

# *Student Handbook 2020-2021*



## **FLEETWOOD AREA HIGH SCHOOL**

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

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

[www.fleetwoodasd.org](http://www.fleetwoodasd.org)

Student grades can be accessed at – <https://www.fleetwoodasd.k12.pa.us/Content2/484>

A username and password can be obtained through the  
Technology Department at 610.944.7656 ext.1500

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

# PRIDE BEHAVIOR MATRIX

## Prepare

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

## Respect

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

## Integrity

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

## Decision Making

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

## Excel

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

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## PROFILE OF A GRADUATE

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

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

# **Fleetwood Area School District**

## **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 High School

**Superintendent of Schools**

Dr. Greg M. Miller

**Assistant Superintendent of Schools**

Dr. Amaal Awadalla

**Central Administration Secretary**

Mrs. Elaine Bleiler

Telephone: 610.944.9598

**Principal**

Mr. Stephen A. Herman

**Assistant Principal**

Mr Thomas L. Salpino, II

**Fleetwood High School Main Office**

**Telephone: 610.944.7656**

Secretary..... Mrs. Jennifer Bessey  
Attendance Secretary..... Ms. Stacy Maurek  
Clerical Aide ..... Mrs. Sallie Cremer

**Administration**

**Telephone: 610.944.8111**

Director of Special Education..... Ms. Gwynn Bollinger  
Director of Curriculum and Assessment..... Dr. Gangi Cuccufo  
IT Administrator..... Mr. Thomas DeAngelo  
Athletic Director..... Mr. Matthew Diehl  
Director of Safe Schools..... Mr. Jeff Doelp  
Business Manager..... Mrs Heidi Orth  
Director of Facilities..... Mr. Kerry Stickler  
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. Robert Gore  
Mr. Jason Valick  
Mr. Matthew Davenport  
Mrs. Susan Hawkins  
Mr. James Younker

**Counseling office**

**Telephone: 610.944.1245**

Counseling Secretary..... Mrs. Stacey Hawkins  
School Counselor ..... Ms. Amy Moyer  
(Students last name A-G)  
School Counselor ..... Mr. Fred Englehardt  
(Students last name H - O)  
School Counselor ..... Ms. Rachael Hasselhan  
(Students last name P - Z)

**AFTER HOURS EMERGENCY CONTACT INFORMATION**

- The after-hours phone number provides a mechanism for parents to report relevant, school-related emergency information to their school. **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 Fleetwood Area High School, extension #0. 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 Emergency call number is 1-833-FLEETWD (1-833-353-3893).**

Again, this phone system is only active outside normal school hours.

## Faculty and Room Assignments

Mrs. Ackerman.....	Room 1	Mrs. LeVan .....	Gym/Room 111
Mr. Barnett.....	Library	Mrs. Lewis.....	Room 14
Mrs. Bergstresser.....	Room 206	Ms. Lysek.....	Psychologist Office
Mrs. Bernhard .....	Room 134/155	Ms. Mahnken.....	Room 103
Mr. Biniek .....	Room 213	Ms. Mahovsky.....	Band Room
Mrs. Bollendorf.....	Inst. Coaching	Mr. Malack.....	Room 209
Mr. Bollendorf.....	Inst. Coaching	Mr. Motze.....	Room 215
Mrs. Cammauf.....	Gym/Room 111	Ms. Nagle.....	Room 5
Ms. Carino.....	Room 109	Ms. Neiman.....	Room 212
Mr. Carr.....	Room 10	Mrs. Riley.....	Room 101
Mrs. Chisdak.....	Art 1	Mr. Palacz.....	Gym/Room 111
Mr. Coassolo.....	Room 218	Mrs. Pengelly.....	Room 108
Ms. Crawford.....	Room 16	Mrs. Price.....	Room 14
Mr. Driesbach.....	Room 214	Ms. Purnell.....	Room 201
Mrs. Dunn.....	Room 204	Mrs. Rankin.....	Room 9
Mr. Farr.....	Room 208	Ms. Rozzi.....	Room 202
Ms. Fullington.....	Room 203	Mrs. Sahaydak.....	Room 107
Mr. Gaston.....	Room 100	Mrs. Seaman.....	Nurse's Suite
Mrs. Gaston.....	Room IPC A	Ms. Schlott.....	Room 207
Mr. Good.....	Room 105	Ms. Schmidt .....	Room 102
Mr. Heck.....	Tech Shop	Mrs. Sanocki.....	Tech Ed
Mrs. Heffner.....	Room 7	Mrs. Sherman.....	High School Office
Mrs. Heiser.....	Room 13	Ms. Skelly.....	Room 211
Ms. Hilbert.....	Art 2	Mr. Snyder.....	Room 6
Mr. Houp.....	Room 108	Mrs. Treichler .....	Room 205
Ms. Jarosynski.....	Room 12	Ms. Wade.....	Room 4
Mr. Jonassen.....	Gym/Room 111	Mrs. Wagner.....	Room 200
Mrs. Jones-Carr.....	Room IPC G	Mr. Walter.....	Room 106
Mrs. Kaucher.....	Room 8	Mr. Weiss.....	Room 3
Mr. Kellet.....	Room 217	Mrs. Wilkinson.....	Room 104
Ms. Kinney.....	Room 110	Mrs. Williamson.....	Vocal Room
Mr. King.....	Room 2	Mrs. Wunderlich.....	Room IPC G
Ms. Leingang.....	Room 210	Ms. Youse.....	Room 216

## Daily Class Schedules

### A. Regular Bell Schedule:

<u>Days 1 - 4</u>	<u>Block Day 5</u>	<u>Block Day 6</u>
Warning bell---7:22	Warning bell---7:22	Warning bell---7:22
Period 1-----7:25 - 8:09	Period 1-----7:25 - 8:56	Period 2-----7:25 - 8:56
Period 2-----8:13 - 8:56	Period 3-----9:00 - 10:30	Period 4-----9:00 - 10:30
Period 3-----9:00 - 9:43	Lunch A/5A----10:34 - 11:16	Lunch A/6A----10:34 - 11:16
Period 4-----9:47 - 10:30	Lunch B/5B----11:20 - 12:50	Lunch B/6B----11:20 - 12:50
Period 5A-----10:34 - 11:16	Period 7-----12:54 - 2:25	Period 8-----12:54 - 2:25
Period 5B-----11:20 - 12:03		
Period 6-----12:07 - 12:50		
Period 7-----12:54 - 1:36		
Period 8-----1:40 - 2:25		

### B. Two (2) Hour Delay Schedule:

Period 1 or 3 ----9:25 - 9:56  
Period 2 or 4 ----10:00 - 10:30  
Then follow the bell schedule above.

On a two hour delay, BCTC students do not have to report to school main lobby until 11:10 A.M. Students must sign at the High School Main Office upon arrival. BCTC students need to eat lunch prior to attending school only on 2 hour delays.

### C. Three (3) Hour Delay Schedule:

Passing 10:30 – 10:34  
Period 6-----10:34 – 11:16  
1<sup>st</sup> Lunch/Period 5A -----11:20 – 12:03  
2<sup>nd</sup> Lunch/Period 5B -----12:07-12:50  
Period 7 -----12:54-1:36  
Period 8 -----1:40 – 2:25

\* ALL STUDENTS, including BCTC students, arrive at 10:30 on a 3 hour delay.

\* BCTC Students will eat 1<sup>st</sup> lunch

\* All Music students will eat 2<sup>nd</sup> lunch

### D. Early Dismissal

Period 1-----	7:25 – 7:57
Period 2-----	8:01– 8:32
Period 3-----	8:36 – 9:07
Period 4-----	9:11 – 9:42
Period 5A\B-----	9:46 – 10:16
Period 6 -----	10:20 – 10:50
Period 7-----	10:54 – 11:24
Period 8-----	11:28 – 12:00

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



## **SCHOOL CLOSINGS**

*A rapid notification system will be used to notify parents/guardians in the event of school closings, early dismissals or school emergencies. Please notify the main office of any changes in phone numbers or contacts. It will be important to keep this information updated to insure accurate contacts can be made.*

Should the need for a school closing arise as a result of inclement weather, etc. please listen to the following radio stations in Reading: WRFY-FM 102.5, WHUM 1240, WEEU 850, and in Allentown, WAEB. TV Channel 69 also has information on school closings or delays.

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

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

## **FLEETWOOD AREA SCHOOL DISTRICT** **STUDENT RIGHTS AND RESPONSIBILITIES**

### **I. ATTENDANCE AND CONDUCT**

#### **A. Free Education and Attendance**

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

#### **B. Attendance Policy**

1. Once a student has been absent from school for three (3) days without a written excuse from a parent/guardian, doctor or other approved institution, a letter notifying parent/guardian will be sent home.
2. If a student has been absent from school for seven (7) days without a written excuse from a parent/guardian, doctor or other approved institution, an additional letter is sent home. It states that a parent/guardian is to set up a meeting with an High School Administrator within one week of receiving the notice. A citation and or fine may be issued, which is handled through the District Justice’s Office.
3. If a student has been absent from school for ten or more (10+) days without a written excuse from a parent/guardian, doctor or other approved institution, another letter is sent home and a citation and /or fine will be issued, which is handled through the District Justice’s Office. **All absences beyond ten (10) cumulative days will require an excuse from a doctor or other approved institution.**
4. If a student is **eighteen (18) years of age or older**, the Attendance Policy procedures #1 and #2 above will be followed. If the student has ten (10) days without a written excuse from a

parent/guardian, doctor or other approved institution, a written notification will be sent. In addition, a hearing before the Superintendent of School may be scheduled and the student may be asked to withdraw from school because of failure to adhere to school policies.

### **C. Student Responsibilities**

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

### **D. School Rules**

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

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

## **Discrimination**

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

## **II. EXCLUSIONS FROM SCHOOL**

(Suspensions and Expulsion)

### **A. Implementation of School Laws of Pennsylvania**

1. The Board of School Directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code SS13.62 and 314.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placements).
2. Exclusion from school may take the form of suspensions or expulsion.
  - a. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
    - (i) Suspensions may be given by the principal or designee in charge of the public school.
    - (ii) No student shall be suspended until the student has been informed of the reasons for the suspensions and given an opportunity to respond. Prior notice of the intended suspensions need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
    - (iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
    - (iv) When the suspensions exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in S12.8 (c) relating to hearings
    - (v) Suspensions may not be made to run consecutively beyond a 10 school day period.
    - (vi) Students coming back from suspension will attend remediation for the number of days that he/she was suspended or until the teacher designates the work has been completed. ***It is the student's responsibility to make arrangements for all work missed.***
    - (vii) Students that are suspended will not be allowed to participate in extracurricular activities, field trips, or attend school activities. Monies for field trips may be reimbursed only if the district recovers any monies previously paid.
  - b. Expulsion is exclusion from school by the board of education for a period exceeding 20 school days, and may be permanent expulsion under S12. 8 (relating to hearings).

### **Expulsion from Classes – Suspensions**

1. No student may receive an in-school suspension or full day restorative practice consequence unless the student has been informed of the reasons for being suspended.
2. Communication to the parents or guardian shall follow the suspension action taken by the school. When the in-school suspensions exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11<sup>th</sup> school day in accordance with the procedure S12.8 (relating to hearings).
3. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

### **Hearing**

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or qualified hearing examiner

- appointed by the School Board. When the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
3. The following due process requirements are to be observed with regard to the formal hearing:
    - a. The following due process requirements are to be observed with regard to the formal hearing:
      - (i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
      - (ii) Sufficient notice of the time and place of the hearing must be given.
      - (iii) The hearing shall be held in private unless the student or parent requests a public hearing.
      - (iv) The student has the right to be represented by counsel.
      - (v) The student has the right to be presented with the names of witnesses against the student, and copies of statements and affidavits of those witnesses.
      - (vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
      - (vii) The student has the right to testify and present witnesses on his own behalf.
      - (viii) A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled to, at the student's expense, a copy of the transcript.
      - (ix) The proceeding must be held with all reasonable speed.
    - b. When a student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
  4. The purpose of the informal hearing is to enable the student to meet with appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
    - a. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
    - b. The following due process requirements are to be observed in regard to the informal hearing.
      - (i) Notification of the reasons for the suspensions shall be given in writing to the parents or guardian and to the student.
      - (ii) Sufficient notice of time and place of the informal hearing shall be given.
      - (iii) A student has the right to question any witness present at the hearing.
      - (iv) A student has the right to speak and produce witnesses on his behalf.
      - (v) The district shall offer to hold the informal within the first five (5) days of the suspension.

#### **Hearing Procedure:**

1. The President of the Board of School Directors or his nominee shall preside at all hearings.
2. It shall be the duty of the Chairman to instruct the accused student, his parents, or their counsel, that the student accused is not compelled to testify, and his refusal to testify shall not be construed as an admission of guilt.
3. Hearings shall be private unless the accused student, his parent, or their counsel request that the hearing be public. Such a request must be in writing and must be received by the School Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: members of the School Board or a duly authorized committee of no fewer than three (3) members of the School Board, School Board Solicitor, the student accused, his parents, their respective counsel, and all witnesses to be called by the parties involved, or the School Board. Witnesses may be separated.
4. All witnesses shall be sworn by the Chairman of the School Board Committee.
5. The School Board, its solicitor, the student and/or his parent, or counsel for either of them, shall have the right to examine and cross-examine all witnesses.

6. Only relevant and competent evidence shall be received and considered by the School Board, but strict rules of legal evidence shall not be followed so that every opportunity may be afforded the School Board to hear and obtain all relevant and pertinent facts.
7. The accused student's past records or any testimony pertaining thereto, shall not be consulted or received into evidence until after the School Board determines the guilt or innocence of the student accused. If the student is found guilty, the School Board has the right to review "past" academic and discipline reports to determine the student's penalty.
8. The testimony of all witnesses shall be tape recorded so that it may be transcribed later if required.
9. After the evidence is closed, the accused student, his parent or their legal counsel may make a summation of the testimony and argument, not to exceed 15 minutes in length.

#### **Disposition of Case:**

1. As promptly as is possible after said hearing is closed, the full School Board shall convene to consider the evidence and, by majority of members present, by roll call vote, determine the guilt or innocence of the accused student, and shall further determine the penalty, if any. The School Board may reprimand, suspend or expel.
2. If the charges are sustained, the School Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused or to his parents and to their counsel, not later than five (5) days from the date of such board meeting.
3. In case of suspensions or expulsion of a student, any information or testimony concerning the incident shall be classified as Category B information, and shall remain confidential, unless the parent gives written permission for its release to identified courses. Said request shall be directed to the School Board.
4. If the School Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.
5. When the student is dissatisfied with the results or the hearing, recourse can be made to the appropriate state or federal court.

### **III. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

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

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

1. Curricula Content – Review current and proposed curriculum guides and textbooks to detect any bias upon race, sex, sexual orientation, religion, national origin, ancestry, culture or handicap/disability: ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups.
2. Staff Training – Develop an ongoing program of in-service training for school personal, designed to identify and solve problems of racial, sexual, religions, national, cultural or handicap/disability bias in all aspects of the school program.

3. Student Access – Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, sex, sexual orientation, national origin, or handicap/disability in any duty, work, play, classroom or school practice, except as may be permitted under State regulations.
4. District Support – Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.
5. Student Evaluation – Ensure that tests, procedures, and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, sex, sexual orientation, national origin, or handicap/disability.

The Compliance Officer may be assisted in these duties by a committee composed of:

1. Teaching staff members.
2. Administrators.
3. Parents and other residents.
4. Community/business people.

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

### **Complaint Procedure**

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

#### **Step One**

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

#### **Step Two**

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

#### **Step Three**

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

## **IV. FREEDOM OF EXPRESSIONS**

### **A. Policy Statement of Freedom of Expressions**

1. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker vs. Des Moines Community School District*, 393 U.S. 508 (1969), where the court said. "It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the school house gate. Students in school as well as out of school are 'persons' under our Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect their obligations to the State. The United States Supreme Court further stated that:

“...but conduct by the student, in class or out of it, which for any reason – whether it stems from time, place, or type of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of others, is of course, not immunized by the constitutional guarantee of freedom of speech.

2. Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual’s rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm bands, and any other means of common communication, provided that the use of public school communications are in accordance with the regulations as described below. Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one responsible person in the student group may be required on any posted or distributed materials.
5. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

## **B. Bulletin Boards**

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

## **C. School Newspaper and Publications**

1. Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report the news and editorialize.
2. The principal or his designated advisor will supervise and remove obscene or libelous material. In addition, he will edit material that would cause a substantial disruption or material interference with school activities.
3. The above is subject to the following:
  - a. School officials will not censor or restrict material simply because it is critical of the school or its administration.
  - b. Rules of the school for prior submissions for review of obscene, libelous material, and material advocating illegal actions will be reasonable, and not calculated to delay distribution.
  - c. Each principal will establish prior approval procedures. They will identify to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for

approval elapses without a decision, the literature will be considered as authorized for distribution.

4. Students who are not members of the newspaper staff and other members of the school community will have access to its pages. The criteria for submission of material by non-staff members will be prepared, published, and distributed to all students by the principal or his designee.
5. Students' and staff members will be held responsible for materials which are libelous or obscene, and such publications may be prohibited by the building principal.

#### **D. Unofficial Publications**

The constitutional right of freedom of speech guarantees the freedom of public school students to publish their own materials other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

#### **E. Distribution of Literature, Leaflets, and Newspapers**

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

#### **F. Button, Badges, and Armbands**

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



### **G. Flag, Salute, and Pledge of Allegiance**

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

### **H. Hair, Dress and Personal Care**

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

### **I. Confidential Communications**

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

### **J. Pupil Records**

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

## **ABSENCE**

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

Parents should call or email the high school main office the morning of absence. The phone number is 610-944-7656 and the email is [hsoffice@fleetwoodasd.org](mailto:hsoffice@fleetwoodasd.org).

The day after your child's absence please submit an excuse blank or note, dated and signed by a parent/guardian, indicating the reason of the absence. This note must be turned in to their 1<sup>st</sup> period teacher or the high school main office within three (3) school days of the absence. Failure to do this within three (3) school days of the absence will be classified as unlawful and subject to prescribed legal measures outlined on page four (4).

The day after any absence students shall have the responsibility to report to all their teachers and obtain any assignments that were missed during their absence. We encourage students who are absent for less than three (3) days to contact friends or teacher to keep informed

of daily assignments. If a student is absent for three (3) or more consecutive days, parents may request homework assignments by calling the high school main office. Please allow 24 hours from time of notification to pick up assignments. **Completion of assignments during any type of absence remains the responsibility of the student. Work must be completed within the same number of school days as the absence with a maximum of five (5) days upon the student's return unless special arrangements are made with the teacher assigning the work.**

The following excuses will be considered:

Lawful (Excused) Absences:

- a. Illness
- b. Quarantine
- c. Death in the immediate family
- d. Funeral attendance
- e. Religious holiday
- f. Doctor or Dentist's written excuse
- g. Approved medical or dental appointments
- h. School authorized field trips or activities
- i. Educational trips or extended excused absences may be permitted if approved by the District Superintendent or designee. Submit an Educational Trip/Excused Absence Request form and turn into the office of the Principal. **This form must be submitted no less than two weeks prior to the date of the student's expected absence.** The Board has established a **limit of ten (10) days** per year for educational trips.

Unlawful (Unexcused) Absences:

- a. Truancy (skipping school)
  - b. Parental neglect
  - c. Missing the bus
  - d. Oversleeping
  - e. Illegal employment
  - f. Unauthorized vacations or trips
- \* Truancy during the school day or any part of the school day is punishable under the school code which will be strictly enforced.

If a student is absent through the end of the fourth period (10:33 A.M.) the absence will be considered a half day absence; absences beyond the fourth period (10:33 A.M.) constitute a full day of absence. Therefore, if absent during the morning it is necessary to report to school before the end of the fourth period (10:33 A.M.) in order to receive credit for a ½ day of attendance. Early excusal before the fourth period (10:33 A.M.) would constitute a full day of absence.

## **BERKS CAREER AND TECHNOLOGY CENTER**

**A.M. Berks Career and Technology Center (BCTC) students must have a parent/guardian call the high school main office if the student will be absent.** Career Center students that are absent in the morning must sign in at the high school main office when returning to the high school for P.M. classes. Students enrolled in the co-op program should notify the school in the morning, if they do not attend their place of work study. Career Center students who have a parent note to leave BCTC early have to turn in the note to the high school office in the morning prior to leaving for BCTC.

## EARLY DISMISSAL

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

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

## CODE OF CONDUCT

Due to the COVID-19 pandemic, safety violations may be broadened. Some examples include:

- Not wearing a mask/face shield appropriately
- Failure to follow social distancing rules
- Not following established procedures or posted signage

## ACCEPTABLE BEHAVIORS

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

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

The student will be ineligible from all extracurricular activities (musical, trips, athletics, dances, etc.) until all detentions/suspensions are completed, unless given permission by the High School Administration. Continuation of not completing detentions/suspensions may warrant additional privileges being revoked such as driving privileges or assemblies (i.e pep rally).

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

## BICYCLES

Students who ride their bicycles to school do so at their own risk. They may lock their bicycles in the bike racks outside of the gymnasium entrance. **Fleetwood Area School District does not assume any responsibility for damaged, lost or stolen property.**

## **COURTYARD**

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

## **DISORDERLY CONDUCT**

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

## **FIGHTING**

*Fighting will not be tolerated.*

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

## **FOOD AND DRINK**

Food and drink is allowed at the discretion of the individual teacher. Any food or drink brought into the school should be kept in the student's locker. **There will be no food or drink permitted in the library, computer lab or auditorium without prior approval.**

## **GUM CHEWING**

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

## **IN THE CLASSROOM**

1. Every student should respect the position of the teacher in class.
2. Respect other people's property.
  - a. Do not mark desks or furniture.
  - b. Return all materials such as books, pamphlets, or apparatus to their proper places at the close of the period.
  - c. Deposit all trash or other appropriate materials in the waste baskets provided.
3. Respect the rights of the speaker at all times.
  - a. Remain quiet while others speak.
  - b. Learn to offer and respect constructive criticism.
4. All students should practice correct posture at all times in the classroom and out.
  - a. Do not slouch.
  - b. Feet should always be under desks.
5. Sleeping will not be permitted during class.
6. If a student misses a teacher detention the consequences will be two (2) administrative detentions.

## **PERSONAL CONDUCT**

Each student is responsible for his own proper conduct at all times: however, every teacher has the responsibility and the right to discipline students when necessary on school district property.

## **SHOW OF AFFECTION**

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

## **SKATEBOARDS**

Skateboarding is not permitted on school property. Any student who brings a skateboard to school should store the skateboard in his/her locker.

## **STUDENT RIGHTS**

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

## **STUDENT RESPONSIBILITIES**

- a. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- b. Dress and groom themselves to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- c. Assist the school staff in operating a safe and orderly school.
- d. Exercise proper care when using proper facilities, supplies, and/or equipment.
- e. Avoid the use of indecent or obscene language, behaviors or gestures when dealing with other students or school district staff members.
- f. Students are responsible for all damaged or lost textbooks, damaged school property, damaged or lost equipment or any financial obligations such as library fines, class dues, etc. Students must satisfy all obligations prior to graduation exercises.

## **STUDY HALL RULES**

**Study halls give students the opportunity to complete assignments and/or prepare themselves for upcoming classes. This is most effectively done in a quiet environment; therefore study halls will not be a time for socializing, rather a study hall should be quiet. The only exception is if the study hall monitor gives permission for a student to discuss schoolwork with another student.**

**Study hall procedures are as follow:**

1. Students should enter the room quietly, take a seat and begin working.
2. Attendance will be taken after the bell that marks the beginning of the period.
3. Students wishing to leave study hall must have a pre-signed pass and approval of the study hall monitor. Students wishing to go to the library, computer lab or teacher, needs a pre-signed pass from the librarian, computer lab monitor or appropriate teacher.

4. **No talking** during study hall. The only exception is if the study hall monitor gives permission for a student to discuss schoolwork with another student.
5. **No food or drink** is allowed in the room. Students are not permitted to go to the cafeteria for food or drink.
6. **Electronic devices or music may be used during study hall at the study hall monitors discretion. Devices must be put away upon exiting the study hall.**
7. There will be no sleeping in study hall.
8. Students must come prepared to study or to read.
9. All students must bring materials to work on and or something to read for the duration.
10. Locker usage is at the discretion of the teacher, but is discouraged.
11. Students are not permitted to go to the cafeteria during a study hall.

**Prior to leaving the study hall for any reason, students must ask the teacher/monitor for permission. If permission is granted, students must sign out on the study hall sign-out sheet. With the exception of pre-signed passes, only one (1) student is permitted to leave the study hall at a time. Sign-out sheets will be collected by administration at the end of each quarter or when deemed necessary.**

**Any student not in compliance with the above rules will be dealt with by the study hall monitor. Students who repeatedly choose to disregard the study hall rules will be dealt with as follows:**

1. **Phone call home**
2. **Referral**
3. **Administrative action**

## **ASSEMBLY RULES**

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

1. Students will be called by grade level or homeroom to the assembly site via the intercom in selected homeroom sequence.
2. Students are required to sit in their assigned section and seat number as given them by their homeroom teacher.
3. Students are expected to behave themselves in a gentlemanly and ladylike manner during the assembly program. Courteous behavior is expected of the students and proper attention should be given to the speakers and/or performers.

**NOTE:** Homeroom teachers will sit with their homeroom students and oversee student behavior. All faculty members are expected to be present at assembly programs whether they have a homeroom or not.

## **CLASS MEETINGS**

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

## **SCHOOL BUS RULES**

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

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

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

#### **All students are expected to adhere to the following rules:**

- a. All bus loading and exiting will be done in an orderly fashion.
- b. Students need to cooperate and follow the direction of the bus driver.
- c. Students will sit in their assigned seat/area when applicable.
- d. Students must get on and off at their assigned bus stop.
- e. Fighting, wrestling, or any type of horseplay on the bus will not be permitted.
- f. No vandalism to the bus of any kind will be tolerated. Any incidents will be reported to the proper authorities, which may include local law enforcement.
- g. The use of abusive, foul, or obscene language on the bus will not be tolerated.
- h. Students are not permitted to eat or drink while on the bus.
- i. Yelling, or loud noises while on the bus are not acceptable. Speak in an appropriate tone.
- j. No tobacco products are permitted.
- k. Remain seated when on the bus and keep hands/feet inside.
- l. The application of cosmetics on the bus, (hair spray, nail polish, make-up, etc.) is prohibited.
- m. Keep the school bus clean.
- n. Observe the same conduct on the bus as in the classroom.
- o. Students are not permitted to use devices to record, tape or take pictures on the bus at any time.

#### **Recommended Administrative Procedures for Handling School Bus Disciplinary Problems**

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

**Step 1:** A majority of minor infractions are to be handled by the driver. She/he is allowed to assign seats, put students in front seats, etc. These minor infractions need not be reported to the school.

**Step 2:** Major infractions or repeat offenses that require a First Bus Conduct Report and a high school administrator's intervention. The high school administrator after reviewing the report will determine discipline. Parents will be notified via the Bus Conduct Report. This may include implementation of Steps 3 through 5.

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

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

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

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

## **MEDICATION IN SCHOOL**

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

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

Students will be responsible for reporting to the nurse's office at the time the medication is to be taken. Should a student have to be on medication for an extended period of time (more than 10 days), a physician's written request will be required. Any change in medication will require a new written request by the physician. If a student has asthma and needs to carry an inhaler, or has an allergy to insect stings and needs to carry an epi-pen, it is necessary to provide the school nurse with a note from the physician stating that the student is capable of managing the administration of the medication, and must have it available on his/her person for PRN use. A note from the parent should accompany the physician's note. Request to Administer Medication forms are available in the high school main office and on the district website.

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

## **FLEETWOOD AREA SCHOOL DISTRICT** **POLICIES**

While a number of policies are listed or referenced throughout this document, all policies are not included. It is your responsibility to familiarize yourself with the district policies. To access all of the district policies please visit the district website at <http://www.fleetwoodasd.k12.pa.us/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.



# **BULLYING AND CYBER-BULLYING POLICY # 249**

## **Purpose**

The Board is committed to providing all students and employees with a safe and civil educational environment, free from harassment or bullying. The Board recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

## **Authority**

All forms of bullying and cyberbullying by school district students is prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

## **Definitions**

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

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

**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.

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

## **Delegation of Responsibility**

Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

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 cyberbullying.

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

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

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

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

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

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

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

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

## **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.

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

## **Authority**

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

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

## **Definitions**

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

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

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

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

## **Delegation of Responsibility**

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

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

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

## **Guidelines**

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP),

Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).

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

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

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

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

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

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

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

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

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

may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.

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

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

The standing order shall include at least the following information:

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

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

### **Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors**

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

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

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

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

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

### **Administration of Stock Epinephrine Auto-Injectors**

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

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

## **Training**

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

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

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

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

## **Indemnification**

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

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

# **COMPUTER ACCEPTABLE USE POLICY # 815**

## **Purpose**

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

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

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

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

## **Definitions**

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

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

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.

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

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

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

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

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

**Obscene** - any material or performance, if:

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

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

### **Authority**

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

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

The Board declares that 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 fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

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

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

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.

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.

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

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

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

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

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

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

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

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:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

### **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:

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

## **Prohibitions**

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
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.
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.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Using student email accounts. Special arrangements may be made with the network administrator for a temporary account for a specific class project with the approval of the teacher, building principal, and network administrator. The account shall be terminated at the completion of the project. Prior approval for Listserv is required for students.
22. Placing a non-district owned computer or device on the network without the permission of the network administrator.
23. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.

## **Security**

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

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

## **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

## **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.



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.

## **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.

3. The conduct has a direct nexus to attendance at school or a 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.
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 develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

#### **Guidelines**

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

#### **Reasonable Suspicion/Testing**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

## **ELECTRONIC DEVICES # 237**

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

#### **Purpose**

The Board adopts this policy in order to 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.

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.

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 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.

## **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.
3. The conduct has a direct nexus to attendance at school or a 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.
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.

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:

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 the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

# **SEARCHES POLICY # 226**

## **Purpose**

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

## **Authority**

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

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

## **Delegation of Responsibility**

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

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

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

## **Guidelines**

### **Individualized Suspicion Searches**

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

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

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

### **Random or General Searches Without Individualized Suspicion**

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner. When a search provides a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, a more intensive search may be conducted of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in

or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

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

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

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

### **Searches by or at the Request of Law Enforcement Officials**

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

### **Locker Inspections and Searches**

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

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

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

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

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

### **Handling and Disposal of Items Found in the Course of Searches**

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

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are

not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

## **TOBACCO POLICY # 222**

### **Purpose**

The Board recognizes that tobacco, 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, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, 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.

### **Sexual Harassment**

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
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 means 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.

## **WEAPONS POLICY # 218.1**

### **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational

process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### **Definitions**

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

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

### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

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

In the case of a student with disabilities, the district shall take all steps required to comply with the Individuals with Disabilities Education Act and Board policy.

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

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

The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with state law and regulation.

### **Guidelines**

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

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

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

### **Transfer Students**

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

## **HOMELESS STUDENT RESOURCES**

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](mailto:gbollinger@fleetwoodasd.org) or 610-944-8111 ext 1301.

## **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.**

## **PARKING AND VEHICLE GUIDELINES**

1. In the event of inclement weather students are urged to take the transportation offered to them by the Fleetwood Area School District.
2. It is to be remembered that parking on school grounds is a privilege and not a right.
  - A. All cars which are being parked on school grounds or which are frequently driven on school grounds must be registered in the high school main office.
  - B. **All students are required to annually register their vehicle and display a current parking permit on the rearview mirror, facing the windshield.** The cost of the permit is currently waived. To renew your parking permit, your old permit must be returned to the office and the current year permit will be issued. Registration forms can be obtained in the high school main office and on the High School page on our website. Returning your permit is an obligation and will be collected from seniors prior to graduation.
  - C. All Career Center students must receive prior approval from the BCTC, Fleetwood Area High School Office, and their parents in order to drive to the Career Center(s).
    - Paperwork should be completed at least two (2) school days prior to the day the student needs to drive to their Career Center.
    - Any career center student given permission to drive to BCTC must park in the student parking lot upon returning to Fleetwood High School.

- D. Students may only park in the designated parking lot; in a designated parking space. No parking is permitted in spaces designated for faculty, visitors or other reserved spaces. Do not drive/park on unpaved areas.

**Offense: Parking Vehicles in Restricted Areas (including faculty parking lots, identified spaces, driveway, unpaved areas, etc.)**

**Consequences:**

First Offense:

1. Warning

Second Offense:

1. One (1) hour detention
2. Two (2) week suspension of driving privileges revoked
3. Phone call home

Third and All Subsequent Offenses:

1. Two (2) detention
2. Suspension of driving privileges until further notice
3. Phone call home
4. Possible fine

- E. Speed limit on the school grounds is 5 MPH in the parking lot area.
- F. Students are not permitted to enter their cars during the school day without special permission from the High School office and security personnel. Students parked off school grounds will not be permitted to enter their cars during the school day.
- G. Improper use of any car, such as unnecessary horn blowing, spinning of tires, racing of motors, etc., will result in loss of parking privileges on school grounds, school consequences (such as Restorative Practice Sessions.) and/or police action.
- H. Students who drive to school on an infrequent basis should check with the office for parking privileges prior to the day they drive to school. If, because of an emergency, the student cannot get approval on the prior day, he should report to the office immediately upon arrival to secure clearance for parking.
- I. All students must leave the school grounds at the conclusion of the school day or sporting event.
- J. Student-Athletes are not allowed to park in the Stadium/Tennis Court Parking Lot. This goes for practices as well as home and away games. Student-Athletes must park in the Student Parking Lot.

- **First violation** – Up to 1 month suspension of driving/parking privilege
- **Second violation** – Up to 90 days suspension of driving/parking privilege
- **Third violation** – Loss of driving/parking privilege for remainder of the school term

**NOTE: Police may be notified of certain driving offenses**

- K. Any student who owes a detention, restorative practice consequence or fine may have their driving privileges revoked.

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

## OVERNIGHT FIELD TRIPS

### CRITERIA FOR PARTICIPATION IN TRIPS

Students:

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

### FIELD TRIP GUIDELINES

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

## **DISQUALIFICATION FROM TRIPS**

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

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

## **DISCIPLINARY ACTION**

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

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

### **DISCIPLINARY CONSEQUENCES**

**Detention** – Restorative practice sessions will be assigned during the school day in place of detentions. Teacher assigned restorative practice detention is at the discretion of the individual teacher.

If you are assigned a restorative practice detention and are absent that day, you are responsible to make it up the day you return to school.

If a restorative practice detention is missed (skipped) and you were present that day, you may be assigned an additional restorative practice sessions.

### **IN SCHOOL RESTORATIVE PRACTICES**

Restorative Practices promotes positive school climate and enhances instructional practices by using a set of specific principles and strategies for strengthening connections between students, staff, and parents and managing conflict and challenges. In a shift from reliance on punishment and blame, restorative practices provides strong social-emotional skill-based learning opportunities for those harmed and affected to have a voice and those who have harmed others to be held accountable to repair the harm, with support as needed, and be reintegrated into the community.

#### **In School Restorative Practice**

In School Restorative Practice will be served in the designated classroom(s). **It is the responsibility of the student to request work from each teacher prior to serving his/her Restorative Session(s) – this work may be completed once the following has been successfully accomplished:** While in Restorative Session(s), students will complete Restorative Practice Tasks as assigned by the Facilitator – successful completion of these Restorative Practice Tasks will be required before a student is permitted to be re-integrated into his/her regular course schedule. Students that are employed during any part of the school day will need to make prior arrangements with their employer so they can serve the assigned

Restorative Practice Session(s) during the entire school day. Students will report to the high school main office first thing in the morning on the assigned date unless they are given instructions to report elsewhere by the principal/assistant principal. Students arriving late to school on the day of their Restorative Practice Session(s) may be assigned an additional Restorative Practice Session(s) in addition to their partial day.

**Procedures for Restorative Practice Session(s) are as follows:**

1. Students should report to HS Main Office prior to 7:25am. (Note: Students entering school late may receive additional consequences including additional time.)
2. Students should enter the Restorative Practice room quietly.
3. **No food or drink** is allowed in the room.
4. Students will turn in all electronic devices.
5. There will be no sleeping.
6. Unsuccessful completion of the Restorative Practice tasks assigned by the Facilitator, may include additional disciplinary consequences such as OSS.
7. Students must come prepared to participate in all assigned tasks.

**Out of School Suspensions (O.S.S.)**

Out of School Suspension will be served under the supervision of the parent/guardian. A parental conference is required prior to reinstatement. School policy does not require teachers to allow students to make up work assigned while the student is out on suspension. Permission to make up work is up to the individual teacher. Parent/guardian will need to contact the high school main office to request work from their student's teacher. Work will be collected and can be picked up in the high school main office after 2:30 P.M. the next school day.

***NOTE: Students are not permitted to attend extracurricular activities while suspended (restorative practices or out-of-school). Students are not permitted on Fleetwood Area School District property while serving an out-of-school suspension without prior permission from their building administrator.***

**ATTENDANCE OFFENSES**

Students are hereby advised to refrain from these behaviors:

**OFFENSE: Class Cutting:** (refers to failure to attend any portion of any officially scheduled class/or other school event held during the school day, including BCTC homeroom).

**1<sup>st</sup> Offense (Level 1):**

1. Up to 1 full-day of Restorative Practice (4 Sessions)
2. Parental contact by letter/telephone
3. Missed work may result in zeros

**2<sup>nd</sup> Offense (Level 2):**

1. One (1) full-day of Restorative Practice (4 Sessions) for each class cut
2. Parental contact by letter/telephone
3. Missed work may result in zeros

**3<sup>rd</sup> and Subsequent Offenses: (Level 3):**

1. Multiple days of Restorative Practice Sessions (4 Sessions = 1 Day) (as assigned by administration)
2. Parental contact by letter/telephone
3. Required conferences with parent/guardian for reinstatement



4. TAP Referral
5. May include loss of privileges such as Driving, Field Trips, Prom/Dances, etc.

**OFFENSE: Lateness to School:** (refers to unexcused lateness to school as determined by district policy)

The main office tracks all attendance issues. If a student accumulates more than three (3) lates in a quarter a letter will be sent to the parents informing them that further action may occur if the student continues to be late. Repeated failure to attend a full day of school could result in a hearing with the District Justice and/or the Superintendent of Schools. When a student has been late to school unexcused three (3) times, they will receive one (1) detention.

**For every three (3) lates to school a student accumulates, they will receive a detention/restorative practice session. Lateness's are accumulated on a semester basis. At the end of the first semester a student's record will be cleared of lateness's. If this becomes a chronic behavior problem greater disciplinary measures such as Restorative Practice Sessions may be assigned.**

Additionally, if a student accumulated five (5) unexcused lates (or three (3) unexcused absences) in a quarter, the student may be penalized by loss of driving or other privileges.

**1<sup>st</sup> Offense:** five (5) lates/three (3) unexcused absences (semester cumulative):

1. Letter sent to parents
2. Loss of driving privileges for two (2) weeks

**2<sup>nd</sup> Offense:** ten (10) lates/six (6) unexcused absences (semester cumulative):

1. Letter sent to parents
2. Loss of driving privileges for one (1) month

**3<sup>rd</sup> Offense:** fifteen (15) lates/nine (9) unexcused absences (semester cumulative):

1. Letter sent to parents
2. Possible loss of driving privileges for a semester

Late to school will be accumulate on a semester basis. Lateness will be cleared at the end of the first semester, and students will begin second semester with a clean slate.

**OFFENSES: Late to Class:** (refers to any assigned classes including lunch and study hall)

**1<sup>st</sup> Offense:** Teacher records lateness and warns student

**2<sup>nd</sup> Offense:** Teacher records lateness and completes administrative referral form

1. Teacher calls home
2. Possible teacher detention

**3<sup>rd</sup> Offense:**

1. Procedure is the same as for the second offense
2. Administrative detention(s)/Restorative Practice Session

**4<sup>th</sup> and All Subsequent Offenses** – subject to further administrative action to include Restorative Practice Sessions.

**NOTE: Lates will be accumulated on quarterly basis, and a student's class record is cleared at the end of each quarter. If a student is late to class (without a pass) the teacher may not allow them to make up work missed. Detentions may be assigned to students that are late to class without a pass. If lates to class become a chronic behavior problem greater discipline measures such as Restorative Practice Session(s) and/or loss of privileges will be assigned.**

# **GENERAL DISCIPLINARY OFFENSES**

## **DRUG AND ALCOHOL DISCIPLINARY RESPONSE**

### **Student Action**

Instances of suspicion of a non-student selling or dispensing drugs on school property.

#### Procedure

1. Call police (without informing suspects).
2. Observe possible student contact.
3. Question and investigate any student observed with suspect.

#### Disciplinary Response

1. Have police inform school of action taken.
2. Ban non-student from school grounds if he/she is found to be dealing with drugs.
3. Notify police of action taken.

### **Student Action**

Student returns to school following absence due to drug related problem outside of school.

#### Procedure

1. Contact specialist who dealt with student.
2. Act on specialists' recommendations.
3. Inform school nurse.

#### Disciplinary Response

Appropriate to incident

### **Student Action**

Suspicion of using marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

#### Procedure

1. Staff member reports observation of student actions and behavior to principal/assistant principal.
2. Principal/assistant principal note report to observation and makes a point of checking up on student's action and behavior for a period of time following initial report.
3. Assistant principal confers with student.
4. Assistant principal informs parents of suspicion.
5. Suggested referral to guidance or possible referral to outside agency for drug correction/treatment.

#### Disciplinary Response

Appropriate to incident

### **Student Action**

Suspicion of distributing marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

#### Procedure

1. Staff member reports all pertinent information to principal/assistant principal.
2. Administration attempts to substantiate information.

#### Disciplinary Response

1. Close surveillance on student activities during the school day.
2. Appropriate to incident

### **Student Action**

Distribution of marijuana, illegal drugs, look-alike drugs, contraband, and/or alcohol.

#### **Procedure:**

1. Staff member who observes distribution will immediately bring individual(s) and evidence to the office or detain individual and summon the principal/assistant principal.
2. Law enforcement officials are notified.
3. Parents are notified and student is detained until police arrive.
4. Student is given a full due process hearing before the board.

#### **Disciplinary Response**

1. Up to ten (10) days O.S.S. while the incident is under investigation
2. Extracurricular ineligibility
3. SAP Referral
4. Confiscation of the item or weapon
5. Police notification
6. Referral to the Superintendent for expulsion consideration

### **Student Action**

Use of Marijuana, illegal drugs, look-alike drugs, contraband and/or alcohol.

#### **Procedure**

1. Staff member will immediately bring individual(s) and evidence to the office or detain individual and summon the principal/assistant principal.
2. Law enforcement officials are notified so the school can turn over the drug substance.

#### **Disciplinary Response**

First Offense – A suspension of 3-10 days requiring the completion of all regular schoolwork missed. Prior to returning to school the student must undergo a drug/alcohol assessment. Following the assessment with the State appointed agency the student must comply with the agency's recommendation. Failure to do so will result in a hearing before the School Superintendent.

### **Student Action**

Second offense with arrogance.

#### **Procedure**

1. Parents are notified and student is detained until police arrive.

#### **Disciplinary Response**

Second Offense - A mandatory formal hearing before the Fleetwood Area School Board consistent with all aspects of due process requirement. Further, disciplinary action will be taken if the School Board so decides. A **mandated** appointment with a drug counselor may be part of the disciplinary action.

### **Student Action**

Exhibiting unusual behavior.

#### **Procedure**

1. Staff member observing the unusual behavior should refer the student to the school nurse immediately.
2. Parents are notified and asked to come to school.

3. Before returning to school, the parent must: (a) attend a conference with the student and principal/assistant principal and/or (b) furnish a physician's report concerning the unusual behavior.

Disciplinary Response

1. Student is sent home with a parent.
2. Close surveillance of student's behavior in school when he or she returns.
3. Possible referral to outside agency.

Note: Additional disciplinary measures may be taken for any of the above infractions.

## **LEVEL ONE OFFENSES**

Minor misbehaviors on the part of the student that impede the educational process and orderly classroom procedures or interfere with the orderly operation of the school.

**OFFENSES: Repetitive Classroom Offenses, Failure to Report to the Nurse, Failure to Return School Forms, Failure to Return Library Books, Pay Fines, Disrupting Class, Inappropriate Display of Affection, Unacceptable Language, Defiance, Failure to Complete Assignments, Having Food/Gum/Drinks/ (including water bottles) in Unauthorized Areas, Loitering, Failure to Follow Attendance Procedures, Cafeteria Offenses, Book Damage or Loss, Card Playing (recreational), Wearing Inappropriate Headwear (i.e. hats, earbuds, headphones), Lying, Music in Hallways, Hall Pass Offenses.**

Disciplinary Response:

First Offense:

1. Teacher/administrative detention
2. Phone call to parents

Second and all Subsequent Offenses:

1. Administrative detention (s) or possible Restorative Practice Sessions and payment of fines if applicable
2. Phone call to parents

**OFFENSE: Cutting Detention**

Disciplinary Response:

1. Teacher Detention:
  - a. Two (2) hours administrative detention/Restorative Practice Session
  - b. Phone call home
2. Administrative Detention (First and All Subsequent Offenses)
  - a. Full-day of Restorative Practice (4 Sessions)
  - b. Make-up cut detention
  - c. Phone call home

NOTE: If you are assigned detention and are absent that day, you are responsible to make it up the day you return to school. Missed detentions may result in Restorative Practice Sessions until detentions are served.

Notify the detention monitor to reschedule detentions missed due to an emergency or conflict prior to the detention date/time assigned or it will be considered as a missed/skipped detention.

**OFFENSE: Littering/Cafeteria Violation**

Disciplinary Response:

First Offense:

1. Clean up litter or a referral will be written
2. Administrative detention (s) or possible Restorative Practice Sessions
3. Possible assigned seat during lunch period

Second Offense:

1. Clean up litter or a referral will be written
2. Full-day of Restorative Practice (4 Sessions)
3. Phone call home

Third and all subsequent Offenses:

1. Clean up litter
2. Full-day of Restorative Practice (4 Sessions) or Out of School Suspension
3. Phone call home
4. Possible citation

## **LEVEL TWO OFFENSES**

Misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school or adversely impacts the school's operation or public image.

**OFFENSE: Disruptive, lewd, or obscene behavior; abusive or obscene language or gestures; defiance in language; rude and obnoxious behavior; forgery; cheating; misconduct on field trips, during public programs at athletic events and/or assemblies; leaving school and/or leaving class without permission; ignoring or disregarding safety rules/regulations; harassment of another student, teacher or staff member (i.e. bullying); use of racial/ethnic slurs, gambling; improper use of the Internet, computer or network resources; inappropriate use of a cell phone and/or camera (photos or unauthorized videotaping); and continuation of level one misconduct.**

*Note: Infractions may result in a police citation.*

Disciplinary Response:

First Offense:

1. A minimum of one (1) day of Restorative Practice Sessions
2. Phone call home

Second Offenses:

1. Multiple days of Restorative Practice Sessions
2. Phone call home

Third and Subsequent Offenses:

1. One (1) to three (3) days O.S.S.
2. Phone call home
3. Possible establishment of a behavior plan

**NOTE: During the school day students are expected to remain on school grounds once they have arrived or have been dropped off by their mode of transportation. Students must remain in the cafeteria or designated areas during the entire lunch period and may not patronize any local retail establishments. Students are not permitted to enter food lines of cafeteria unless it is their assigned lunch period or prior arrangements have been made with an administrator. This policy also pertains to sporting events and all other extracurricular activities.**

*NOTE: Infractions may result in a police citation.*

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

Disciplinary Response:

Any Offense:

1. Teacher may give the student a “zero” on the assignment
2. Teacher Calls home
3. Two (2) hour administrative detention/Restorative Practice Session

**OFFENSE Plagiarism/Cheating (as defined below):**

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

**LEVEL ONE OFFENSES:** Classroom teachers will deal with level one violations. Students who are caught cheating or copying may receive a zero on the suspected assignment/test.

Level one violations include:

- Copying homework.
- Looking on another’s test or quiz.
- Letting another student look on a test or quiz.
- Using secretive methods of giving answers on a test or quiz.
- Taking information from another source that is not properly attributed.
- Working with others on an assignment that was meant to be done by individuals.
- Students should consider all work individual unless the teacher specifies differently.

**LEVEL TWO OFFENSES:** Level two violations are considered severe and will be dealt with by the teacher and a member of Administration. Administrative documentation will follow these violations.

Level two violations include:

- Taking papers from the Internet, other publications, or other students.
- Translating a foreign language piece by a translator.
- Taking any part of a test to use or give to others.
- Sharing images of a test or assignments

Level two violations can be considered theft; therefore, any student who is guilty of any of the above may receive a zero on the suspect assignment. Students found guilty of these violations will be ineligible for the National Honor Society for their next eligible year. A second offense of plagiarism will automatically result in the student being ineligible for the National Honor Society for their high school career.

**OFFENSE: Entering areas of the school “restricted to students” (could result in a police investigation of trespassing and possible citation)**

Disciplinary Response:

First Offense:

1. One (1) day of In School Restorative Practices
2. Possible citation by the police
3. Phone call home

Second Offense:

1. Multiple days of Restorative Practice Sessions (4 Sessions = 1 Day)
2. Possible citation by the police
3. Phone call home

Third and Subsequent Offenses:

1. Three (3) days O.S.S.
2. Possible citation by the police
3. Phone call home

***NOTE: Criminal behavior may result in expulsion.***

**OFFENSE: Improper use of motor vehicle on school property (including “doing wheelies”, “laying rubber”, “donuts”, and squealing tires, riding on sidewalks, driving too fast for conditions and conducting general horseplay while operating a motor vehicle)**

Disciplinary Response:

First Offense:

1. Multiple days of Restorative Practice sessions (4 sessions = 1 day)
2. Suspensions of parking privileges for two (2) weeks
3. Phone call home
4. Police investigation and possible citation

Second Offense:

1. Three (3) days O.S.S.
2. Suspensions of parking privileges indefinitely
3. Phone call home
4. Police investigation and possible citation

***NOTE: This policy also applies to incidents at the Career Center.***

### **LEVEL THREE OFFENSES**

Acts directed against persons and property and some drugs and alcohol related incidents (please refer to the Drug and Alcohol Policy). Student may be required to have a student assistance program evaluation upon return to school from Out of School Suspension.

**OFFENSE: Minor vandalism, theft or possession of stolen property, threats, electronic bullying, insubordination, vulgar behavior, belligerent behavior continuation of Level II misconduct, etc.**

***NOTE: No student is permitted to Participate in any Game, Meet, Contest, Club, or Field Trip, Conference, School Related Work Program, Concert, Assemblies, School Shows, Debates, Matches, Festivals While Under Any Type of School Suspension***

Disciplinary Response:

(Can take any or all of the following forms including Level I and II options)  
Mandated out-of-school counseling, arrest, prosecution, and citation.

First Offense:

1. One (1) day Restorative Practice sessions (4 sessions = 1 day)
2. No credit for Restorative Practice sessions; complete assigned day of Restorative Practice sessions upon return
3. Possible citation

Second Offense:

1. Multiple days of Restorative Practice sessions (4 sessions = 1 day)
2. No credit for Restorative Practice sessions; complete assigned day of Restorative Practice sessions upon return
3. Possible citation

Third and Subsequent Offenses:

1. Multiple days of Restorative Practice sessions (4 sessions = 1 day)
2. No credit for Restorative Practice sessions
3. Possible citation
4. Required reinstatement conference with an administrator and parent/guardian

**OFFENSE: Leaving a Restorative Practice session without permission**

First Offense:

1. One (1) day Restorative Practice sessions (4 sessions = 1 day)
2. No credit for Restorative Practice sessions; complete assigned day of Restorative Practice sessions upon return
3. Possible citation

Second Offense:

1. Multiple days of Restorative Practice sessions (4 sessions = 1 day)
2. No credit for Restorative Practice sessions; complete assigned day of Restorative Practice sessions upon return
3. Possible citation

Third and Subsequent Offenses:

1. Three (3) days O.S.S.
2. No credit for Restorative Practice sessions; complete assigned day of Restorative Practice sessions upon return
3. Possible citation.
4. Required reinstatement conference with an administrator and parent/guardian.

**OFFENSE: Verbal Fighting/Harassment (refers to a loud shouting match or argument or physical contact between/among students)**

First Offenses:

1. Up to one (1) day Restorative Practice sessions (4 sessions = 1 day)
2. Referral for peer mediation

Second Offense:

1. Two (2) Restorative Practice sessions /O.S.S.
2. Extracurricular ineligibility
3. Required conference with a School Counselor

Third and All Subsequent Offenses:



1. Three (3) days O.S.S.
2. Extracurricular ineligibility
3. Required reinstatement conference with High School Administration and parent/guardian
4. Mandatory conference with a School Counselor

**OFFENSE: Sexual Harassment** (refers to unwelcome action, sexual in nature, having an adverse effect on the school environment)

Sexual harassment shall consist of unwelcome sexual advances requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment as defined above may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual favors, repeated remarks to a person with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement.

**NOTE: Police will be notified. A Citation may be issued for all physical altercations. Criminal behavior may result in expulsion.**

### **LEVEL FOUR OFFENSES**

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

**OFFENSE: Physical Fighting:** (refers to the act of two (2) or more students involved in intentional unwanted contact, punching, slapping, pushing, wrestling with each other, including the use of weapons).

**NOTE: Police will be notified for all physical altercations. A police citation may be issued. Criminal behavior may result in expulsion.**

Disciplinary Response:

(Can take any or all of the following forms including Level I and II options)  
Mandated out-of-school counseling, expulsion, arrest, prosecution, and citation.

First Offense:

1. Up to five (5) days O.S.S.
2. Required reinstatement conference with a High School administrator and parent/guardian
3. Possible referral and request for psychological counseling
4. SAP referral

Second Offense:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Referral and request for psychological counseling
3. SAP referral
4. Possible alternative placement

Third and All Subsequent Offenses:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Referral and request for psychological counseling

3. SAP referral
4. Possible alternative placement

**OFFENSE: Assault** (refers to one (1) or more students unlawful attempts to injure another student/students physically without physical retaliation by the victim)

**NOTE: Police will be notified. A police citation may be issued. Criminal behavior may result in expulsion.**

Disciplinary Response:

First Offense:

1. Up to ten (10) days O.S.S.
2. Mandatory reinstatement conference with the High School administrator and parent/guardian
3. Required readjustment conference with a school counselor
4. Possible alternative placement
5. Police investigation

Disciplinary Response:

Second Offense:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Referral and request for psychological counseling
3. Required readjustment conference with a school counselor
4. Possible alternative placement
5. Police investigation
6. Citation issued

Third and All Subsequent Offenses:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Required readjustment conference with a guidance counselor
3. Possible alternative placement
4. Police investigation
5. Citation issued

**OFFENSE: Verbal Assault on Staff Member**

Disciplinary Response:

First Offense:

1. Multiple days of Restorative Practice sessions (4 sessions = 1 day)
2. Police investigation
3. Possible citation issued

Second Offense:

1. Five (5) days O.S.S.
2. Required reinstatement conference with High School Administrator and parent/guardian
3. Mandatory conference with a guidance counselor
4. Possible alternative placement
5. Possible citation issued

Third and All Subsequent Offenses:

1. Ten (10) days O.S.S. and administrative disciplinary hearing
2. Possible citation issued
3. Mandatory Conference with guidance counselor

4. TAP Referral
5. Possible alternative placement

**OFFENSE: Physical Assault on Staff Member**

Disciplinary Response:

1. Ten (10) days O.S.S. and administrative disciplinary hearing
2. TAP Referral
3. Extracurricular ineligibility
4. Possible expulsion
5. Police Notified
6. Citation Issued

*NOTE: Police will be notified. Criminal behavior may result in expulsion.*

**OFFENSE: Stealing** (refers to illegal taking of money or materials belonging to any student, staff member or the school district, including technological theft or computer piracy, includes using another student's lunch number)

Disciplinary Response:

1. Up to ten (10) days O.S.S.
2. Extracurricular ineligibility
3. Full restitution
4. Required reinstatement conference with High School administrator and parent/guardian
5. TAP Referral
6. Police investigation and criminal behavior may result in expulsion
7. A citation will be issued

**OFFENSE: Vandalism** (includes writing on wall, desks, windows, etc.; breaking school property of any kind; dumping trash barrels, etc.; and technological computer vandalism or destruction of any other school property.)

Disciplinary Response:

First Offense:

1. Multiple days of Restorative Practice sessions (4 sessions = 1 day)
2. Extracurricular ineligibility
3. Full restitution
4. Required conference with a guidance counselor

Second Offense:

1. Up to five (5) days O.S.S.
2. Extracurricular ineligibility
3. Full restitution
4. Recommendation for psychological counseling
5. Required reinstatement conference with High School Administrator and parent/guardian
6. TAP Referral

Third and All subsequent Offenses:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Extracurricular ineligibility

3. Full restitution
4. TAP Referral
5. Possible expulsion
6. Possible citation

***NOTE: Police investigation. Criminal behavior may result in expulsion.***

**NOTE:** Any major destruction of school property, including computers, will be considered institutional vandalism. Students will be suspended and may be subject to criminal arrest and/or prosecution or expulsion.

**OFFENSE: Institutional Vandalism** (includes defacing school property through the use of aerosol spray paint cans, broad tipped markers, and other marking devices)

***NOTE: Police Investigation may result in criminal arrest, prosecution and expulsion.***

Disciplinary Response:

First Offenses:

1. Three (3) to ten (10) days O.S.S.
2. Extracurricular ineligibility
3. Full restitution
4. Recommendation for psychological counseling
5. Required reinstatement conference with High School administrator and parent/guardian
6. Police investigation and criminal behavior may result in expulsion

Second and All Subsequent Offenses:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Extracurricular ineligibility
3. Full restitution
4. Police investigation and criminal behavior may result in expulsion

**OFFENSE: Extortion** (refers to the act of obtaining money or property from an unwilling person by physical force or intimidation)

Disciplinary Response:

First Offense:

1. Up to three (3) days O.S.S.
2. Extracurricular ineligibility
3. Recommendation for psychological counseling
4. Required reinstatement conference with High School administrator and parent/guardian

Second and All Subsequent Offenses:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Extracurricular ineligibility

***NOTE: In the case of any blatantly offensive conduct/actions the Administrator will impose immediate ten (10) days O.S.S. and refer the incident to the Police.***

**OFFENSE: Possession of Prohibited Items/Weapons**

Prohibited items may be identified in two (2) categories:

### Weapons

Weapons shall include but not be limited to articles, tools, instruments or implements designed to inflict serious bodily injury and/or intimidate other people. Examples are, but not limited to, firearms, shotguns, rifles, knuckles, cutting instruments, cutting tools, numchucks, knives, chains, clubs, and stars.

### Instruments of Crime

Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. (Examples are but not limited to belts, pencils, files, combs, compasses, scissors, chairs)

### Disciplinary Response:

1. Up to ten (10) days O.S.S. while the incident is under investigation
2. Extracurricular ineligibility
3. Confiscation of the item or weapon
4. Police notification
5. Referral to the Superintendent for expulsion consideration

***NOTE: May lead to criminal arrest and/or prosecution and possible expulsion from school. Student possession or use of replicas, models, or other facsimiles (e.g., toy guns) intended to look like a real weapon is similarly prohibited by the policy.***

### **OFFENSE: Terroristic Threats to Staff Members/Other Students/Inciting A Riot/or Seriously Endangering Others**

#### Disciplinary Response:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Police notification
3. Criminal behavior may result in expulsion

### **OFFENSE: Arson/Setting Off False Alarms**

#### Disciplinary Response:

1. Up to ten (10) days O.S.S. and administrative disciplinary hearing
2. Police will be notified and criminal behavior may result in expulsion

NOTE: Police will be notified whenever federal, state, county or municipal laws are violated. Investigations may lead to criminal arrest and/or prosecution and possible expulsion.

### **OFFENSE: Pagers/beepers and laser pointers are not allowed in school (per School Board Policy) and can only be claimed by a parent and/or guardian after penalties are completed.**

#### Disciplinary Response:

##### First Offense:

1. Confiscation of equipment by administration, teacher, or other school employee
2. One hour administrative detention/Restorative Practice Session
3. Parent phone call/parent may be required to pick up confiscated item.

##### Second Offense:

1. Confiscation of equipment by administration, teacher, or other school employee

2. Two (2) hours of administrative detention/Restorative Practice Session
3. Parent phone call (**parent is required to pick up confiscated item**)

Third and All Subsequent Offenses:

1. Confiscation of equipment by administration, teacher, or other school employee
2. One (1) day of Restorative Practices
3. Parent phone call (**parent is required to pick up confiscated item**) after suspension is served

## **DRESS CODE**

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

Four basic dress code guidelines to be considered are:

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

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

1. Clothing and accessories that refer to or promote alcohol, weapons, tobacco and/or drugs are not permitted in school.
2. Clothing and accessories that display inappropriate words, slurs, slogans, logos, obscenities, symbols, **and double meanings** are not permitted in school.
3. Hats, visors, bandannas, sweatbands, head gear, hoods, and sunglasses are not permitted to be worn in school. All non-religious head coverings **must be removed upon arrival to school, and stored in student lockers**.
4. Outerwear, such as long coats, heavy jackets, gloves and scarves are not to be worn inside during the school day. Fleece tops and sweatshirts are permitted as long as they are within other dress code guidelines.
5. No pajamas, sleepwear, loungewear, or slippers should be worn in school.
6. All clothing needs to be worn properly with **no undergarments exposed**.  
**Failure to do so may result in a citation for indecent exposure.**
  - Muscle shirts, sleeveless shirts, tank tops are considered undergarments and must have a shirt over them or under them.
  - Pants should be worn so that no undergarment is exposed.
  - Pants should not have holes or rips above wearer's fingertips when arms and hands are fully extended
7. **Shirts and tops must be long enough that they can be tucked into shorts, pants or skirts.**
8. All shorts and skirts must reach the wearer's fingertips when arms and hands are fully extended.
9. Clothing that are revealing, distracting, or considered a safety hazard, is not permitted in school.
10. Jewelry or accessories that can be used or perceived as weapons are prohibited. This includes, but is not limited to: chains, chokers, rings, or bracelets.

11. Tattoos that display inappropriate images, drugs, sex, alcohol or tobacco products must be covered at all times while on district property.
12. Visible body piercings should not be excessive at the administrator's discretion.

## **ADMINISTRATION RESERVES THE RIGHT OF INTERPRETATION AND ENFORCEMENT OF THESE BASIC GUIDELINES**

### **Consequences:**

1. Any offender of the dress code will have two (2) options:
  - Make a phone call home for appropriate clothing to be brought to school. The student will then change, and be sent back to class.
  - Wear a substitute piece of clothing from our office wardrobe, and be sent back to class.
2. The student will be detained in the main office/nurses office until appropriate attire is attained. **The student is responsible for any missed work.**
3. **Any student not in compliance with these rules will be sent to the Restorative Practice room, and held accountable for any missed work.**
4. Additional violations may result in additional punishment to include Restorative Practices session, OSS or loss of driving privileges.

## **MISCELLANEOUS**

### **BUILDING REGULATIONS**

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

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

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

### **CAFETERIA**

- Student Breakfast is \$1.60 and Lunches are \$3.00; (Reduced Breakfast is \$.30 and Lunch is \$.40).
- Breakfast will be available from 7:00 to 7:20 AM
- For more information regarding our lunch debit system and free/ reduced meals, please go to FASD website and [www.schoolcafe.com](http://www.schoolcafe.com)
- No student will be permitted to go to their locker after they enter the cafeteria.
- Students will be dismissed by the teacher to get into the serving line.
- Students should return their trays as soon as they are finished eating. When leaving the table at the end of your lunch or the end of your lunch period, all chairs are to be placed under the table.
- Students wishing to meet with a teacher during this time should present a teacher signed pass.
- Students that have permission to leave café must sign out prior to departure.

**At no time is food or drink to be taken out of the cafeteria without teacher permission.**

- High school students will have access to charge up to the value of one school meal (\$3.00). Students will not be able to charge anything until the negative balance is paid.
- **On regular BCTC school days**, Career Center students must eat lunch prior to returning to FASD. No meals, snacks or drinks will be permitted to be purchased at FASD.
- **On non BCTC school days (due to testing, 2 hr delay ect)**, Career Center students, that rode the bus to school, will eat lunch at 10:34 (Lunch A). On these rare occasions students are permitted to eat at FAHS, they must use cash or have deposited funds into their FAHS account.

### **CHILD CUSTODY**

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

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

If there is a custody agreement or court order granting custody, a copy should be on file in the high school main office. (*Custody forms can be obtained in the high school main office*).

### **CHROMEBOOKS**

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

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

If a Chromebook is lost, the student should *report the loss immediately* to the IT department. They can be reached by emailing Brittnee Patten at [bpatten@fleetwoodasd.org](mailto:bpatten@fleetwoodasd.org).

A student's final report card and/or diploma will not be released until all textbooks, Chromebook, fines and obligations are paid.

### **CLOSED CAMPUS**

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

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

### **COURT BALLOT ELIGIBILITY**

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

### **ELECTRONIC SURVEILLANCE**

To ensure the safety and security, and to protect the health and welfare of students and staff, the Fleetwood Area School District uses electronic surveillance systems in monitoring activity on school property and in school vehicles. School district policy # 810.1 authorizes the district's



transportation contractor to intercept audio on school buses or school vehicles. The use of information from surveillance equipment shall be consistent with policies concerning the confidentiality of student and staff records.

### **EVENING ACTIVITIES**

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

### **EXCUSED ABSENCE FROM CLASS**

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

### **FIRE DRILL RULES**

1. The sound of the fire warning alarm is the signal for leaving the building. Fire Drill instructions are found on a fire exit sign located in your classroom. Teachers will review these guidelines with students.
2. During the Fire Drill, **all persons must leave the building.**
3. The teacher should be the last one in the room to leave in order that he or she can, turn out the lights, check the windows, pupils, and the classroom door. Teachers should take their flip chart and rule book(s) when leaving the classroom.
4. The first person reaching an exit door is to open it and hold it open. After all students and faculty have passed through, close the door and follow at the end of the line.
5. Students are to pass quickly, orderly, and quietly keeping to the right. **DO NOT RUN!**
6. Teachers will meet with their class and take attendance upon arrival at a safe location, and identify any students unaccounted for to appropriate personnel.
7. A signal will be given when it is safe for everyone to return to the building.

### **HALL PASS CARD**

Hall pass cards will be issued to students at the beginning of the school year. Students are not permitted out of class, cafeteria, etc., without a signed hall pass after the start of class. Students in the hall without a signed hall pass during class will be subject to disciplinary action. Additional hall passes can be purchased for .25 in the high school main office if needed.

### **HEALTH ROOM/ILLNESS**

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

### **HIGH SCHOOL DANCES**

- Only FAHS students in grades 9 thru 12 may attend dances at the High school.
- Students may invite a guest to the Winter Ball and Prom. Permission needs to be granted by the Principal or Assistant Principal **prior** to purchasing guest tickets. The form for this permission can be obtained in the high school main office. Incomplete forms will not be accepted.
- All students must be in 9<sup>th</sup> grade or higher. All guests must provide a copy of their valid driver license or current student ID. No individual should be above the age of 20.

- Students must be in school on the day of the dance unless permission is received by the principal or assistant principal.
- Anyone leaving the dance will not be allowed to reenter.
- Students should not loiter in front of the building before or after the dances.
- All school policies including dress code policy are in effect for all school dances.
- Students maybe denied participation in dances if detentions or other school consequences/debts are owed.
- No admission of students will be permitted after 8:00 P.M. without the student making arrangements with the dance advisor, or an administrator prior to the dance.

### **PHONE USAGE**

No student will be permitted to use any phone in the building during school hours without permissions from the office. The office phone should be used only for emergencies to call parents. The phone will not be used for social calls! Multiple warnings may result in consequences.

### **SCHOOL FUNCTIONS**

No middle school students will be allowed to attend high school dances or other restricted high school events that are not open to the general public. Guests from other schools must be approved by the High School Administration for dances when guests are permitted to attend. A guest permission form can be obtained in the high school main office.

### **SCHOOL PICTURES**

The Fleetwood Area School District believes in an effective public relations program which may include district initiated coverage of school activities in district and/or local newspapers. However, respecting your right to privacy, we are requesting that parents or guardians inform the school if you have an objection to your child's name, address, and/or photograph appearing in such publications.

### **SPORTING EVENT ATTENDANCE**

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

***Students are not permitted on Fleetwood Area School District property while serving an out-of-school suspension without prior permission from their building administrator. Students serving a Restorative Practice session(s) are not permitted to attend sporting events on the day(s) they serve the Restorative Practice.***

### **STUDENT VISITS TO THE MAIN OFFICE**

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

### **TEXTBOOKS**

Students are responsible for the condition of their books during the period of time for which they are used. It is required that all textbooks issued be covered. **Students who damage textbooks will be required to pay the cost of a replacement textbook.** The individual student is responsible to

return the textbook assigned to them in acceptable condition (as determined by the teacher) to the teacher upon completion of the course.

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

A student's final report card and/or diploma will not be released until all textbooks, fines and obligations are paid.

### **TRAVEL**

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

### **VISITORS**

All visitors are to report to the high school office to obtain a visitor pass. Students may not bring visitors to school without prior approval of High School Principal. Visitors are only permitted to visit the area identified on their visitor pass.

### **VOLUNTEER FIREFIGHTERS**

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

### **WITHDRAWING FROM SCHOOL**

If you are planning to withdraw your child from the Fleetwood Area High School, you should contact the counseling office @ 610.944.7656 ext. 2520 to schedule an appointment to complete the necessary forms. **All financial/material obligations must be met prior to the withdrawal being complete. All fines/obligations must be cleared in the main office.**

### **WORKING PAPERS**

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

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

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

- Be sure to bring your Birth Certificate, Baptismal Certificate, Learner's Permit, Driver's License, or U.S. Passport with you when you are applying for working papers.

- A parent should accompany a student when applying. Remember that the Child Labor Law states that no minor under 14 years of age shall be employed or permitted to work in an establishment or in occupation. No minor under 18 years of age shall be employed without an employment certificate (working papers).

## **CAREER AND TECHNOLOGY CENTERS –SELECTION PROCESS –**

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

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

The selection committee consists of school counselors at the Career and Technology Centers.

Quotas are established for individual technical or vocational classes by a formula developed by the Career and Technology Centers, and are adhered to by local school districts.

### **INTERNSHIP PROGRAM**

Student participating in the Internship Program must follow sign in and out procedures in the main office. If a student is assigned a day of Restorative Practice, they will need to fulfill this obligation prior to returning to internship location. All internship students must follow the student driving guidelines outlined on page 36. Participation in the program could be terminated due to concerns over attendance, behavior and/or grades.

### **SCHOOL COUNSELING PROGRAM**

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

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

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

The counseling office provides registration information for the National Merit Scholarship Qualifying Test/Preliminary Scholastic Aptitude Test (NMSQT/PSAT). This test is available to any student in grades 10 and 11. As well, the counseling office has registration information for the Scholastic Aptitude Test (SAT) and the American College Test (ACT). A detailed list of the test dates and registration deadlines are posted in the counseling office.

### **TIGER ASSISTANCE PROGRAM (TAP)**

The Tiger Assistance Program is an intervention program staffed by teachers, school counselors, nurses, administrators, and appropriate agencies from the community. The “TAP Team” is trained to identify and refer “high risk” students for appropriate treatment. HIGH RISK CONCERNS may include:

Substance Abuse – Depression – Suicide Prevention

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

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

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

#### **TAP Team Members**

Mr. Stephen Herman, High School Principal

Mr. Thomas Salpino II, Assistant High School Principal

Mrs. Alicia Seaman, Nurse

Ms. Amy Moyer, School Counselor

Ms. Rachael Hasselhan, School Counselor

Mr. Fred Engelhardt, School Counselor

Mr. Zachary Houpp, Teacher

Ms. Amy Schlott, Teacher

Mrs. Sarah Wilkinson, Teacher

Mrs. Susan Cammauf, Teacher

Mr. Kirby Barnett, Teacher

Ms. Kimberly Schaffer, Caron Rep

### **ACADEMIC INFORMATION**

#### **CLASS RANK**

Class rank is computed on the basis of grades earned in subjects taken in grades 9 thru 12 for which credit and grade point credit is granted. Final senior class rank is calculated after all grades are completed after the second marking period. To be awarded valedictorian or salutatorian, student must be in the school district four (4) semesters prior to final senior class rank be calculated. For grade point average calculations the following courses are weighted:

Honors Algebra II

Accelerated Chemistry

Honors Geometry

Honors Pre-Calculus

AP Calculus

Honor Calculus

4<sup>th</sup> & 5<sup>th</sup> Level Foreign Language

AP U.S. History

AP World History

AP U.S. Government

AP Macro Economics

Accelerated Biology

Biology II

AP Biology

AP English  
Accelerated English 11  
Accelerated English 9  
Accelerated English 10

Accelerated Earth & Space Science  
AP Physics  
Chemistry II  
AP Chemistry

Acc. Am. History 1

### **HONOR ROLL**

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

Students will be accorded High Honor Roll recognition if they achieve an overall average of 92% or above. A minimum grade of 86% or better must be achieved in all courses.

**NOTE: An I (incomplete) will keep a student off both Honor Rolls. A student who only attends school on a part-time basis is not eligible for Honor Roll status.** An incomplete will be calculated as a “0”. Grades will NOT be recalculated until the next marking period for GPA and Honor Roll status.

### **NATIONAL HONOR SOCIETY (NHS)**

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

Contact the counseling office or the National Honor Society advisor for requirements for membership in the National Honor Society. All questions related to the application, submissions, or acceptance into the National Honor Society should be directed to Mrs. Molly Sherman at ext 1302. Members must maintain these standards to remain in National Honor Society.

### **GRADUATION REQUIREMENTS**

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

#### **GRADUATION REQUIREMENTS INCLUDE MINIMUMS IN THE FOLLOWING AREAS:**

- 4 credits of English
- 4 Credits of Math
- 3.5 (BCTC)
- 4 Credits of Social Studies
- 3 (BCTC)
- 3 Credits of Science
- .5 Credits of Health
- 1.5 Credits Physical Education
- 1 Credits Technology Education/Business Education

1 Credits The Arts  
1 Credits Humanities  
5 Credits Electives (6.5 BCTC)

**BCTC:**

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

**Total Credits: 25**

**PROMOTION REQUIREMENTS**

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

**SCHEDULE AND PROGRAM CHANGES**

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

There will be no schedule change after the regular scheduling time period, except as expressly permitted by the administration or counselor. (Every student must maintain 35 class periods per week with a maximum of one study hall per semester. Exceptions are students taking AP courses and ninth graders have the possibility of one additional study hall during one of the four quarters.)

**GRADUATION INFORMATION**

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

**CURRICULUM REVIEWED BY PARENTS/GUARDIANS**

District policy #105.1 “Curriculum Review by Parents and Students” assured the parents/guardians have access to information about the curriculum, including expected student learning outcomes, instructional materials, and assessment techniques.

District policy #105.2 “Exemption from Instruction” assures that parents/guardians have the right to have their children excused from specific instruction which conflicts with their religious beliefs. Specific conditions are included in the policy that must be followed for an instructional exception to be granted.

**FINAL EXAMINATION OR COMPETENCY TEST**

- a. All quarter, semester, and year courses may administer examinations at the end of their respective course offering.
- b. For grading purposes, the final examination should not count more than 20% of the final grade (quarter, semester, or year course).
- c. All assignments for the 4<sup>th</sup> marking period must be handed in on the day of the final examination.

## INTERIM REPORTS

Interim reports may be sent to parents/guardians after five (5) weeks of any nine (9) week grading period to indicate exceptional or unsatisfactory work.

## REMEDIATION

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

Student responsibility factors:

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

Procedures:

A student is eligible for remediation when he/she

- scores below a 70% on an eligible assessment.
- satisfactorily engages in the learning process prior to the assessment.
- initiates remediation within one week of the graded assessment being returned.
  - The final grade for a remediated assessment will be the average of the original assignment and the remediated assignment.
  - Students will have one opportunity to retake an eligible assessment.
  - Remediation work must be completed within two weeks from the day the original assessment was returned.
  - Remediation does not apply to final exams, Advanced Placement or Dual Enrollment courses.

## REPORT CARDS

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

A - 100 – 90 Excellent

B - 89 – 80 Good

C - 79 – 70 Average

D - 69 – 60 Below Average

F - Below 59

I – Incomplete

U – Unsatisfactory

M – Medical

W – Withdrawal

WF – Withdrawal/Fail

S – Satisfactory

60% and above for Career Center students

Unless special arrangements are made because of prolonged illness, the mark “I” will become an “F” if all work is not made up within 10 school days of report card distribution.



# **ELIGIBILITY FOR STUDENTS PARTICIPATING IN EXTRA CURRICULAR ACTIVITIES**

**1. Definition of Extra-Curricular Activities** – The following activities shall be considered extracurricular:

- Academic Challenge
- Aevium
- Armed Forces Support Group
- Artifact Club
- Band Front
- Book Club
- Concert Band
- Chess Club
- Choraliers
- Computing Club
- Drama Club/Musicals
- Envirothon
- FBLA
- Fellowship of Christian Students
- Film Club
- German Club
- Interact Club
- Magic Club
- Mock Trial
- Model UN
- Marching Band
- Men's Chorus
- Media Crew
- National History Day Club
- National Honor Art Society
- National Honor Society
- Outdoor Club
- Pep Band
- Pit Orchestra
- Relay For Life
- Rho Kappa
- School Newspaper/Journalism
- Science Olympiad
- Ski Club
- Spirit Club
- Stage Crew
- Student Council
- Yearbook Club
- Woman's Chorus

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

**2. Eligibility for Extra-Curricular Activities**

- a. To be eligible for participation in extracurricular activities, a student must pursue a curriculum defined and approved as a full time curriculum. Where required, this curriculum, or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as many local policies established by the local school board. Any student failing two (2) or more subjects or one (1) subject with insufficient effort will be declared ineligible. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standard provided for in this sections, he or she shall be ineligible from the immediately following Sunday through the next following Saturday. Student's grades will be reviewed each Thursday or school day proceeding in order to determine eligibility. Ineligible students will be notified each Friday or the proceeding school day on a weekly basis.
- b. Back work may be made up, providing it is in accordance with the regular rules of the school or the teacher.
- c. These eligibility rules would supersede all PIAA rules, because these rules are of higher standard than the PIAA rules.
- d. An appeal for waiver may be requested by the advisor or coach under unusual circumstances. The review committee will be comprised of the principal and two (2) members of the faculty not associated with any of the extracurricular activities.

Faculty members represented on the review committee will be selected by the faculty as a whole.

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

## High School Activities 2020-2021 School Year

### August

- 10 Football Practice Starts
- 10-14 Band Camp
- 17 All other sports Practice Starts
- 20 Tours/9<sup>th</sup> grade orientation
- 31 1<sup>st</sup> day of School

### September

- 7 Holiday
- 8 Class Ring Student Assembly
- 15 Class Pictures
- 16 Class Ring Parent Meeting
- 18 Class Pictures
- 24 German Club Fall Meeting
- 28-10/2 Keystone Testing

### October

- 3 Temple Halloween Parade (Marching Band)
- 8 Cap and Gown Assembly
- 9 Early Dismissal/Homecoming activities
- 9 Homecoming Parade
- 10 Homecoming Games
- 12 No School
- 17 Mohnton Parade (Marching Band)
- 26 Blandon Frolic (Marching Band)
- 26 Blood Drive
- 27 Picture retake
- 30 Picture retake

### November

- 10 German Club Field Trip
- 20 Winter Sports Practice Starts
- 24 Early Dismissal
- 25 Early Dismissal
- 26-30 Thanksgiving Break

### December

- 10 HS Winter Concert

- 11 No School
- 12 Fleetwood Santa Parade
- 16 HS Winter Concert snow date
- 19 German Club Winter Meeting
- 23 Early Dismissal
- 24-1/1 Winter Break
- 29 Sports Hall of Fame Induction

#### January

- 18 No School
- 27 Blood Drive

#### February

- 15 No School/Snow Make up #1

#### March

- 5 German Club Field Trip
- 6 Pasta and Presto
- 8 Spring Sports Practice Starts
- 11 German Club Spring Meeting
- 15 No School/Snow Make up #2
- 29-31 No School/Snow Make up #3, 4 & 5

#### April

- 1-5 Spring Break
- 21 Blood Drive

#### May

- 5 Quill & Scroll Awards
- 6 HS Chorus/Jazz Concert
- 7 No School/Snow Make up #6
- 7 Prom (tentative)
- 13 HS Band/Orchestra Concert
- 17-28 Keystone Testing
- 20 German Club Summer Meeting
- 27 Underclassmen Awards
- 31 No School

#### June

- 2 Athletic Awards Program
- 3-9 Early Dismissal (finals schedule)
- 4 Music Department Banquet
- 6 Baccalaureate
- 7 Senior Awards
- 7 Move Up Day
- 9 Graduation

\*\* Printed 9/20. Dates subject to change or cancel. Events will be added throughout the year. Please check the FASD website for accurate information and start times.