on time so that others may use them, overdue fines are charged - \$.05 per school day for regular books and magazines, and \$.25 for overnight books. It is the student's responsibility to be aware of the due dates of their books. Students are responsible for paying for books that are damaged or lost. For this reason, students may not borrow books for other students. Please check with the librarian for the cost of damaged or lost books.

Tiger Assistance Program (TAP)

What is TAP?

- The Tiger Assistance Program is our district's version of Pennsylvania's Student Assistance Program (SAP). TAP is a way to use school resources to remove barriers to learning.

Who is on TAP?

- TAP is a group of trained employees who work in the school with liaisons from community alcohol and drug and mental health agencies. TAP team members identify problems and make recommendations to assist the student and the parent. The TAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

How does it work?

- Referral - Anyone can refer a student to TAP when they are concerned about someone's behavior. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.
- Team Planning – The SAP team gathers information about the student and discusses the data collected. With the help of the student, parent, and TAP team, a plan is created.
- Intervention and Recommendations – The plan is put into action, while linking the student to in-school and/or community-based services and activities. If necessary, the team might recommend a drug and alcohol or mental health assessment.
- Support and Follow-Up – The SAP team continues to work with and support the student and his/her family. Follow-up includes monitoring, mentoring, and motivating for academic success.

What are the Parents'/Guardians' Rights?

- It is the parents'/guardians' right to be involved in the process and to have full access to all school records under applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents' role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems.

Athletics and Activities

Mr. Diehl, FAMS Athletic Director
madiehl@fleetwoodasd.org ext. 2152

Eligibility

- To be eligible for participation in extracurricular activities a student must be in good academic standing. Any student failing two (2) or more subjects will be declared ineligible.
- If a student is suspended in school or out-of-school, they will be ineligible to participate or attend any extracurricular activities for the duration of the suspension.
- Students must be in attendance by 11:00 a.m. to participate in sports competitions, practices and extracurricular activities taking place that day. These eligibility rules would supersede all PIAA rules, because these rules are of higher standard than the PIAA rules. An appeal for waiver may be requested by the advisor or coach under unusual circumstances. The review committee will be composed of the principal and two (2) members of the faculty not associated with any of the extracurricular activities. Faculty members represented on the review committee will be selected by the faculty as a whole.

Student Activity Fee

- Applies to all middle and high sports and musical ensembles that practice only outside of the school day. These ensembles include the middle and high school jazz bands, and the Women's and Men's Chorus.
- The fee for the 2019-20 school year has been set at \$150/year for one or more activities for all students in grades 9 – 12 and \$100/year for one or more activities for students in grades 7 - 8. If students are eligible for reduced lunch prices, the fee will be reduced to \$30/year for high school students and \$20/year for middle school students. **There is a family maximum of \$300 for the activity fee.** The activity fee will be waived for students receiving free lunch. For activities that start at the beginning of the year, the student's eligibility for a fee waiver or reduced fee will be based on the student's eligibility for free/reduced lunch at the end of the 2019-20 school year.
- For activities that begin in the winter or spring of the 2019-20 school year, fee reduction will be based upon the student's eligibility for free or reduced lunch at the time that the activity starts. This is an annual fee. Once the fee is paid, the student may participate in as many activities as he/she chooses. Payment of the fee **will not** guarantee a student's placement on a team or game time during the sport. Should the student not be selected to participate on the team or activity, a refund may be requested from the business office if this was the only activity in which the student is going to participate during the school year.

- **Note:** Payment of the fee is due prior to the first practice for the sport or musical group. Students will not be permitted to practice or receive a uniform until the fee has been paid. Checks or money orders must be made payable to the Fleetwood Area School District and should be submitted to the business office. Cash will not be accepted. Should you have any questions, please feel free to contact the business office at 610-944-8111 x 2. The form is available at www.fleetwoodasd.org.

Homelessness

- The Fleetwood Area School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.
- Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:
 - Sharing the housing of other persons due to loss of housing or economic hardship.
 - Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
 - Living in emergency, transitional or domestic violence shelters.
 - Abandoned in hospitals.
 - Awaiting foster care placement.
 - Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
 - Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
 - Living as migratory children in conditions described in previous examples.
 - Living as run-away children.
 - Being abandoned or forced out of homes by parents/guardians or caretakers.
 - Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.
- **Note:** Should you have any questions, you can contact the FASD Homeless Liaison, Ms. Gwynn Bollinger at gbollinger@fleetwoodasd.org or 610-944-8111 ext 1301.

Miscellaneous

Backpacks

- Backpacks are NOT allowed to be carried into classes. All backpacks are to be stored in student lockers.

Accidents and Injury Information

- If a student becomes ill, involved in an accident, or injured, they should tell the nearest staff member.

Activity Attendance

- Once a student has entered the building to attend an activity, they must remain in the building until the activity is over or a parent/guardian comes to pick them up.

Student Agenda

- Students should carry their agenda with them to each class in order to write down assignments. The students will use their agenda as a pass to leave the classroom. If a student does not have their agenda, then they will not be able to leave the classroom.

Appointments

- If a student has an appointment during the school day, the parent/guardian must come in and sign the student out. When students return to school, the student should sign in at the main office.

Arrival and Dismissal of Students

- Bus Riders: Students should sit in their assigned seats and wait for the bus driver to release them off the bus. Students should sit in their assigned seat on the way home and get off at the correct stop.
- Car Riders: Students should get dropped off and picked up in the car rider lane (guidance entrance) and cars should not be going through the bus lane or in the staff parking lot.
- Walkers: Students who walk to school need to stay on the sidewalks when coming to and from school. If a student rides a bicycle or scooter to school, then when they reach close to the school they should be walking next to it.

Audio and Video Monitors

- FAMS has a security system that includes surveillance of the inside and outside of the school. FASD buses may also contain audio and video monitors in order to monitor the safety of students in schools.

Bicycles, Skateboards, and Scooters

- If a student is riding a bicycle to school, then they should use the bike racks outside the school. If the student is riding a skateboard or scooter to school, then the student should place these items in their locker. Students may NOT ride any of these items in the school building or school property. They must be carried in the building at all times.

Chromebooks

- Students will each receive a one-to-one Chromebook to use during the school year. Students are able to buy insurance on their Chromebook in order to have coverage if something happens to it. All students will be taking their Chromebooks home each night. Students should charge their Chromebooks each night and/or bring their charger to school. Students should never be playing games on their computer during class time. If students have an issue with their Chromebook, then they need to take it to the Library and Ms. Laundeslager will help them with it or contact the Technology Department.

Closing of School

- In order to find out if school is closed please check the district website (www.fleetwoodasd.org), TV stations (Channel 69 and 8) and radio (850 AM, 102.5 FM, 100.7 FM, 105.1 FM, 790 AM, 104.1 FM, or 1340 AM).

Counseling and Consultation Services

- The services of two counselors are available to all students at the Middle School. Students are encouraged to see a counselor at any time during or immediately before or after school hours. Appointments may be scheduled during school hours. Parents/Guardians are encouraged to contact the counselors for information or consultation conferences any time between 7:30 a.m. and 3:15 p.m. Students may use the online form to see a counselor - [Request to Speak to a Counselor](#)

Custody Forms

- When families are involved in divorce, separation, or custody proceedings, it is important for the school to be informed so that we can provide the best support for the child. School personnel should be informed of the following: where and with whom does the child reside and who has access to the child during school hours. Custody agreements or a court order granting custody. *(This form will be kept on file and only needs to be resubmitted if a change in custody occurs).*

Field Trips

- Each grade will be able to attend up to two field trips beyond the curriculum required field trips in a school year. The administration has the right to limit a student's participation in non-curriculum related field trips. This determination will be based on the behavior and/or academic standing of the student.

Financial Obligations

- Students need to make sure any debt is paid to the cafeteria, library, or any other entity by the end of the school year.

Food and Drinks

- There will be no food or drinks, besides water, outside the cafeteria unless students need it for medical reasons. Students are not permitted to share any food or drink throughout the school day. Students may not bring in food for class parties or birthdays.

Lockers/Locks

- Students may use lockers issued to them throughout the school day. Students should not share their combination with other students. Lockers should be locked at all times. There should be no stickers or tape attaching items and any items should be attached with a magnet. Lockers should be cleaned out each marking period.

Lost and Found

- There is a lost and found outside the main office and the guidance office. At the end of each semester, any unclaimed items will be donated to Rachel's Closet.

Parent/Guardian and Volunteer Clearances

- In order to help out at the school in any way, certain clearances need to be completed and turned in to the district office. See FASD website for more information on the process.

Personal Data Record Forms

- These forms provide the school with necessary information for contacting parents and guardians. Please make sure all information is accurate on the form.

Rapid Notification System

- FASD has an alert system that will send important messages via email, text, or phone. It is important to make sure your information is up to date with the

school district in order to receive these messages. changes may be made by calling the Technology Department at 610-944-8111 x 1500

Student Insurance

- Through a group plan, accident insurance is available to all students at a low cost. All students involved in athletics and intramural programs are required to either purchase the student insurance or have a parent sign an insurance waiver indicating that they are insured in a manner satisfactory to them.

Student Records

- Students who wish to review their school student records may contact a counselor for an appointment.

Student Sales

- Students are not allowed to sell anything in school without the administration's permission.

Telephone

- Students will not be allowed out of class to make phone calls, except for emergencies. Parents are discouraged from calling or texting students during the school day.

Textbooks

- Students will be responsible for any text books issued to them throughout the school year. If the text book becomes damaged in the possession of the student, then the students must replace the text book.

Transfer and Withdrawal

- Parents/Guardians should notify the school of any transfers and withdrawals. Transfer and withdrawal paperwork will be sent to the new school and parents may receive a copy of materials sent upon the request.

Visitors

- Parents/Guardians and other adults need to come through the main office door. Upon entering the building, you will be asked for a photo I.D. You must then sign in at the security desk and receive a visitor's pass.

School Board Policies

- All students at Fleetwood Area Middle School are expected to follow all school board policies. Fleetwood Area School District school board policies take precedence over the student handbook and the policies can be found by [clicking on this link](#) or by visiting the district website.

Policy 103.1 – Qualified Students With Disabilities

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[9\]](#)[\[12\]](#)[\[36\]](#)[\[37\]](#)

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

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees. Complaints of disability discrimination, including disability harassment, carried out by employees, other students, or third parties may be filed under the district's Complaint Procedure contained in this policy.

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

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[\[10\]](#)[\[11\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[\[12\]](#)[\[37\]](#)

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

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[14\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Section 504 Coordinator.[\[15\]](#)

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

The district shall publish and disseminate this policy and complaint procedure on

or before the first day of each school year by posting it on the district's web site, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.[\[16\]](#)[\[17\]](#)

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[\[17\]](#)[\[18\]](#)

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[\[19\]](#)[\[20\]](#)[\[21\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[21\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[21\]](#)

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

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure

and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

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

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

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[\[19\]](#)

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[22\]](#)[\[23\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

Discipline

When necessary, the district shall discipline qualified students with disabilities in

accordance with state and federal laws and regulations and Board policies.[29][30]

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[20][13][31][21]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[32][33]

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[31][34]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[20]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[31]

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[\[31\]](#)

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement. Note that this informal complaint process is voluntary and is not a mandatory prerequisite to filing a formal complaint. The complainant may end the informal process at any time to begin a formal complaint.[\[31\]](#)

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[\[35\]](#)[\[31\]](#)

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[\[31\]](#)

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system at any time, including during the district's investigation.[9]

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

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

Step 2 – Investigation

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

The investigation shall be impartial and may consist of individual interviews with the complainant (who shall have an opportunity to present witnesses and other

evidence), the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

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

Step 3 – Investigative Report

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

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

Step 4 – District Action

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

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

Appeal Procedure

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

Policy 204 - Attendance

Purpose

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

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly

accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

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

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

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, and staff about the district's attendance policy by publishing such policy in student handbooks, on the district website and other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent or designee, in coordination with the building principal, shall

be responsible for the implementation and enforcement of this policy.

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

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

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

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

A student shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]](#)[\[7\]](#)[\[21\]](#)

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. [\[5\]](#)[\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools. [\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law. [\[5\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits. [\[7\]](#)
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a lawfully issued employment certificate. Regularly engaged, means thirty-five (35) or more hours per week of employment. [\[7\]](#)[\[15\]](#)

Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. [\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. [\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. [\[1\]\[6\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. [\[28\]](#)

Non-school Sponsored Educational Tours and Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: [\[6\]\[29\]](#)

1. The Board authorizes the building principal to grant up to a maximum of three (3) school days of excused absence during the school year for the purpose of travel, if the student will be traveling in the company of the parent/guardian or other responsible adult.
2. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
3. Excused absences for travel in excess of three (3) days must be approved by the Superintendent.
4. The parent/guardian must submit a written request must be submitted to the principal no less than two (2) weeks prior to the student's expected absence. Arrangements are to be made with the teacher prior to leaving for work missed.

The Board has established a limit of ten (10) days per year for educational trips. The Superintendent may grant a leave beyond this limit for students' participation in academic or athletic activities sponsored by a state/national/international organization if the student has a good academic and discipline record.

Temporary Excusals -

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [\[5\]\[14\]\[18\]](#)

2. Students participating in a religious instruction program, if the following conditions are met:[\[28\]](#)[\[30\]](#)
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)

Parental Notice of Absence -

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

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

Unexcused/Unlawful Absence

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

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

Parental Notification -

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

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[31\]](#)

The notice shall:[\[31\]](#)

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

The notice may include the offer of a School Attendance Improvement Conference.[\[31\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[31\]](#)

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[31\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

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

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[31\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[31\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.[\[31\]](#)

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[\[32\]](#)

1. Shall refer the student to:

- a. A school-based or community-based attendance improvement program; or
- b. The local children and youth agency.

2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[\[32\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[32\]](#)

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

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[32\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[32\]](#)

Filing a Citation -

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[33\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[33\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][34][35][36]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][34][36]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[31]

Policy 210.1 - Possession/Administration of Asthma inhalers/Epinephrine Auto-injectors

Authority

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

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

Definitions

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

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

Epinephrine auto-injector shall mean a prescribed disposable drug delivery

system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

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

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.

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

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

Guidelines

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

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

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

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

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

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Emergency response.
 - g. If child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[\[1\]](#)
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow

other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

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

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

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

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

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

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

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

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

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

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

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

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

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

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

Administration of Stock Epinephrine Auto-Injectors

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

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

Training

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

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

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

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

Indemnification

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

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

Policy 211 - Student Accident Insurance

Purpose

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

Authority

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

The premium will be paid by the parents/guardians.

Delegation of Responsibility

The Superintendent or designee shall be responsible to:

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

Policy 220 - Student Expression/Distribution and Posting of Materials

Purpose

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

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

Definitions

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

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

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

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

Authority

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

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

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

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially

or substantially interfere with school activities, school work, or discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

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

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

Discipline for Engaging in Unprotected Expression

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

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them at least three (3) school days in advance of planned distribution or posting to the building principal or designee for approval.[\[1\]](#)

If the nonschool materials contain unprotected expression as stated in this policy,

the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

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

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

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

Posting of Nonschool Materials

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

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

Review of Student Expression

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

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

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

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

Delegation of Responsibility

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

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

This Board policy shall be referenced in student handbooks so that students can access them for further information.

Policy 222- Tobacco/Nicotine

Purpose

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, other smoking product or material, and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces. It also includes any similar devices (including e-cigarettes) even if they do not contain any tobacco or nicotine.

For the purpose of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or

through other means.

For the purpose of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is no limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.[\[1\]](#)[\[2\]](#)[\[3\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The school district may initiate prosecution of a student who possesses or uses tobacco, nicotine and nicotine delivery products in violation of this policy.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco/nicotine policy by publishing such policy in the student handbook, posted notices, district website and other efficient methods.[\[2\]](#)

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

Guidelines

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine and nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.^[9][\[10\]](#)[\[11\]](#)

The Superintendent or designee may report incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]](#)[\[2\]](#)^[9][\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products on school property to the Office for Safe Schools on the required form in accordance with state law and regulation.[\[4\]](#)^[9]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.[\[2\]](#)

Policy 247 - Hazing

Purpose

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

Definitions

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

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

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

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

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

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

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

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

the organization.[\[6\]](#)[\[7\]](#)

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

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

Authority

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

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

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Delegation of Responsibility

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

Discrimination/Discriminatory Harassment

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

Guidelines

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

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

Complaint Procedure

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

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

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

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in

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

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

Consequences for Violations

Students -

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[16\]](#)

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

Criminal Prosecution –

Any person who causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

Policy 810.1 - Audio/Video Monitors

Purpose

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

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

Authority

Having carefully weighed and balanced the right of privacy of students and staff against the district's duty to maintain order and discipline, the Board deems it appropriate to provide for the use of audio/video camera surveillance in its transportation vehicles, in buildings, and on school grounds.[\[1\]](#)

Guidelines

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

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

supervised by the district transportation secretary. The use of surveillance equipment in district building, on school grounds, and on other district property, shall be supervised and controlled by the building administrator or other responsible administrator.

3. The use of information from surveillance equipment shall be subject to the other policies of the district, concerning the confidentiality of student and staff records.
4. Surveillance shall only be used to promote the order, safety, and security of students, staff, and property.
5. This policy authorizes the district and its transportation contractor to intercept audio on school buses or school vehicles for safety, security, and disciplinary reasons.
6. The district shall notify students and their parents/guardians of this policy through student handbooks and a posting on the district website.[\[1\]](#)
7. A notice shall be placed on each school bus or school vehicle that is furnished with audio recording equipment stating that students may be audiotaped. This notice shall be clearly visible to all who are entering the vehicle.[\[1\]](#)

Policy 815 - Acceptable use of Internet, Computers and Network Resources

Purpose

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

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

The use of the computers, Internet, and other network resources shall be consistent with the educational objectives of the district.

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

Definitions

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

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[21\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[22\]](#)

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[2\]](#)[\[3\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[23\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[\[23\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[3\]](#)

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[3\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)
5. Bullying.[\[12\]](#)
6. Terroristic.[\[13\]](#)

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[\[14\]](#)[\[2\]](#)[\[3\]](#)

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[14\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[\[15\]](#)[\[2\]](#)

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly

by students and staff.[\[14\]](#)

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators or central office administrators in conjunction with the network administrator shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[2\]](#)[\[3\]](#)[\[18\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall ensure students are educated on network etiquette and other appropriate online behavior, including:[\[3\]](#)

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.[\[17\]](#)[\[12\]](#)

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:[\[3\]\[18\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.

4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[\[17\]](#)[12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[19]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[20]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Using student email accounts. Special arrangements may be made with the network administrator for a temporary account for a specific class project with the approval of the teacher, building principal, and network administrator. The account shall be terminated at the completion of the project. Prior approval for Listserv is required for students.
22. Placing a non-district owned computer or device on the network without the permission of the network administrator.
23. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations. [\[24\]](#)[20]

District Web Site

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

shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal or the Superintendent.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. [\[14\]](#)

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings. [\[4\]](#)[\[5\]](#)[\[6\]](#)

Policy 824 - Maintaining Professional Adults/Student Boundaries

Authority

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

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only

obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

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

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

Definition

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

Delegation of Responsibility

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

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

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

Guidelines

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

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[19\]](#)[\[20\]](#)

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

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

10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

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

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

1. Disclosing personal, sexual, family, employment concerns or other private matters to one (1) or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.

12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[3][4][5]

Electronic Communications -

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

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

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

When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.[6]

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

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

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

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

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

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other

organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.[5]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[7][8]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[9][10]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[7][9][11][12][13][14][15][10][16][8]

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

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.[5][17]

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

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[18]

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

Training

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

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

Policy 249 - Bullying/Cyberbullying

Purpose

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

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

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

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying shall mean forms of verbal and psychological bullying that occur on the Internet through electronic messages, or personal profile websites.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory electronic messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

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

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

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[4\]](#)[\[5\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.[\[1\]](#)

Education

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

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[5\]](#)[\[9\]](#)

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

Fleetwood Area School District

Decline Permission to Use Student Work/Photographs

Please return this form to your school building's office.

Name of Student: _____

School _____ Grade ____ School Year _____

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

By signing and returning this form, I hereby notify Fleetwood Area School District that my student's work and any images of my child are NOT to be published or shared in the manner stated above. I understand that this form must be completed for each student and must be done on an annual basis.

Parent/Guardian Signature _____

Date _____