

FLEETWOOD AREA ELEMENTARY SCHOOLS

ANDREW MAIER ELEMENTARY

WILLOW CREEK ELEMENTARY



2022-2023

PARENT AND STUDENT HANDBOOK

FASD...committed to excellence

Andrew Maier Elementary
355 Andrew Maier Boulevard
Blandon, PA 19510
Telephone: 610-926-2502
Fax: 610-944-0923



Willow Creek Elementary
605 Crisscross Road
Fleetwood, PA 19522
Telephone: 610-944-8404
Fax: 610-944-5341

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

Due to the COVID19 pandemic, please refer to the Health and Safety Plan on the district website. This information may change throughout the year and be updated as needed.

www.fleetwoodasd.org

ALL ITEMS LISTED IN THIS HANDBOOK ARE SUBJECT TO REVIEW AND CHANGE BY THE 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

Mission Statement

(A mission statement tells everyone what needs to be done to realize a preferred future. This statement defines the purpose of the district and is built on the values of the community.)

The Fleetwood Area School District, in partnership with families and community, is committed to excellence in providing the educational resources and opportunities which empower all students to become life-long learners and responsible citizens in a dynamic global environment.

Belief Statements

(Belief statements further define the values of the community and are used to guide the district's decision-making efforts.)

- A challenging, quality education should provide a variety of learning opportunities addressing individual intellectual and developmental needs and styles to prepare students to assume responsible adult roles as citizens, family members, and workers.
- Learning should occur in an orderly, caring and safe environment where high behavioral expectations are set for and demonstrated by all students and where the need for honesty, integrity, and individual responsibility, and tolerance is conveyed.
- All students are capable of learning and should be encouraged to strive to their highest level of academic potential. • Quality instruction is central to a quality education, but quality education cannot be fully realized without involvement of the family and community.
- The educational program should prepare students to be:
 - self-directed learners
 - collaborative, high-quality contributors to the economic and cultural life of their communities.
 - users of advanced technologies -concerned stewards of the global environment -healthy, continuously developing individuals -caring, supportive family and community members.
- The educational program should recognize and develop students' talents, acknowledge them for their efforts and promote their self-worth.

Welcome to the Fleetwood Area School District

Superintendent of Schools
Dr. Greg M. Miller

Assistant Superintendent of Schools
Dr. Michael Kelly

Central Administration Secretary
Mrs. Elaine Bleiler
Telephone: 610.944.9598

Andrew Maier Elementary Principal Mr. Christopher S. Redding		Willow Creek Elementary Principal Mrs. Michelle Zellner	
Andrew Maier Elementary Main Office		Willow Creek Elementary Main Office	
610-926-2502	Fax 610-944-0923	610-944-8404	Fax 610-944-5341
Secretary	Mrs. Bernadette Russo	Secretary	Mrs. Kelli Skriletz
Clerical Aide	Mrs. Nora Miller	Clerical Aide	Mrs. Lisa Fodor
		Clerical Aide	Mrs. Anna Stump
Administration		610-944-8111	
Director of Special Education		Ms. Gwynn Bollinger	
Director of Curriculum and Assessment		Dr. Natalie Lytle	
IT Administrator		Mr. Thomas DeAngelo	
Athletic Director		Mr. Matthew Diehl	
Director of Safe Schools		Mr. Jeffrey Doelp	
Business Manager		Mrs. Heidi Orth	
Director of Facilities		Mr. Kerry Strickler	
Food Service Coordinator		Mrs. Jennifer Wilinsky	
Board of School Directors			
President		Mr. Kevin Manmiller	
Vice President		Mr. Gary Reinert	
Treasurer		Mrs. Heidi Orth	
Secretary		Mr. Michael Noll	
Board of School Members			
Mrs. Lisa Bogacki		Mr. Matthew Davenport	
Mr. Robert Gore		Mrs. Susan Hawkins	
Mr. Jason Valick		Mr. James Younker	

District Wide Emergency call number is 1-833-FLEETWD (1-833-353-3893)

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STUDENT ARRIVAL/DISMISSAL PROCEDURES

In the district's efforts to oversee the safety of students, the following procedures will be utilized when telephone calls are received regarding changes in drop-off/pick-up procedures:

Parents/Guardians **MUST** submit requests, in writing, to the principal (or designee) at least three (3) days in advance, when possible.

If the requests are made via the telephone and not in writing, the office staff will ask the caller to identify himself/herself and provide the name of the student. The office staff will also ask the name of the person picking up the student.

Parents/Guardians must submit a list of all individuals they authorize to pick up their child from school.

If the identified caller is not listed as someone the parent/guardian has notified the school to whom the student may be released, then the student will remain in school until an authorized individual to whom the student may be released is contacted to verify arrangements or to come to school to pick up the student.

People picking students up from school should always be prepared to show ID.

The parent/guardian may receive a return call from the office staff to verify that a parent/guardian had placed a call to request a change in arrangements.

The office staff will record the call to document the request. The caller will be informed that the call is going to be recorded and will be asked to repeat the request.

Based upon these procedures, telephone requests for changes in drop-off/pick-up arrangements will only be accepted from parents/guardians. Parents/Guardians should notify the school, in writing, if other adults (relatives, babysitter, etc.) have permission to contact the school regarding changes in arrangements. Parents/Guardians should specify, by name, those adults who might be calling to inform the school of any changes.

In addition, we ask that parents please report to the office when picking up their child for any reason prior to the end of the school day and sign any required forms. The office staff will contact the classroom teacher and the child will be sent directly to the office as quickly as possible. Whenever possible, please inform the school in **advance** of any such appointment so that the classroom teacher can prepare any assignment(s) for your child to take home.

If your child will miss the start of a school day due to an appointment, please send a note to school prior to the appointment day. We ask parents to enter the school with their child and sign them in upon arriving to school after the appointment and present the doctor's excuse to the office. Please report to the office so that we may take their lunch order. **Once the school day begins at 9:15 a.m., children should not be dropped off at the front door of the school building and allowed to proceed inside unattended.**

Infinite Campus Messenger System

As part of our ongoing efforts to streamline communication we have implemented Infinite Campus Messenger System. ***This Messenger System will be the District's primary method during your child's school career to communicate schedules, busing information, and most other critical information for your student to you.*** The primary guardian has been provided a username and password as well as instructions on how to access this site by the District. Please log on and verify all information is correct, contact the school secretary or call the business office at 610.944.8111 ext. 1204 to make changes, and prioritize guardians via a numerical ordering system designated by Alert #1, Alert #2, and Alert #3. As the primary guardian you are the source of the messaging system calling/email contact information, therefore, it is imperative that we have accurate contact information in order for those designated to receive these notices. ***If no phone numbers are put into the Alert Fields, no calls will be received.***

With the use of the Messenger System the primary parent/guardian ultimately controls the phone numbers that are contacted by the rapid notification system. This information is updated daily. When a parent/guardian wishes to change contact information, they will contact the school secretary or call the business office at 610.944.8111 ext. 1204 to change phone numbers and email addresses. Please be sure telephone numbers, particularly those numbers the school uses to contact a parent/guardian in the event of an emergency are kept up to date.

On the District website is a quick link to the Infinite Campus Messenger System. Please click on the A+ icon in the right-hand corner and enter the Infinite Campus parent portal by clicking where it tells you. This will allow you to log in to your student's information. There is also information on downloading a mobile app for access to this information and instructions on how to use it.

If you experience difficulty accessing the Messenger System, please contact the District's technology office at 610.944.8111, menu option 6.

Messenger System

The Fleetwood Area School District has implemented Messenger system which allows the District to quickly contact you by *telephone and email*. It is important that we have accurate contact information in order for you to receive these notices from the school. The system will use the phone numbers and email addresses currently listed for you in our database system. This information is provided to the District by you through the Messenger System. ***If your home, work, and/or cell phone numbers have changed, please contact the school office or call the business office at 610.944.811 ext. 1204 to change phone numbers and email addresses. If your cell phone is your primary phone number, please also list it as your home phone number. The messenger system frequently uses email addresses to send out important messages as well. Please provide the District with the email address you most frequently use or check.***

The Messenger System will be used for weather-related school delays and closings, unplanned early dismissals, emergencies and other important announcements. Calls will be made to the home phone number for the parent or guardian who is listed first in our student database. In the case of an emergency, notification will be sent to all phone numbers and email addresses on file for both parents and/or guardians. Please also contact your child's building office with any changes to your phone numbers or email addresses.

AFTER-HOURS SCHOOL-RELATED EMERGENCY CONTACT INFORMATION

The Fleetwood Area School District is implementing an after-hours phone number that will provide a system for parents to report relevant, school-related emergency information to their school outside the normal school day. Please know that in the case of a severe emergency a parent call to the police may be the best option. When using the number you will simply follow the menu options for [Insert school and the ext. number]. In most cases your call will be placed into a voice mailbox that will be forwarded to a building administrator. We will respond to this information at our earliest possible opportunity.

The District Wide After-Hours Emergency call number is
1.833.353.3893 or 1-833-FLEETWD

The extension list is as follows:

- 0 – High School**
- 1 – Middle School**
- 2 – Andrew Maier**
- 4 – Willow Creek**

Just a reminder that this phone is only active outside of normal school hours.

CLOSING THE SCHOOL IN EMERGENCIES

Instances may occur due to weather or other emergencies when it will be necessary to close the school. Information regarding closings and delays will be sent out using the Rapid Notification System. This information will also be placed on our website along with Radio and TV announcements. Announcements will be made daily only if school is to be closed. It is understood that school will reopen when our district is no longer announced. In the event that an emergency situation should make it necessary to close school early, each child should have a specific prearranged place to go if the parents are not home. When late starting times are announced, parents should continue to listen for further instructions since the initial decision could be changed, depending on road conditions. In the event of a delayed start on an early dismissal day, the early dismissal will be cancelled and school will end at the regularly scheduled time.

RADIO, TV STATIONS AND WEBSITES

If there is a strong likelihood that this will happen, your sources of information will be the following local radio and television stations and the district website:

Radio Stations			Television Stations		Website:
WAEB	Allentown	790 AM	TV 8	Lancaster	www.fleetwoodasd.org
WEEU	Reading	830 AM			
WRaw	Reading	1340 AM	TV 69	Allentown	
WFMZ	Allentown	100.7 FM			
WRFY	Reading	102.5 FM			
WBYN	Boyertown	107.5 FM			

CHANGE OF ADDRESS/TRANSFERS/WITHDRAWALS

Parents should contact the Business Office (610.944.8111 ext. 1200) as soon as possible if there is a change of address. Parents/Guardians will need to make an appointment with our registrar to complete the required paperwork.

If you are planning to move from the Fleetwood Area School District, please notify the building secretary several days in advance so that a withdrawal form can be prepared for the student's parents/guardians to sign. This form is necessary for the district to transfer records to the new school district. Usually, a birth certificate and an immunization record are the only items necessary for registration in the new school district. **All textbooks, library books, and instruments must be returned prior to moving from the district.**

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 supports for the child.

School personnel should be informed of the following:

1. Where and with whom does the child reside.
2. Who has access to the child during school hours.
3. A current copy of custody agreements or a court order granting custody should be submitted to the office. (This form will be kept on file and only needs to be resubmitted if a change in custody occurs.)

Forms for providing this information are available in the office and on the website: www.fleetwoodasd.org.

DUPLICATE MAILINGS

Parents/Guardians must submit a written request to the building administrator or designee for duplicate mailings. Duplicate mailing requests will remain in effect throughout a student's elementary years, unless otherwise indicated by the parents/guardians.

STUDENT SUPPORT

Supports are available to students experiencing academic, behavioral, attendance and/or emotional difficulties that may interfere with academic success.

Referral for students can be requested by parents/guardians, school personnel, or self-referrals. The Student Support team is comprised of specially trained teachers, administrators, school counselor, school psychologist and a consultant from The Caron Foundation is available. Our goal is to work with you and to offer support and recommendations for your child. When students are having difficulties beyond what the school can help with, the team can provide families with information on outside community resources.

SCHEDULED EARLY DISMISSALS

During the school year a number of early dismissals are scheduled to provide staff members with opportunities to review and develop the curricula. Please refer to the Fleetwood Area School District Activities Calendar available on the district website, or to your school newsletter, for dates of these early dismissals. All scheduled elementary early dismissals are at 1:30 p.m. except for the last day of the school year in June in which dismissal time is 12:00 noon.

DISTRICT WIDE AND ELEMENTARY CALENDARS

FASD District calendars are available on the Fleetwood Area School District's website: www.fleetwoodasd.org

Under Quick Links you may access a one page calendar by clicking on the District Calendar (Yearly) or a monthly calendar by clicking on District Calendar (Monthly) or you may click on the Calendar icon on the top of the page. This will bring up the district calendar where you may navigate through the calendar by clicking the arrows to access previous or future months. If you only want to access information from certain buildings, click on the select individual calendars down arrow and a drop down menu will appear. To customize the calendar to suit your needs, **click on the** building from which you **would** like calendar events to appear on your personalized calendar. All District events will appear along with your child's building selected. If you are only interested in a particular type of event click on the select events and only those events you are interested in viewing will appear. This allows you to view only those events scheduled for that building as well as any district wide events. .

Another nice feature of this calendar is that you can use it in conjunction with your personal calendar and everything is right there for you to see in one glance by syncing it to your smart device. You can also print it out for your convenience.

Please check this calendar on a regular basis as information will be posted when events are announced and is continually updated.

ATTENDANCE

State law requires that all students be in school for 180 days each year. The local School Board sets the calendar for these days. Absences from these 180 days fall into two categories: (1) lawful absences and (2) unlawful absences.

Parents are asked to call the school office before 10:00 a.m. in the event that their child will be absent from school. You may leave a voice mail for the secretary if calling before office hours. The building attendance person will contact a parent/guardian at home or, if necessary, at work if the school is not contacted by 10:00 a.m.

Attendance shall be required of all pupils enrolled in the school during the days and hours that school is in session except that a school principal or a designee may excuse a pupil for temporary absences when satisfactory evidence of such mental, physical or other urgent conditions may reasonably cause the pupil's absence.

Board Policy states absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within (3) days of the absence. Parents are encouraged to use the excuse forms provided by the schools, however, a written note is acceptable.

In the event of excessive absences due to illness, it would be helpful if parents could contact the school nurse to update her regarding any medical condition(s) that are causing the absences.

All Absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

APPOINTMENTS

Regular medical and dental care appointments should be scheduled so that they do not conflict with school hours. However, because we know this is not always possible, we require parental requests the day before or the morning of the appointment. Parents must physically sign out the student in the main office. Students are not permitted to leave the building without a parent or guardian. **A doctor's excuse needs to be submitted for these appointments.**

ARRIVE LATE/LEAVE EARLY

Students arriving late or leaving early shall accumulate tardy minutes. If a student accumulates 6.5 hours of tardy minutes, they will accrue one (1) day of absence.

ATTENDANCE: LAWFUL ABSENCE/LAWFUL TARDY

Lawful absences/lawful tardies include, but are not limited to the following reasons:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in immediate family.
6. Impassable roads.
7. Educational trips.

ATTENDANCE: UNLAWFUL ABSENCE/UNLAWFUL TARDY

Unlawful absences/unlawful tardies include, but are not limited to the following reasons:

1. Truancy.
2. Parental neglect.
3. Missed the bus.
4. Overslept.
5. Any other reason not covered in the lawful absences above.

EDUCATIONAL TRIPS

Educational trips or extended excused absences may be permitted if approved by the Superintendent or designee. Parents must complete and submit an “Educational Trip/Excused Absence Request” form to the office of the Principal prior to the trip. The forms are available in the school office and on the school website. Trips more than three days in length must be approved by both the building Principal and the Superintendent. ***Trip requests must be submitted no less than two (2) weeks prior to the date of the student’s expected absence.*** The School Board has established **a limit of ten (10) days** per year for educational trips. “Educational Trip/Excused Absence Request” forms and letters of approval are kept on file in each school’s office.

Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. Work must be completed within the same number of days as the educational trip with a maximum of five days upon the student’s return unless special arrangements are made with the teacher assigning the work.

REPORTING PUPIL PROGRESS

Our primary purpose is to report progress to parents in a clear and meaningful manner. In order to encourage continual communication between the home and school regarding student achievement, interim progress reports are sent home to parents throughout each marking period, as needed. These forms include a request for a parent signature and possibly a request for a conference with the teacher. **One copy of the interim progress report must be returned to the classroom teacher.**

Parent-teacher conferences offer parents additional information needed to identify subject strengths and areas that need improvement. We believe these conferences are a vital link in the home-school partnership. Teachers use a flexible scheduling system to accommodate all parents. Parent-teacher conferences have been scheduled for Tuesday, November 23, and Wednesday, November 24, 2021, and for Friday, March 4, 2021. Additional conferences may be scheduled by the teacher, or if requested by a parent, as needed.

REPORT CARDS

In order to share with parents the academic progress and social development of students at the elementary level, report cards are issued three times a year in grades K-4.

Major subject areas, special area subjects, and characteristics of a successful learner in grades K - 4 are evaluated using progress levels: **ME** (Meets Expectations), **AE** (Approaches Expectations), **BE** (Below Expectations). An **X** indicates that the skill area is not applicable at this time.

NOTICE OF NON-DISCRIMINATION

The Fleetwood Area School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. These activities include, but are not limited to, instructional programs, extra-curricular activities, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for students, parents, employees, volunteers, subcontractors, vendors, and clients. The Superintendent of Schools (Dr. Greg Miller) has been designated by the Board of School Directors as the district's compliance officer for Section 504 and Title IX. He may be reached at 801 North Richmond Street, Fleetwood, PA 19522 (610.944.8111).

HOME BOUND INSTRUCTION

Pupils who are unable to attend school for two (2) weeks or more due to an accident or illness may be eligible for homebound instruction. Parents wishing this service should forward this request to the elementary principal.

INSTRUMENTAL MUSIC AND STRINGS

Band instrumental music lessons are available to children in grade four. String lessons for individuals in grades three and four are also available.

TEXTBOOKS

Students are responsible for the condition of their books during the period of time for which they are used. Textbooks should be covered while on loan to the students. **Students who damage or lose textbooks or library books will be required to pay the full cost of a new book.** If a book is lost, the student should report the loss to the classroom or library teacher. A new book will not be issued to a student until payment has been made for the lost book. If the lost book is found, the money paid will be refunded upon evidence of the book being returned and presentation of a district receipt.

LIBRARY

Library facilities are available to all students in all buildings. Books may be checked out for two weeks and renewed for two additional weeks. If a child has an overdue book, he/she may not check out any additional books until the overdue book is returned. Lost or ruined books must be paid for by the student or parent in order for the school to replace the book. All library books **must** be returned prior to the end of the school year.

SCHOOL VOLUNTEERS

Due to COVID 19 volunteers are not permitted. When volunteers can be utilized in school, the following information is to be followed.

Pennsylvania has implemented new requirements for individuals wishing to volunteer in our schools. All school volunteers are required to have clearances on file in the district administration office that have been completed within five years.

These clearances include the Act 34 State Police Criminal Clearance and the Act 151 Child Abuse History Clearance. In addition, if you have been a resident of Pennsylvania for the previous ten years, you will need to sign a Fleetwood Area School District Volunteer Affirmation form confirming you have not been convicted of any crime that would disqualify you from volunteering in a public school. If you have not been a resident of Pennsylvania for ten years, you will need to complete a FBI Clearance which requires fingerprinting. The PA Criminal History Clearance and Child Abuse Clearance are free for volunteers. Volunteer clearances may not be used for employment purposes, however, clearances that may have been obtained for employment purposes can be used for volunteering. The FBI fingerprint clearance, if required, currently is \$24.25. The volunteer is responsible for obtaining the clearances and paying any required fees. **Please note: the district does not receive copies of your clearances from the agencies. It is your responsibility to provide copies of each clearance. The Criminal History Clearance, Child Abuse Clearance, and the Volunteer Affirmation form or FBI clearance must be received prior to being approved as a school volunteer.**

All of the clearance forms and the Volunteer Affirmation form are available in each of the school offices as well as on the District website. If you are completing the Volunteer Affirmation form since you have resided in Pennsylvania for the past ten years, please make certain to have someone witness your signature. If your witness is not a Fleetwood Area School District employee, please have the witness print their name and address, in addition to signing and dating the form. Instructions for the FBI clearance, if needed, will be available in each school office.

If you are currently on our volunteer list and are not certain whether you need to update your clearances, please contact the Superintendent's office (610-944-8111 x 1101) so that we may tell you if/when you will need to update them.

We would like to thank you for your understanding and cooperation in complying with this state requirement.

Examples of people needing to obtain clearances:

Volunteer coaches, weight room monitors, tutors, library helpers, field trip chaperones, remediation and enrichment helpers, classroom helpers, special event helpers (e.g. field days, holiday celebrations and activities), clerical volunteers, etc.

CAFETERIA AND MENUS

Student Lunch Prices: Grades K-4 \$3.00

Student Reduced Lunch \$.40

Student Breakfast prices: Grades K-4 \$1.75

Student Reduced Breakfast \$.30

The cafeteria accommodates all children in grades K-4. Other items can be purchased ala carte. **Breakfast and lunch menus are available online.** If you do not have access to the website, contact the office for a copy of the monthly menu. Please send students to school prepared with a lunch choice as lunch orders are placed in advance and distributed to the school. Students may choose to bring a home-packed lunch to school. **It is suggested that students do not bring cans of soda to school.**

It is recommended that deposits be made before your child begins school. Checks should be made payable to "FASD Food Service" and mailed to: Fleetwood Area School District, Attention: Food Service, 801 North Richmond Street, Fleetwood, PA 19522

FREE/REDUCED BREAKFAST/LUNCH

Information pertaining to the free/reduced meal program is available on the district website. All applications for the free/reduced meal program can be done online, please visit www.schoolcafe.com. All applications must be filed prior to the start of school. If you do not have access to a computer or have questions regarding the program, contact Jennifer Wilinsky by email at jwilinsky@fleetwoodasd.org or call 910.944.8111 ext. 1600.

SCHOOL BREAKFAST

The Fleetwood Area School District breakfast program will be offered beginning on the First Day of School. Breakfast will be available from 8:50 a.m. until 9:05 a.m. daily in the elementary buildings.

Student Breakfast Prices: \$1.75

Reduced Breakfast \$.30

Breakfast will consist of:
Hot or cold entrée choice
Milk, fruit, or fruit juice

If your child receives free or reduced lunch, they will also qualify for free or reduced breakfast.

All dietary restrictions previously noted will be followed. If you have any questions or concerns, please call the Food Service Department at 610.944.8111, ext. 1600. Start your children's day off right with breakfast!!!!!!!
FASD Food Service follows the National School Lunch Programs Regulations.

CAFETERIA ACCOUNT INFORMATION

Students will continue to have the ability to eat a meal regardless of if they have money in the account. Any Negative Accounts must be paid.

Your child MUST have money in their account on the first day of school.

ALA CARTE ITEMS WILL NOT BE AVAILABLE FOR ANY STUDENTS TO PURCHASE IF THEY HAVE A NEGATIVE BALANCE.

We will continue to notify families when the account is \$10.00 or less. Notification methods include letters sent home and automated phone calls through the district phone system. Families can set up an account through www.schoolcafe.com to receive low balance notifications via email as well. Deposits can be made with cash, check (made payable to FASD Food Service) or via the internet at www.schoolcafe.com. Information on using School café is available on the district website under School café for Parents under the Food Service department. 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 and the check will be returned, **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.

COMPUTERIZED DEBIT SYSTEM

The Food Service department has utilized a lunch debit system. The debit system eliminates the need for students to carry cash with them on a daily basis to purchase breakfast and lunch and allows you to send in deposits from a minimum of ten days up to as many as fits your budget.

Listed below are the procedures for our computerized debit system. This information is also available on the District website.

1. Each student is issued a school personal identification number (PIN) which is their student ID number. A picture of the student will be imported into the Point of Service database each year to verify your child's account.
2. On the deposit envelope you have the option to select deposit for **MEAL ONLY** or **MEAL AND ALA CARTE**. The option that you select will remain the same each time you send in any additional payments **unless** you contact the food service department or indicate a new option on the food service deposit envelope.
3. Money is deposited into a child's account when it is received. The deposits can be made with a check or via the internet at www.schoolcafe.com. The account balance & transaction report is free. There is a fee of 5% of the transaction to deposit money in your child's account. **Cash will be accepted but the Fleetwood Area School District will not be responsible for lost or stolen cash. We**

ask for a minimum deposit of \$20.00. Checks returned for nonsufficient funds are subject to a \$15.00 return fee.

4. Students will choose the items they want to purchase for breakfast or lunch, they will proceed to the cashier and enter their PIN on a keypad. The child's account will appear on the cashier's computer touch screen. The cost of the items selected will automatically be deducted from the account without any exchange of cash.
5. When a child's account reaches a \$10.00 balance, the family will be given a notification reminder so a deposit can be made sometime during the next two days, thus avoiding a negative balance. **Please complete all the information on the envelope and write the student ID number on the check. If you have registered your students at www.schoolcafe.com you will be notified by email when they have a low balance. You must sign up for the parent online email notification to receive the low balance alert.**
6. Students who receive free or reduced meals will follow the same procedures as outlined above. Their automatic debit would be made at a free or reduced meal rate. **Free and reduced meal prices apply to the meal on the menu only. Students must have money in their accounts to buy ala carte items.**
7. Students' accounts can be set up with or without spending restrictions. It is now possible to have a daily dollar amount set for ala carte items, for example, if you would like your child to only have \$1.00 per day available for ala carte items the system will only allow that amount each day. Some students buy two lunches daily or a lunch and an ala carte item. If a parent only wants to have a child debit one school lunch per day, then a MEAL ONLY restriction will appear on the cashier's screen. Students with negative balances will not be permitted to purchase ala carte items. Limits can be set by calling the food service office at 610.944.8111 ext. 1600.
8. Parents/Guardians of students withdrawing from the school district will be issued a check for their child's account balance upon receiving a copy of the withdrawal form **and** written request from parent for the refund.
ALL REFUND REQUESTS MUST BE SUBMITTED IN WRITING via "REQUEST/TRANSFER FORM"
9. You may also check your students account history via the internet (see the website for instructions to set up an account for www.schoolcafe.com).

The computerized debit system is similar to the setup of ATM's which we use as adults. Once your child's account is activated, he/she can use his/her PIN to purchase food at breakfast or lunch. The difference between this system and an ATM is that your child can't withdraw cash from his/her account and there is a picture ID protection feature.

HEALTH SERVICES

The certified school nurse, or building nurse is stationed in the health room in each elementary building. The services of the school doctor are available for mandated physical examinations. A comprehensive health examination is mandated by the State Department of Health for all children when they begin school. Forms for the family doctor to complete for the examination are available at school and on the website. If you wish the school doctor can complete the examination. The state also mandates dental examinations upon original entry to school, third and seventh grades. This can be done by the family dentist. Forms for the report are available from the school nurse and on the website. The school dentist will be available for one morning to complete this examination for students whose parents request it. **If the dental and/or physical examination is not completed by the end of the school year, the student will be excluded from school the following school year until evidence of a completed examination is given to the school nurse. Students are required to have a current physical and dental forms on file in order to participate in field trips. Nurses need to have current medical information available to them when traveling with students. (School Board Policy # 209)**

All elementary school children are weighed, measured, and have their vision tested. Hearing tests are given to children in kindergarten, grades one, two, and three. The report of the screening can be found on the Home Access Center when all testing is done. Referrals for problems are mailed within two days of testing. Vision testing done at school is only a screening. It is in the best interest of the child to have a professional eye exam in the primary grades. There are charitable organizations that help children get eye care. Call the school nurse if interested.

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, Tetanus, and Acellular Pertussis - 4 doses (1 dose must be on or after 4th birthday and is usually given as DTaP or DTP or DT or Td)

Polio - 4 doses (4th Dose on or after 4th birthday and at least 6 months after previous dose given)

Measles, Mumps and Rubella - 2 doses (usually given as MMR)

Hepatitis B - 3 doses for students (3rd Dose must be given after 6 months of age)

Varicella (Chicken Pox) - 2 doses (1st dose after 1st birthday) or evidence of immunity.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

The Fleetwood Area School District recognizes that parents 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 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:

1. Elementary students are not allowed to self-administer inhalers or carry any meds. They must be kept in the health room and monitored when taking.
2. Any medication, prescription or non-prescription, to be given during school hours must be delivered directly to the school nurse.
3. Prescription medication must be brought to school in the original container in which it was purchased, with a pharmacy label indicating the child's legal 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 (M1) must be completed by the prescribing doctor and signed by the parent/guardian.
4. Over-the-Counter (OTC) medications must have a **M1** form completed by the doctor and parent. Parent must contact the family doctor to be sure he/she will sign the M1 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. There are standing orders from the school doctor for medications for minor illness that can be administered to minors by the school nurse. We prefer to use these medications instead of having OTC medications sent from home.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. Parents/Guardians

wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

ILLNESS

Students will be excluded from school by the school nurse or health room aide for the following symptoms:

- Vomiting
- Diarrhea
- Temperature above 100.4
- Head injury with symptoms indicating the possibility of a concussion
- If child is unable to do classroom work because of illness
- Communicable diseases
- Suspected fractures

Students will be cared for in the health room until a parent or person designated by the parent can come to school for the student. In order to accommodate other students who might need medical attention, ill students should be picked up by the parent or other caregiver as soon as possible. Students should never be sent to school with any of the problems listed above. Please update your information in the Home Access Center and also notify the school when work or home phone numbers change, so there is no difficulty reaching you in an emergency.

STUDENT RIGHTS

The Fleetwood Area School District subscribes to all the regulations of the State Board of Education of Pennsylvania regarding Students Rights and Responsibilities. Having legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

STUDENT RESPONSIBILITIES

- A.** Attend school and all classes daily, except when excused, and be on time for all classes and other school functions
- B.** Make all necessary arrangements for making up work when absent from school
- C.** Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities
- D.** Respect the rights of other students
- E.** Express ideas and opinions in a respectful manner so as not to offend or slander others
- F.** Respect the rights and authority of teachers, administrators, and all others who are involved in the educational process
- G.** Be aware of all rules and regulations for student behavior and conduct themselves accordingly
- H.** Assume that until a rule is waived, altered or repealed, it is in full effect
- I.** Be aware of and comply with federal, state, and local laws
- J.** Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- K.** Dress and groom in a manner that meets acceptable standards of safety and health and does not cause disruption in the classroom/school
- L.** Assist the school staff in operating a safe school
- M.** Exercise proper care when using public facilities, supplies, and/or equipment

STUDENT EXPRESSION

Students have the right to express themselves unless such expression is likely to interfere with the educational process, school activity, discipline, and order on school property or at school functions, threatens harm to the school or community, encourages unlawful activity, or interferes with another's rights. This includes verbal, written, or symbolic expression. Students are required to obtain permission from the principal for any materials that they wish to post or distribute on school property. Any behavior that violates this policy will be subject to disciplinary action. This is in compliance with Board Policy #220 student Expression.

STUDENT BIRTHDAYS

Party invitations may not be distributed at school. Also, staff members are not permitted to supply any parent or student with addresses or telephone numbers of other students, since this is confidential information.

Due to the stringent dietary controls in effect from the federal government, students may not bring birthday treats to school.

PUPIL DRESS

Children of elementary age are becoming more conscious of styles and trends of modern grooming and attire. Some of these styles and trends, however, are not appropriate for the types of activities and learning experiences that take place within the elementary schools. We ask parents and students to make every effort to see that good grooming habits are followed, and that suitable attire is worn to school. When a student's appearance is felt to be detrimental or is causing a disruption within the school setting, parents will be contacted. Please make sure that your child wears sneakers on days when she/he has physical education.

DRESS GUIDELINES FOR COLD AND WARM WEATHER

Each elementary school conducts two daily recess periods, each are twenty (20) minutes in length. At recess time, all children must go outside for fresh air, recreation time, and physical activity. We strongly urge you to have your child dress appropriately for the existing weather conditions. During cold weather, your child should have a hat and gloves or mittens available to wear during recess periods. Students may be sent outdoors for a short period of time even though it may be cold or snowing so boots may be needed on snowy days. Children will not have recess outdoors if it is raining, extremely cold or when a dangerous wind chill factor exists.

We ask that parents submit a physician's excuse/note when requesting that their child not participate in recess/gym for an extended period of time.

Please review the following guidelines for appropriate dress at school during warm weather:

- Tank tops and shirts with skinny straps are **not** permitted. Sleeveless shirts are acceptable.
- In order to get the most out of scheduled gym activities and recess periods, children need to wear proper footwear. It is impossible for them to play and compete safely in flip-flops, sandals, clogs, leather-soled dress shoes, and heels.

NO FLIP-FLOPS

Just a reminder that flip-flops are not considered proper foot attire and should not be worn to school by students. Wearing flip-flops could present a hazard to the safety of students on the playground and during Physical Education classes.

BICYCLES, SKATEBOARDS, ROLLER SKATES/BLADES, AND HEELIES

To ensure everyone's safety, the district does not allow the use of items with wheels (e.g., bikes, skateboards, roller skates, rollerblades, heelies, etc.) on school property.

SALE OF/POSSESSION OF ITEMS IN SCHOOL

Children may not buy, sell or trade any item in school, on the school grounds, or on the school bus – except for those sales approved by the school. In addition, students should not bring to school any item(s) having significant monetary or sentimental value, due to the fact that these items could be lost, damaged, or stolen. Students and parents should consider which items to send to school for display purposes.

FLEETWOOD AREA SCHOOL DISTRICT POLICIES

While a number of policies are listed or referenced throughout this document, all policies are not included. It is your responsibility to familiarize yourself with the district policies. To access all of the district policies, please visit the district website at <http://www.fleetwoodasd.org/board> and click on the link titled FASD Board Policy Handbook. Additionally, a complete copy of all board policies are available in the Superintendent's Office. Should you need to review the hard copy, please contact the Superintendent's office at 610-944-8111 ext 1100

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.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

Parents will no longer be asked to sign an Acceptable Use Policy form since our curriculum includes technology. Parents not wanting the district to use their child (ren)'s photos must complete the ***Decline Permission to Use Student Work/Photography form*** and return it to the building office. These forms are available on the district website and the building office for your convenience. If you are unable to print a form please contact the office and one will be provided for you.

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 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.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Continued)

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 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 to 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 educational 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]

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Continued)

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 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]

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Continued)

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

Administrators, teachers and staff have a professional responsibility to work together to help students develop 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]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web. [18]
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Continued)

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 non-school 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.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Continued)

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]

Legal

2. 20 U.S.C. 6777

3. 47 U.S.C. 254

4. Pol. 218

5. Pol. 233

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Continued)

6. Pol. 317

7. Pol. 103

8. Pol. 103.1

9. Pol. 104

10. Pol. 248

11. Pol. 348

12. Pol. 249

13. Pol. 218.2

14. 24 P.S. 4604

15. 24 P.S. 4610

17. 24 P.S. 1303.1-A

18. 47 CFR 54.520

19. Pol. 237

20. Pol. 814

21. 18 U.S.C. 2256

22. 18 Pa. C.S.A. 6312

23. 18 Pa C.S.A. 5903

24. 17 U.S.C. 101 et seq

24 P.S. 4601 et seq

Pol. 22

ELECTRONIC DEVICES

Purpose

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

Definition

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

Authority

The Board prohibits **use of** electronic devices by students in locker rooms, bathrooms, health suites and other changing areas at any time. The use of any electronic equipment on school buses that interferes with safety on the bus is prohibited. [1]

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school sponsored activities. [2]

The district shall not be liable for the loss, damage or misuse of any electronic device.

Students are permitted to bring mobile telephones to school which shall be turned off during instructional and class time, during passing times between classes, as they enter the building at the start of the school day, and at any other time where use of the device would cause a disruption of school activities.

The building administrator may grant approval for possession and use of an electronic device by a student at the administrator's discretion.

Electronic items such as radios, Ipod/MP3 players, beepers, cellular phones, and electronic games are not permitted in school unless authorized by the classroom teacher or building administrator. Any electronic items found in the possession of a student during school hours will be placed in the school office for security reasons.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing on district property and school buses.

Because such violations/behavior may constitute a crime under state and/or federal law, the district shall report such conduct to relevant law enforcement agencies.

Authority (Continued)

Off Campus Activities

The policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist: [4]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school sponsored activities.
2. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
3. The conduct has a direct nexus to attendance at school or school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
4. The conduct involves the theft or vandalism of school property.

ELECTRONIC DEVICES (Continued)

5. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device and possible referral to law enforcement. [4][5][6]

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

The building administrator may grant approval for possession and use of an electronic device such as a telephone paging device/beeper by a student for the following reasons: [2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad and meets school eligibility requirements.
2. Student has a need due to medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator

Legal

1. 24 P.S. 510

2. 24 P.S. 1317.1

3. Pol. 815

4. Pol. 218

5. Pol. 226

6. Pol. 233

7. Pol. 113

Pol. 000

Pol. 122

Pol. 123

POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTIONS POLICY #210.1

Authority

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

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

Definitions

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

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

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

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

Delegation of Responsibility

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

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

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

Guidelines

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

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.

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

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

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

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

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

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

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

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

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

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

The standing order shall include at least the following information:

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

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

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

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

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

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

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

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health

program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:

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

Training

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

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

Evidence that such training has been completed shall be placed in the employee's personnel file. A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:

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

CONTROLLED SUBSTANCE/PARAPHERNALIA # 227

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

It is the desire of the district, through curricular procedures and administrative action, to work for the prevention of misuse and abuse of controlled substances within the school district. Consistent with the aims of prevention activities, every effort shall be made to intervene and alleviate controlled substances related problems as they may develop within the domain of the school district.

Definitions

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities.
2. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

DISCIPLINE PHILOSOPHY AND SUGGESTED PROCEDURES

Level 1 Behaviors: Lower Level Disruptive (Teacher managed, except for bus incidents)

Minor misbehaviors that impede the educational processes and procedures and/or interferes with the safe operation of the school. The below is a sampling of behaviors that may occur at Level 1. It is not an all-inclusive list.

Safety

- Unsafe behavior not resulting in injury or damage (e.g., running in hallway, horseplay, careless use of school property)
- Out of designated area (e.g., out of assigned seat, out of station area)
- Unsafe playground behavior (e.g., misuse of equipment, breaking game rules)
- Bus violation (e.g., out of seat, throwing items)

Respect

- Minor disruptive behavior (e.g., calling out, making noises, excessive talking)
- Inappropriate language / profanity
- Inappropriate gestures / body language
- Unkind / disrespectful words, teasing, or tone
- Lying / cheating / stealing (minor, low value)
- Bus violation (e.g., unkind / disrespectful words, yelling, inappropriate gestures)

Responsibility

- Failure to follow school rules (e.g., classroom, cafeteria, hallways, playground, bathroom)
- Failure to follow directions (minor)
- Misuse of class materials / unintentional damage to school property
- Misuse of computer / technology
- Use of cellphone during school hours
- Bus violation (e.g., minor, unintentional damage to bus, failure to follow rules)

Level 1 Supports, Interventions, and Logical Consequences

The below is a menu of possible supports or interventions that may be chosen. It is not all inclusive. Staff may choose other supports, interventions, or consequences as needed.

- Reminding and redirecting language
- Nonverbal signals
- Proximity to student(s)
- Re-teaching / reviewing rules and/or procedures
- Increased structure / supervision
- Limiting choices
- Reparation (e.g., clean up spills and messes, redoing tasks appropriately)
- Student conference
- Parent contact (e.g., phone, email, behavior note, or ClassDojo)
- Loss of privilege (e.g., recess)
- Apology (written or verbal)
- Moving / assigned seat (e.g., bus, classroom, cafeteria)
- Reflection task (written or verbal)
- Teacher and student completion of behavior note
- Conflict resolution
- Time out (within the classroom or in another classroom)

Level 2 Behaviors: Disruptive / Repetitive Behavior (Administrator / Dean of Students managed)

Misbehaviors in which frequency and seriousness impede the educational processes and procedures and/or interferes with the safe operation of the school (continuation of Level 1 behaviors). The below is a sampling of behaviors that may occur at Level 2. It is not an all-inclusive list.

Safety

- Unintentional behavior resulting in injury (e.g., horseplay, careless use of school property)
- Cafeteria violation (e.g., running, climbing on tables)
- Out of assigned area (unsupervised)
- Repetitive unsafe playground behavior (e.g., misuse of equipment, breaking game rules)
- Bus violation (e.g., behaviors which distract the driver, throwing objects)
-

Respect

- Insubordination / defiance
- Cafeteria violation (e.g., unkind / disrespectful words, yelling, inappropriate gestures)
- Repetitive or more severe inappropriate language / profanity
- Repetitive or more severe unkind / disrespectful words, teasing, or tone
- Repetitive or more severe inappropriate gestures / body language
- Repetitive lying / cheating / stealing (low value)
- Bus violation (e.g., unkind / disrespectful words, yelling, inappropriate gestures)

Responsibility

- Cafeteria violation (e.g., minor, unintentional damage to school property, failure to follow rules)
- Failure to follow school rules (e.g., classroom, cafeteria, hallways, playground, bathroom)
- Repetitive misuse of class materials
- Repetitive computer / technology misuse
- Repetitive cell phone use during school hours
- Bus violation (e.g., minor, unintentional damage to school property, failure to follow rules)

Level 2 Supports, Interventions, and Logical Consequences

The below is a menu of possible supports or interventions that may be chosen. It is not all inclusive. Staff may choose other supports, interventions, or consequences as needed.

- Any level 1 support, intervention, or logical consequence
- Teacher and student completion of blue behavior note
- Parent / student conference / contact with administrator / Dean of Students / teacher(s)
- In-school suspension
- Confiscation of banned materials
- Detention (e.g., recess, lunch)
- Loss of privilege (e.g., school-wide)
- Check-in / Check-out agreement
- Behavior contract
- Individualized behavior plan
- School counselor involvement
- MTSS referral
- Bus suspension

Level 3 Behaviors: Dangerous / Repetitive Behavior (Administrator / Dean of Students managed)

Misbehaviors directed against persons and property that are potentially harmful (continuation of Level 2 behaviors). The below is a sampling of behaviors that may occur at Level 1. It is not an all inclusive list.

Safety

- Intentional behavior resulting in minor injury (e.g., fighting, pushing, throwing objects)
- Leaving school building (unsupervised)
- Minor threat to student and / or staff (verbal, written, and/or physical)
- Bus violation (e.g., behaviors constituting serious safety concerns)

Respect

- Insubordination / defiance
- Harassment (e.g., sexual, racial)
- Vulgar language
- Stealing (high value)
- Bullying / cyberbullying (as defined by Board Policy 249)

Responsibility

- Vandalism (deliberate destruction of or damage to public or private property)
- Viewing or sharing obscene material (e.g., magazines, cellphone images, computer images)

Level 3 Supports, Interventions, and Logical Consequences

The below is a menu of possible supports or interventions that may be chosen. It is not all inclusive. Staff may choose other supports, interventions, or consequences as needed.

- Any level 1 and 2 support, intervention, or logical consequence
- Out-of-school suspension
- Referral for school-based counseling (e.g., CONCERN)
- Recommendation of out-of-school counseling
- Involvement of Superintendent and/or Director of Safe Schools

Level 4 Behaviors: Very Dangerous / Repetitive Behavior (Administrator managed)

Misbehaviors directed against persons and property that have a significant likelihood of causing serious harm or which pose a direct threat to the safety of others (continuation of Level 3 behaviors).

Safety

- Intentional behavior resulting in injury (e.g., fighting, throwing objects)
- Threat to student and / or staff (verbal, written, and/or physical)
- Leaving school property (unsupervised)
- False activation of fire alarm
- Possession of a look-alike or real weapon

Respect

- Harassment (e.g., sexual, racial)
- Bullying / cyberbullying (as defined by Board Policy 249)

Responsibility

- Vandalism (deliberate destruction of or damage to public or private property)
- Viewing or sharing obscene material (e.g., magazines, cellphone images, computer images)

Level 4 Supports, Interventions, and Logical Consequences

Any level 1, 2, and 3 support, intervention, or logical consequence

- Expulsion
- Police report

ELECTRONIC SURVEILLANCE

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

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 the 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 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]

Legal 1. 18 Pa. C.S.A. 5704
24 P.S. 510
75 Pa. C.S.A. 102

BULLYING AND CYBER BULLYING (Ref: policy # 249)

Bullying and harassment are prohibited in accordance with the student code of conduct. A student found to have engaged in bullying or disability, racial, or sexual harassment will face discipline consequences.

1. **Purpose** - The Fleetwood Area School District School 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.
2. **Definitions** - Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:
 - 1) Substantial interference with a student's education.
 - 2) Creation of a threatening environment in school.
 - 3) Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

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.

3. **Authority** – The Board prohibits all forms of bullying by district students.

The Board directs that complaints of bullying shall be investigated promptly, and corrective actions shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative

BULLYING AND CYBER BULLYING (Ref: policy # 249 continued)

obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

4. **Delegation of Responsibility** – Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each Student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to school district employees and their parents/guardians. Parents/Guardians are encouraged to report suspected bullying to the building principal.

All employees receiving a complaint alleging bullying or cyber bullying shall investigate to determine if bullying or cyber bullying is indicated. If the employee suspects that bullying or cyber bullying has occurred, a referral must be submitted to the building principal. Employees who witness acts of bullying shall respond appropriately to ensure observed acts are of bullying cease and to teach students that bullying is not acceptable behavior.

5. **Delegation of Responsibility**

The building principal or his/her designee will inform parents/guardians as appropriate.

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

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

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

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

6. **Guidelines** – Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting incidents to law enforcement, if appropriate.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education:

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

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec 12.3

Board Policy – 218, 220, 233, 248

SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.

WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY

1. **Purpose** - The Board recognizes the importance of a safe school environment **relative** to the educational process. Possession of weapons **in the school setting is a threat to the safety of students and staff and is prohibited by law.**
2. **Definitions - Weapon - the term** shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, **replica of a weapon**, chemical agent such as mace, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A **weapon** does not include any device which is authorized by the school for a legitimate educational purpose such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

A **firearm** means the following:

1. Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device.

The term does not include an antique firearm.

Destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described above.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

3. **Authority - The Board** prohibits students from possessing **and bringing** weapons **and replicas of weapons** into any school district buildings, onto school **property**, to any school-sponsored activity, and onto any **public vehicle** providing transportation to school **or a school-sponsored activity.**

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

Delegation of Responsibility

4. **Delegation of Responsibility** – In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY (continued)

Any district employee or student who knows or ascertains that a student is in possession of a weapon in contravention of this policy shall immediately inform the building principal who shall conduct a complete investigation. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not report this information in a timely manner to school personnel. Upon confiscation of a weapon, the building principal shall immediately notify and/or summon the local police; the Superintendent; and the parents/guardians of any and all students involved in the incident.

Upon reasonable suspicion that a student possesses a weapon, the building principal will request the student to voluntarily empty his/her pockets, remove any coat, book bag, or purse to be searched by a school official in the presence of another adult witness in accordance with Board policy.

If a student refuses to permit a search, the building principal shall immediately summon the local police and request assistance. Parents/Guardians shall be notified as soon as possible.

The building principal will cooperate with the Superintendent to develop a public statement regarding the incident and will determine the most effective method of informing school personnel of the incident.

The Superintendent shall inform Board members of the incident as soon as measures have been taken to eliminate any immediate danger associated with the incident; all steps pursuant to this policy have been complied with; and it is reasonable and practicable to do so.

The building principal or designee shall coordinate the informal hearing procedure; conduct an investigation; secure written statements and anecdotal records substantiating the charges; and provide information and notification requirements for expulsion proceedings.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

- 5. Guidelines - Students, staff and parents/guardians shall be informed at least annually concerning this policy.**

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

Transfer Students:

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

WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY (continued)

References:

School Code – 24 P.S. Sec. 1303-A, 1317.2
State Board of Education Regulations – 22 PA Code Sec. 403.1
Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912
Gun Control Act – 18 U.S.C. Sec. 921, 922

References:

Individuals with Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.
Gun-Free Schools Act – 20 U.S.C. Sec. 7151
No Child Left Behind Act – 20 U.S.C. Sec. 7114
Individuals with Disabilities Education, Title 34, Code of Federal Regulations
– 34 CFR Part 300
Board Policy – 226, 233

SEARCHES

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

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

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

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

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

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

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

SEARCHES (continued)

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

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

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

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Guidelines:

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

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

Searches By Or At The Request Of Law Enforcement Officials - The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement

SEARCHES (continued)

officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections And Searches - Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Handling And Disposal Of Items Found In The Course Of Searches - Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

References:

Pennsylvania Constitution – PA Const. Art. I, Sec. 8
School Code – 24 P.S. Sec. 510
State Board of Education Regulations – 22 PA Code Sec. 12.14
United States Constitution – Amendment IV
Board Policy – 218.1, 223, 227, 805
In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)
Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)
Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009) PSBA Revision 5/11

TOBACCO POLICY # 222

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.

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.

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.

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.

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.

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.

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. 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.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES POLICY # 103

The Board declares it to be the policy of this district to provide an equal opportunity for all students to *achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.*

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated.

The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

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

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation

In reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence mean physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

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 Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

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

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation. The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations. The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the 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 or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

DISTRICT TRANSPORTATION GUIDELINES (Implementation of Board Policy #810)

The school bus is an extension of the classroom and, as such, is ruled by the district's discipline policies (Ref: policy #218).

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

Because safety is a major concern of the district, all parties must cooperate to develop proper bus riding habits. Guidelines for developing and promoting safety include, but are not limited to, the following:

1. It is expected that the student be at his/her assigned bus stop five (5) minutes before the scheduled departure, as the driver must maintain a rigid schedule and cannot wait for tardy riders. In the event that the bus has not arrived within fifteen (15) minutes of the scheduled departure, students may return home. The district transportation office (610.944.8111) should be notified if this occurs. ***Kindergarten students need a responsible adult to be at the bus stop for pick up and drop off unless a release form has been signed and other arrangements are made. Forms are available in the elementary offices.***
2. Students will have one designated morning pick-up stop (home or babysitter) and one designated afternoon drop-off stop (home or babysitter). The pick-up location may be different from the drop-off location; however, the pick-up and drop-off locations must be consistent each day for the entire school year. Requests for permanent bus stop changes must be submitted in writing at least three (3) days prior to the date of the requested change. Students are to get on and off their assigned bus at their designated bus stop.

The babysitter stop must be located within the attendance boundaries of the school in which your child is enrolled. The babysitter stop must be an existing stop along an established bus route, and will be assigned on a bus route with an established stop; after all home stop needs are met.
3. Emergency requests *for a change in a bus stop* may be accepted for a limited number of reasons. Requests should be in writing and be made as early as possible. If an emergency request is made, parents/guardians will be expected to relate details of the emergency to the building principal or designee. If approved, the student will be issued an emergency bus pass if seats are available on the bus. **The driver will not accept a note from the parent.** A record of emergency requests will be kept for each student. If requests become frequent, the parent/guardian will be notified that future requests will be denied. **Acceptable reasons** for emergency requests may include death in the family, medical emergency, or that the student's parents are out of town. **Unacceptable reasons** may include spending the evening at a friend's house, going to a dance, play dates, or to complete school projects/homework with classmates.
4. When boarding the bus, all students are to wait until the approaching school bus comes to a complete stop. A single line should then be formed and students are to enter the bus one (1) student at a time.
5. Once inside the bus, all students are to immediately take their seats and are to remain seated until reaching their destination. After the bus has made a complete stop, students may leave their seats. Elementary Students will be assigned seats and middle school students will be assigned areas on the bus.
6. When exiting the bus, all students must exercise extreme caution in following the directions of the driver. When crossing a road, students must walk in front of the bus, when given the signal by the bus driver.

DISTRICT TRANSPORTATION GUIDELINES (Implementation of Board Policy #810) continued

7. Only the bus driver may give permission to open and close the windows as she/he deems necessary. When windows are open for ventilation, hands, arms, and heads are to remain inside the bus windows. Nothing may be thrown out of the windows.
8. Only students with assigned bus stops may ride the bus to and from school. Walkers may not ride a school district bus, except for field/co-curricular trips.
9. Eating, drinking, gum/tobacco chewing, and/or smoking are prohibited on the bus.
10. To ensure safety, students are prohibited from having live animals, guns/firearms, explosives, squirt guns, glass items, bicycles, skis and poles, items that roll or anything of a dangerous or objectionable nature on the bus.
11. The application of cosmetics on the bus (hairspray, nail polish, perfume, etc.) is prohibited.
12. The use of electronic equipment (ex. Cell phones, cameras, electronic games, iPods, mp3 players, etc.) that interferes with bus safety is prohibited. The district and the transportation company are not responsible for lost or stolen items.
13. The driver has the authority to refuse to allow students to carry onto the bus any item that cannot comfortably fit on one's lap or potentially dangerous. Parents should make other arrangements to transport such items if they are necessary for school work.
14. Only those musical instruments that can be held on the lap or between the knees should be carried onto the bus. Instruments are not to be removed from their carrying case while on the way to or from school. Snare drums, baritone horns, and baritone saxophones may not be transported on the school bus.
15. Gym bags, band instruments, or any school project may not be placed in aisles or areas near the entrance or emergency doors, and such items will not be allowed on the bus unless they can be held on the pupil's lap without endangering his/her safety or the safety of others.
16. The bus driver is in authority at all times when serving as the driver of the school bus; and as such; may assign seats and expect cooperation from all students. Conduct expectations are the same as in school
17. Buses are equipped for audio/video surveillance.
18. Rules of courtesy should be followed at all times.
19. A Bus Conduct Report form will be issued when the bus driver deems necessary. Disciplinary action will be initiated by the building principal and will be communicated to the parents.
20. Parents/Guardians will be expected to arrange transportation for any pupil whose bus privileges have been suspended.

Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list.

LEVEL I

- Failure to follow rules
- Aggravating other students
- Littering on the bus
- Moving from seat to seat or in the aisles when the bus is in motion
- Climbing over seats

DISTRICT TRANSPORTATION GUIDELINES (Implementation of Board Policy #810 continued)

- Spitting
- Tussling
- Failure to comply with the reasonable request of the driver, including the assignment of seats
- Putting head, hands or another part of the body outside of the bus
- Abusive language to other students
- Use of squirt guns or other water propellants
- Throwing things on the bus or out of the bus
- Being on the wrong bus or getting on or off at the wrong stop
- Bringing live animals (including pets) on the bus

DISCIPLINARY OPTIONS

- Verbal Reprimand (warning)
- Changing or assigning seat
- Parental contact
- Detention(s)
- Bus suspension (1-3days)

LEVEL II

- Harassing other students
- Abusive language to the driver
- Vandalism (restitution is required)
- Insubordination
- Fighting
- Behavior in a manner which would distract the driver, such as yelling, pounding on wall, floors, or ceiling of the bus
- Unmodified Level I misbehavior

Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list. (Continued)

LEVEL II

DISCIPLINARY OPTIONS

- Assigned Seat
- Parental contact
- Behavioral contract
- Detention(s)
- Probational status
- In-school suspension, out-of-school suspension
- Saturday detention(s)
- Bus suspension (1-10days)
- Possible notification of local law enforcement

LEVEL III

- Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol
- Hitting the driver with a thrown object or throwing an object which constitutes a safety hazard
- Tampering with or operating the emergency door except in cases of emergency
- Leaving or entering the bus via the emergency exit unless directed to do so by the driver
- Tampering with the bus controls
- Behavior which constitutes a safety concern of a serious nature

- Smoking
- Unmodified Level II behavior

DISCIPLINARY OPTIONS

- Detention(s)
- Drug and/or alcohol assessment/rehabilitation
- Out-of-school suspension(s)
- Saturday detention(s)
- Bus suspension (5days – semester – entire year)

LEVEL IV

- Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. **EXAMPLES:** fighting, assault and battery, extortion, bomb threat, false alarm, possession or use of weapons or look-a-likes, arson, drug dealing, vandalism, harmful substances, other criminal acts, continuation of Level III misconduct, etc.

DISCIPLINARY OPTIONS

- Can take any or all of the following forms including, Level I, II, and III options: suspension, expulsion, and drug and alcohol assessment/rehabilitation, referral to local law enforcement.

Homeless Student Resources

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:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Being abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

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.

Please Note: All School Board Policies pertaining to our students are available on the district website at www.fleetwoodasd.org.

DEFINITION OF TERMS

The following is a list of definitions of terms used in the discipline policy and discipline code:

Assault and Battery - The threat to use force upon another and the actual carrying out of said threat.

Belligerent Behavior - Hostile or aggressive behavior and conduct, or behavior conducive to hostility.

Cheating - Copying or plagiarism from another's work or assignment; also, the use of unauthorized notes during testing.

Class Cutting - Absence from class or study hall without school approval.

Classroom Disturbance - Student behavior that adversely affects the smooth and orderly process of education.

Deadlines - Often during the school year, students must return signed forms, parental permission, absentee notes, assignments, etc. Deadlines are announced for the return of these items.

Disorderly Conduct - Fighting or threatening others, engaging in violent or tumultuous behavior, making unreasonable noise, using obscene language or obscene gestures, or creating a hazardous or physical condition by an act that serves no legitimate purpose.

Drug and Alcohol Assessment - Evaluation of a student's involvement with drugs and/or alcohol by a specially trained drug and alcohol consultant.

Drug and Alcohol Rehabilitation - Based on the drug and alcohol assessment, the procedures outlined by the assessment agent that need to be followed to attain sobriety.

Extortion - To obtain another's money or property by coercion or intimidation.

Fighting - Punching, slapping, pushing, use of weapons, etc.

Forgery - The counterfeiting of a signature or other authorization.

Harassment - Includes but is not limited to slurs, jokes, or other verbal, graphic physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Hazing - Any activity that recklessly or intentionally dangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the board. Hazing is prohibited!

DEFINITION OF TERMS (Continued)

Insubordination - The failure or refusal to carry out immediately a legitimate directive or direct order by a teacher or administrator.

Littering - Not using trashcans for discarded food, waste, or other trash.

Loitering - Being in or out of lavatories, in halls, and other unsupervised areas of the building or grounds during, before, or after school.

Out-of-School Counseling - Counseling with a public or private counselor, psychologist, or therapist.

Prepared for Class - Students are expected to arrive each day prepared for class with the necessary books, notebooks, pencils, pens, etc.

Special Assignments - Either classroom special assignments in the nature of extra work or special assignments of a disciplinary nature.

Tardy - Lateness to class or school.

Terroristic Act - An offense against property or involving danger to another person.

Terroristic Threat - A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in a reckless disregard of the risk of causing such terror or inconvenience.

Truancy - Unauthorized absence from school.

Vandalism - The willful and malicious destruction of public or private property.

Withdrawal of Privileges - Temporary exclusion from dismissal from riding school buses, attendance at assemblies and special programs, field trips, recess, etc.

DECLINE PERMISSION TO USE STUDENT WORK/PHOTOGRAPHY

Throughout the course of the school year, the Fleetwood Area School District may initiate coverage of school activities through various forms of print or electronic media such as newsletters, yearbooks, local newspapers, articles, flyers, web pages, and television broadcasts.

The coverage may include student work, photographs of students, video/audio of school events, as well as identifying information such as student name, grade level and school name. Permission is implied to be granted unless the form is completed and returned to your student's building office on an annual basis. The form is found on the district website under District Forms, as well as at the end of this handbook.