

# **STUDENT HANDBOOK**

**2009 – 2010**

## **Ferndale Area Junior/Senior High School**

600 Harlan Avenue  
Johnstown, PA



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August 2009

Dear Parents/Guardians:

Public education will succeed to the extent that the home and school work together in a cooperative partnership. Many of the policies and procedures outlined in this handbook promote parent involvement. Likewise, parental and community participation have been central to their development. This handbook, a summary of important information, is designed to help you and the Ferndale Area School District by providing summaries of information to the most frequently asked questions. It also includes information that we are required to publish; therefore, you should not consider this information to be complete or entire.

Our main goal is to emphasize student achievement. We will give high priority to activities and instructional programs that foster academic success. To do this, the school climate must be conducive to learning. The programs and policies defined in this booklet will help maintain uniform standards on discipline and will provide an orderly environment that promotes learning.

Ferndale Area High School works closely with the local law enforcement agencies to provide a safe and orderly environment for all students—one where they can learn free of disruptions and fear. This endeavor requires the help of our students and parents.

We ask that you review this booklet with your child and remind him/her of the expectations and the consequences of breaking school rules and regulations. **These regulations apply to all school activities including those that occur after regular school hours.** The booklet also outlines guidelines for teachers to help them deal consistently with discipline problems.

Please sign the signature page, along with your child, and return it to the school. The Student Handbook and Code of Student Conduct are distributed to all students at the beginning of the school year. Upon the receipt of the signature page, Internet Agreement Form, Medical Forms and the Student Emergency Card, your son/daughter will be issued a school locker for his/her use throughout the school year.

If you have any questions, please call us (814) 288-5757.

Sincerely,

Ferndale Area High School Administration

## SCHOOL DIRECTORY

### Board of Education

Ridley Banks, President  
Barbara Penna, Vice President  
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## **TO ALL STUDENTS...**

We welcome you to the Ferndale Area High School and the Ferndale Area School District. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

**Be proud of your school.** Take good care of it and feel free to make suggestions for improving it. As a school citizen, you are expected to act and conduct yourself properly. You will learn necessary and useful skills for the future. As a student you may find some things unfamiliar at first, but you will soon become accustomed to the junior/senior high school.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school.

### **School Spirit**

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

School spirit may be divided into three categories:

1. **Courtesy**—Toward teachers, fellow students, administrators, guests, and the officials of school athletic activities.
2. **Pride**—In everything our school tries to accomplish and has accomplished.
3. **Sportsmanship**—The ability to win and lose gracefully.

### **Conduct and Courtesy**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers, staff, guests, and fellow students will make school enjoyable for all.

**Ferndale Area High School  
2008-2009**

**Bell Schedule**

7:00 – 7:30	Teachers Report
7:00 – 7:30	Seminar Time
7:30 – 7:59	Students dismissed to lockers then to Homeroom for Announcements/ Homeroom/Activity Period
8:02 – 8:42	1 <sup>st</sup> Period
8:45 – 9:25	2 <sup>nd</sup> Period
9:28 – 10:08	3 <sup>rd</sup> Period
10:11 – 10:51	4 <sup>th</sup> Period
10:54 – 11:34	5 <sup>th</sup> Period (Lunch 5)
11:38 – 12:18	6 <sup>th</sup> Period (Lunch 6)
12:22 – 1:02	7 <sup>th</sup> Period (Lunch 7)
1:05 – 1:45	8 <sup>th</sup> Period
1:48 – 2:28	9 <sup>th</sup> Period
2:28	Students Dismissed
2:30 – 3:00	Teachers Dismissed

**2-Hour Delay  
Bell Schedule**

9:00 – 9:30	Teachers Report
9:00 – 9:30	Seminar Time
9:30 – 9:49	Students dismissed to lockers then to Homeroom for Announcements
9:49 – 10:16	1 <sup>st</sup> Period
10:19 – 10:46	2 <sup>nd</sup> Period
10:49 – 11:16	3 <sup>rd</sup> Period
11:19 – 11:46	4 <sup>th</sup> Period
11:49 – 12:19	5 <sup>th</sup> Period /Lunch 5
12:22 – 12:52	6 <sup>th</sup> Period/Lunch 6
12:55 – 1:25	7 <sup>th</sup> Period /Lunch 7
1:28 – 1:55	8 <sup>th</sup> Period
1:58 – 2:25	9 <sup>th</sup> Period
2:25	Students Dismissed
2:30 – 3:00	Teachers Dismissed

**\*\*GJCTC students will attend GJCTC**

**2-Hour Early Dismissal  
Bell Schedule**

7:00 – 7:30	Teachers Report
7:00 – 7:30	Seminar Time
7:30 – 7:46	Students dismissed to lockers then to Homeroom for Announcements
7:49 – 8:16	1 <sup>st</sup> Period
8:19 – 8:46	2 <sup>nd</sup> Period
8:49 – 9:16	3 <sup>rd</sup> Period
9:19 – 9:46	4 <sup>th</sup> Period
9:49 – 10:19	5 <sup>th</sup> Period /Lunch 5
(GJCTC students report to Auditorium until dismissed at 11:30)	
10:22 – 10:52	6 <sup>th</sup> Period/Lunch 6
10:55 – 11:25	7 <sup>th</sup> Period /Lunch 7
11:28 – 11:55	8 <sup>th</sup> Period
11:58 – 12:25	9 <sup>th</sup> Period
12:25	Students Dismissed

**\*\*GJCTC students will attend GJCTC**

\*\*\*\*\*

**1-Hour Early Dismissal  
Bell Schedule**

7:00 – 7:30	Teachers Report
7:00 – 7:30	Seminar Time
7:30 – 7:49	Students dismissed to lockers then to Homeroom for Announcements
7:52 – 8:26	1 <sup>st</sup> Period
8:29 – 9:03	2 <sup>nd</sup> Period
9:06 – 9:40	3 <sup>rd</sup> Period
9:43 – 10:17	4 <sup>th</sup> Period
10:20 – 10:54	5 <sup>th</sup> Period/Lunch 5
(GJCTC students report to Auditorium until dismissed at 11:30)	
10:58 – 11:32	6 <sup>th</sup> Period/Lunch 6
11:36 – 12:10	7 <sup>th</sup> Period/Lunch 7
12:14 – 12:48	8 <sup>th</sup> Period
12:51 – 1:25	9 <sup>th</sup> Period
1:25	Students Dismissed

**\*\*GJCTC students will attend GJCTC**

**Ferndale Area High School  
General Information**

**Absences/Tardies**

Student attendance in school is required by state law (Chapter 11, Sect. 11.13) and is monitored daily by the administration. If a student is to be absent from school, parents are asked to contact the Main Office before 7:35 A.M. to report the reason for the absence. Otherwise, the school, to verify the absence, may call parents. If a parent cannot be reached, one of the persons listed on the Emergency Card maybe contacted.

1. **Excused Absences:** Absence from school due to personal illness, serious illness, or death in the family, emergency medical/dental attention, field trips, and absences **pre-approved by the administration** are excused absences. Students with excused absences are permitted to make up work and receive credit for missed work and tests. Upon returning from an excused absence, the student must contact his/her teachers within three (3) school days after the absence to schedule the necessary make up work. If contact is not made within three school days, all missed work will be considered a zero (0) for grade purposes.
2. **Unexcused/Unlawful Absences:** Any absence from school that does not meet the criteria of an excused absence is considered an unexcused/unlawful absence. Students receiving an unexcused/unlawful absence will receive a **failing grade of 0% on any work missed during the unexcused/unlawful absence.** When a student has accumulated **three (3) unlawful absences,** citations will be filed with the District Magistrate and/or the Juvenile Probation Office, and will continue to be filed if truancy continues (in accordance with PA School Code Chapter 11, Sect. 11.24).
3. Upon returning to school from an absence, all students are required to submit a **written excuse to the attendance/office immediately.** The note should be dated, signed by the parent (or Doctor) and include a specific reason(s) for the absence. Failure to bring in an excuse **within 3 days of the absence will result in the absence being coded as unexcused/unlawful.**
4. Students not admitted to school within **15 minutes of the start of the school day (7:50 am)** may not participate in any after-school activities or events unless a physician's excuse is provided.
5. If a student is absent for several days (3 or more), parents may request and pick up assignments in the office. When the absence is **planned and pre-approved by administration,** arrangements for assignments are to be made prior to the absence.

6. The administration strongly discourages family vacations during the school year. Where such trips cannot be avoided, parents are **required to fill out a Vacation Form in the high school office at least one week in advance.** Upon approval by the administration, the absence will be coded as excused. Students are to make arrangements for assignments and tests/quizzes prior to leaving. Duration and frequency must not interfere with the student's education. Any family trips for which prior approval is not obtained will be considered unexcused/unlawful and if in excess of three days, a warning notice may be sent. Approval student absences for vacations are limited to 5 days within any school year.
7. Routine medical/dental appointments should be scheduled outside of the school day. If such appointments occur during school hours, please obtain a note from the doctor/dentist office, with the appointment date and time, so the absence may be properly coded. **Student absences for driving tests, photo sessions, and hairdressing appointments will be coded as unexcused/unlawful.**
8. Repeated absences, tardiness, and early dismissals from school would seem to indicate a medical condition requiring medical care and attention. Therefore, once a student has accumulated **ten (10) combined absences, tardiness, and/or early dismissals, a doctor's note will be required for all future absences, tardies, and/or early dismissals from school;** otherwise, the absences, tardiness, and/or early dismissals will be considered unexcused/unlawful. Parents will be informed by mail when this becomes necessary. **It is the responsibility of the student and his/her parent to provide the school with a note from the doctor.**
9. All absences, tardiness to school, and early dismissals, both excused and unexcused, are noted on the student's official school records.
10. Students arriving after 7:35 a.m. will be considered tardy (excused or unexcused). Students arriving after the start of school will be considered ½ day absent (excused or unexcused). Appropriate discipline will be imposed upon unexcused absences and/or tardies.
11. Students leaving early from school for any reason must have **written parental permission;** verbal permission will not be honored.

### **Accidents**

Students should report any accidents that may occur, not only in school, but on their way to and from school, to the teacher, nurse, or administrator as soon as possible.

### **Activity Buses**

Activity buses will be provided to those students involved in co-curricular activities (i.e. sports, clubs, tutoring) according to the following schedule (notice will be given if change):

**Beginning the first day of school**, an activity bus is scheduled every day at 5:45 p.m. and will pick up students at the High School gymnasium entrance.

### **Affection**

Visible and open displays of affection between students **will not be permitted**:

- On the school premises during and immediately before or after school hours.
- On the school premises at any time when a school-sponsored group is using the school.
- Off school premises at any school activity, function or event.

Examples of visible or open displays of affection that will not be permitted include but are not limited to, kissing, petting, holding hands, caressing, embracing, hugging and/or any other bodily contact that represents a visible or open display of affection.

### **Athletic Equipment Obligation**

It is the responsibility of each student to properly care for and return all athletic uniforms and equipment. All equipment is to be returned to the head coach of the sport in which the student-athlete participated within two (2) weeks of the season's completion. Failure on the student's part to return equipment or satisfy other athletic obligations will prohibit the student's participation in any other sport season. If the student-athlete is a senior, participation in the commencement ceremony may be jeopardized. In addition, the student-athlete will be ineligible for an athletic letter until all obligations are satisfied.

### **Arrival**

1. Upon arrival to school, students **must** report to the Auditorium

2. **Any student wishing to eat breakfast should report to the Cafeteria**
3. Students must remain in the Auditorium until dismissed
4. All students, parents, teachers, and visitors must enter through the **Main Entrance**.
5. All students are expected to be in the building **no later than 7:35 a.m.**
6. Parents may be required to sign their child out of school at the time of an Early Dismissal.
7. **Written** parental permission is required for any student to drive when leaving for an early dismissal.

#### **Authority of Faculty**

Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any school function and/or activity. The School Code and Criminal Code of Pennsylvania give teachers the same authority as parents while students are involved in school and school activities.

#### **Book bags and Purses**

Book bags, backpacks, purses and other large carrying containers are not permitted to be carried to classes. Students may bring them to school, but must keep them in their lockers until the end of the school day. **Clear bags no larger than 5 X 8 are permitted to be carried throughout the school day.**

On Physical Education days, students may transport gym clothes in a bag when they have gym class.

Stopping at lockers is permissible between classes **ONLY** if the student gets to his/her destination **ON TIME!**

#### **Cafeteria**

**FERNDALDE AREA HIGH SCHOOL HAS A CLOSED LUNCH PERIOD. NO STUDENTS ARE PERMITTED TO LEAVE THE BUILDING AT LUNCH TIME.**

1. The price for lunch at the Ferndale Area High School is \$1.40 per meal. Breakfast is served daily at the price of \$.60. Milk is \$.35. Those who are eligible for the free meals receive one lunch and one breakfast per day at no cost. Anyone eligible for reduced meals receives one lunch per day at \$.40, and one breakfast at \$.30.

Students are urged to pay by the week or longer by putting money in their account. In figuring the amount of money needed, please remember that students may buy additional food at ala-carte prices. Cash or checks will be accepted. However, if cash is sent, please make sure the student's name and/or pin number accompanies the payment.

2. Guidelines and forms for free and reduced lunches will be distributed to each student the first day of the school year. If the family income fulfills the requirements for free or reduced lunches the forms should be completed and returned to the high school office.
3. The lunch period is part of the regular schedule for the day. Students must report on time to the cafeteria during their lunch period. Students will remain in the cafeteria until the lunch period has ended. Students must secure permission from cafeteria monitors in order to leave the cafeteria prior to the end of the lunch period.
4. Rules and regulations of conduct are enforced by Cafeteria Monitors. These are listed below:
  - A. If you must use the restroom, you must sign out. Only 1 boy and 1 girl will be permitted out at a time.
  - B. There is to be NO RUNNING or JUMPING the lunch line. Students caught doing so will be sent to the end of the line. Second time students will be at the end of the line for ONE WEEK.
  - C. Students are responsible for their own lunch trays. Trays must be taken care of and tables left clean. If this rule is not followed, seats will be assigned.
  - D. There will be **NO FOOD THROWING**. Disciplinary action will be given. Students found to be throwing food will clean the cafeteria.

#### **Cell Phones, Pagers, Communication Devices or Electronic Equipment**

Students are not permitted to carry and/or use cell phones, pagers, communication devices, or electronic equipment (walkman, CD players, cameras, iPods, etc.) during school. Such items are to remain off at all times and kept in a locked locker. Anyone carrying or using these items during any class, homeroom, activity period, or at any time throughout the school will face disciplinary action and confiscation of such devices.



### **Change of Important Information**

A parent or guardian should immediately notify the school in writing of any changes in address, home or work telephone number(s), emergency contact, or bus stop.

### **Child Abuse and Sex Abuse**

Under the Child Protective Service Act of 1975, all school district personnel (administrators, teachers, nurses, etc.) are **MANDATED BY LAW** to report suspected child abuse. Reports of suspected abuse will be made immediately by telephone and a written report will follow within 48 hours.

Concerned citizens may also make a report of suspected child abuse if he/she has reasonable cause to suspect that a child is an abused child by calling Childline at 1-800-932-0313. All reports made are strictly confidential and you may remain anonymous. Parents may use the line directly without notifying the school especially in cases of pre-school children.

### **Co-Curricular Activities**

It is a **privilege** to participate in co-curricular activities, such as, but not limited to, inter-scholastic sports, the school band, cheerleading, chorus, forensics, intramurals, school clubs, etc.

Since student participation in those activities represents the school, students are expected to follow school rules.

Suspensions prevent students from participating in practices/competitions those days. Unacceptable student behavior may result in students being removed from the team/squad/club.

### **Commencement Requirements**

Students **MUST** have completed all requirements for graduation and paid all obligations, including serving suspensions/detentions to participate in the commencement exercises with his/her class.

Students will not be permitted to participate in the graduation ceremony unless dressed appropriately.

- Boys should wear dress slacks (no jeans); a shirt with a collar and dress shoes (no athletic-type shoes or flip flops).
- Girls should wear a dress or skirt and blouse, and dress shoes (no athletic-type shoes or flip flops).

### **Confidentiality of Student Records**

A permanent record file containing grades, biographical data, health records and standardized test scores is kept in the high school office for each student. These records are considered confidential information and will not be released to any agency outside the school, with the exception of another public school district, without **written** permission from the student or his/her parents (if the student is under the age of 18).

If a parent or guardian wishes to examine their child's records at any time, may do so by contacting the high school office. Convenient arrangements will be made for the parent or guardian to meet with the counselor to explain the contents of the individual file.

The parent, or eligible student, has the right to refuse to permit the release of directory-type information to military recruiters, newspapers, and outside agencies which is personally identifiable; i.e., student name and address, honor roll, athletic rosters, homeroom rolls, etc. If the parent or eligible student wishes to exercise this right, the school administration shall be informed in writing by September 7, 2009 for the 2009-2010 school year and by July 1, 2010 for the 2010-2011 school year.

The Ferndale Area High School shall be responsible for assuring that confidentiality policies and procedures are precisely enforced and administered.

Upon the request of the parents, information no longer relevant to and necessary for the provision of educational services to the student must be destroyed by the School District and Intermediate Unit; however, a separate written record of student's name, address, phone number, grades, attendance records, classes attended, grade level complete, and year completed must be maintained for at least 100 years beyond the date the student attains age 21.

### **Course Failures**

Students in grades 7 & 8 are generally enrolled in five core content areas (Math, English, Science, Social Studies, and Reading). Students in grades 9-12 are generally enrolled in four core content areas (Math, English, Science, and Social Studies). Failure of 2 or more core subjects may result in retention in the grade.

Students who opt out of summer school or who do not pass courses through summer school will be scheduled for course recovery during the following school year. Course recovery classes will replace the student's study hall, cycle classes or electives.

### **Curriculum Requirements**

As a general rule, all students must schedule **eight** courses per day, which will be a combination of required and elective courses. No more than one study hall per day is recommended.

The following are required for graduation:

#### **Traditional Students**

4 credits in English  
7 credits in Math and Science with no more than 4 credits in either area (all students must take a math course in their junior year)  
4 credits in Social Studies  
2 credits in Foreign Language  
2.5 credits in Health and Physical Education  
1 credits in Computer Technology  
.5 credits for the Graduation Project  
4 credits in Electives (student selects additional courses from among those approved for credit toward graduation by the school district, including approved vocational education courses)  
Completion of 75 points in Independent Reading (Accelerated Reader)  
Demonstration of proficiency of PA Academic Standards through either the PSSA or the FASD Local Assessment

**Total number of credits for graduation: 25**

#### **Greater Johnstown Career & Technology Students**

4 credits in English  
3 credits in Math (all students must take a math course in their junior year)  
3 credits in Science  
3 credits in Social Studies  
1 credit in Health and Physical Education  
1 credits in Computer Technology  
.5 credits for the Graduation Project  
9.5 credits in Electives (student selects additional courses from among those approved for credit toward graduation by the school district, including approved vocational education courses)  
Completion of 37 points in Independent Reading (Accelerated Reader)  
Demonstration of proficiency of PA Academic Standards through either the PSSA or the FASD Local Assessment

**Total number of credits for graduation: 25**

### **Debts/Unpaid Bills**

Students are responsible to pay for all damage to materials and equipment prior to the close of school. Any materials purchased for various classes must be paid in full. Failure to comply will result in formal action being taken. **Students and/or parents may be referred to the Magisterial Judge for collection. Graduating seniors will not be permitted to participate in the commencement ceremony until all debts are cleared.**

### **Discipline**

AN INSOLENT OR INSUBORDINATE MANNER OR ATTITUDE  
CANNOT AND WILL NOT BE TOLERATED

In accordance with the Ferndale Area School Board's Discipline Code 218.A, the following disciplinary guidelines and actions will be implemented.

The faculty and administration believe that in order for students to grow and succeed in their academic endeavors, appropriate behavior is required to ensure a safe school environment conducive to learning. Misbehavior on the part of students impedes orderly classroom procedures and interferes with the learning process. The FASD Discipline Code has been developed to assist students in maintaining appropriate, expected and acceptable behaviors. It is the belief of the administration and faculty that if students follow these guidelines, they will greatly increase their academic progress and education.

As with all procedures, the administration reserves the right to use discretion in any and all discipline issues.

## **FERNDALE AREA SCHOOL DISTRICT 218 A. DISCIPLINE CODE**

### **LEVEL I**

#### **Description**

Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

#### **Procedures**

1. This is immediate and consistent intervention by the teacher who is supervising the student or observes the misbehavior.
2. An anecdotal record of the offenses and disciplinary action is maintained by the teacher and/or administration.

3. The teacher may wish to discuss the misbehavior with parent, administrator and/or support personnel.

Examples and Recommendations

- a. Lying
- b. Eating in unauthorized areas
- c. Horseplay or scuffling
- d. Dress code violation per building handbook
- e. Disruptive behavior/noise
- f. Possession/use of non-instructional items
- g. Public displays of affection
- h. Running in classrooms, halls, cafeteria, locker rooms, etc.
- i. Tardiness to school, class or study hall
- j. Violation of classroom procedures established by teacher
- k. Littering

Disciplinary Options/Responses

- A. Verbal Reprimand
- B. Discussion with student
- C. Isolation Within Classroom
- D. Withdrawal of Privileges
- E. Detention (as per building guidelines assigned by teacher)
- F. Special Assignment
- G. Telephone Call or Written Communication to Parent
- H. Parental Conference
- I. Administrative detention (Saturday, evening, morning)
- J. Confiscation of items that are disruptive to the educational day

NOTE: LEVEL I EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.

**LEVEL II**

Description

These infractions which often result from the continuation of Level I misbehavior(s), require the intervention of personnel on the administrative level because the use of Level I disciplinary responses/options has failed to correct the situation.

Also included in this level are misbehaviors which tend to disrupt the orderly climate and conduct of the school. They are serious enough to require corrective action on the part of administrative personnel.

Procedures

1. Referral to administrator.

2. Administrator meets with student and/or teacher to establish the most appropriate response.
3. Parents are notified of the student's misbehavior.
4. The teacher is informed that action was taken.
5. A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

Examples and Recommendations

- a. Continuation of Unmodified Level I misbehaviors
- b. Acting in an insubordinate manner
- c. Cheating
- d. Bus violation
- e. Cafeteria violation
- f. Cutting class/study hall
- g. Failure to complete assigned discipline
- h. Being in unauthorized/unassigned areas of the school building/grounds
- i. Misbehavior at a school sponsored activity
- j. Possession of obscene materials
- k. Use of obscene language or gestures
- l. Possession/use of electronic devices
- m. Improper use of Internet
- n. Engaging in unsafe behaviors/horseplay
- o. Minor vandalism

Disciplinary Options/Responses

- A. Warning
- B. Administrative Detention (Saturday, evening, morning)
- C. Withdrawal of Privileges
- D. In-School Suspension
- E. Out-of-School Suspension
- F. Parental Conference

NOTE: LEVEL II EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.

Students suspended or absent from school are not permitted to participate in school activities or be on school grounds during suspension or absence.

### LEVEL III

#### Description

These infractions sometimes result from the continuation of Level I and/or Level II misbehaviors. Also included are acts against persons or property.

These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for correcting the situation in the best interest of all students and personnel.

#### Procedures

1. The administrator initiates disciplinary action by investigating the infraction and, if necessary, conferring with the teacher on the consequences.
2. The administrator meets with the student & confers with the parent about the student's misconduct and the resulting disciplinary actions.
3. An accurate record of offenses and disciplinary actions is maintained by the administrator and teacher.

#### Examples and Recommendations

- a. Continuation of Unmodified Level I and/or Level II misbehaviors
- b. Falsification of records, excuses, passes, schedules, etc.
- c. Leaving school ground without permission
- d. Assault and/or battery on another student
- e. Dissemination of unauthorized materials
- f. Extortion/gambling
- g. Fighting
- h. Indecent exposure
- i. Intimidation/threat to students and/or school personnel
- j. Theft/possession/sale of another's property
- k. Possession and or use of tobacco products or look alikes
- l. Flagrant disrespect to faculty or staff
- m. Bullying

#### Disciplinary Options/Responses

- A. Temporary removal from class
- B. In-School Suspension
- C. Out-of-School Suspension
- D. Administrative detention (Saturday, evening, morning)
- E. Parental Conference
- F. Withdrawal of Privileges

- G. Restitution of Property and Damages
- H. Referral to Outside Agencies
- I. Referral to appropriate Law Enforcement Agencies
- J. Confiscation of items that are disruptive to the educational day

NOTE: LEVEL III EXAMPLES AND DISCIPLINARY  
 OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE  
 PROVIDED.

#### **LEVEL IV**

##### Description

Disciplinary action under Level IV could result from the continuation of lower level offenses. Also included are acts which result in violence to another person(s) or property which pose a direct threat to the safety of others in the school.

These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school.

The intervention of law enforcement authorities and/or by the Board of School Directors may also be required.

##### Procedures

1. The administrator verifies the offense and, if necessary, confers with the teacher involved before meeting with the student.
2. The student is immediately suspended from school and parents are notified. Law enforcement officials may also be contacted.
3. A complete and accurate report is submitted to the Superintendent for possible action by the Board of School Directors.

##### Examples and Recommendations

- a. Continuation of Levels, I, II, and/or III Misbehaviors
- b. Assault and/or battery on school personnel
- c. Bomb Threat
- d. Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school sponsored activities
- e. Engaging in conduct so disruptive as to interfere with the orderly operation of the schools or which create a clear and present danger to the health and welfare of the school community
- f. Harassment of school personnel and students
- g. Leading or participating in a riot

- h. Possession/use/furnishing/selling of controlled substances, alcohol or drugs
- i. Possession/use/transfer of weapons or explosives
- j. Setting off incendiary devices, fire crackers, smoke bombs, etc.
- k. Unwarranted pulling of a fire alarm
- l. Major vandalism of school property or personal property of school personnel or students

Disciplinary Options/Responses

- A. All proven offenses in Level IV have a mandatory suspension with informal hearing
- B. Referral to appropriate Law Enforcement Agencies
- C. Restitution
- D. Formal Hearing with Board of School Directors
- E. Expulsion
- F. Removal to Alternative Education Setting

**Dealing with Criminal Violations (LEVEL IV)**

Issue

There is considerable confusion about the role of the school in handling misconduct which is clearly criminal. Some educators attempt to deal with very serious offenses by using the disciplinary mechanisms of the school without involving law enforcement agencies. Others take no action against the student and delegate full responsibility to law enforcement agencies. They feel that disciplinary action by the school against students who are turned over to the authorities for legal action might constitute "double jeopardy." In these cases, students awaiting a hearing or a trial remain unpunished by the school. Allowing these students to remain in their regular classes creates a situation which could result in a threat to the health and safety of others in the school as well as a general deterioration of student morale and discipline.

Recommendations

- a. Due to the seriousness of LEVEL IV offenses, the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified LEVEL IV misconduct should result in the immediate removal of the student from the school, pending a hearing before the Board.
- b. It is recommended that schools report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges. The district should encourage

this practice and give full support to the aggrieved individual in the legal pursuit of the matter.

- c. A student charged with LEVEL IV misconduct should be given a full due process hearing before the Board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy," the Board need not await the disposition of the hearing or trial.

NOTE: LEVEL IV EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.

Students suspended or absent from school are not permitted to participate in co-curricular activities the day of absence during suspension or absence.

#### ***Detention***

1. After school detention is held from 2:30 p.m. to 5:30 p.m. Saturday detention is held Saturdays from 8:00 a.m. to 12:00 p.m. All settings are managed by a Detention Monitor and students must take work and may be required to summarize in writing what they did while in detention. No talking or sleeping is permitted.
2. Students must fulfill discipline action before participation or attendance at events or practices. A student assigned detention may report to practice/game after detention is served.
3. Students receiving detention are assigned the next scheduled detention session and are expected to report on the assigned date. Additional discipline will be assigned to a student that does not report on the assigned date. Failure to serve an assigned detention will result in additional discipline until the original detention is served.

#### ***Suspension***

1. **Students who have in-school or out-of-school suspension are not permitted to participate in or attend school-sponsored activities either at the school or away from the school during the period of suspension.**
2. When students are suspended, class assignments must be made up as directed by the teachers.
3. Being on school property without permission while on **out-of-school suspension** will result in additional suspension time assigned to the offending student.

4. Upon return from an out-of-school suspension an informal meeting may be set up with an administrator. Both the student and his/her parent/guardian may be required to attend the meeting before the student is readmitted to class.

#### **Discrimination Policy**

The FERNDALE AREA SCHOOL DISTRICT will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The FERNDALE AREA SCHOOL DISTRICT employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for persons with disabilities should contact John Kowal, Business Manager, Administrative Office, 100 Dartmouth Avenue, Johnstown, PA 15905, telephone: (814) 535-1507.

#### **Distance Learning**

Opportunities for students to enroll in courses not typically offered, as a part of the regular student schedule is available through distance education. Students interested in distance education must be able to learn with minimal direct teacher contact. If courses are available through the regular FAHS course offerings, they must be taken with a FAHS teacher unless there is a scheduling conflict that cannot be resolved. All distance learning courses must be approved by the administration.

#### **Dress Code**

The specific dress and appearance guidelines for Ferndale Area High School are as follows:

1. Student clothing must be neat and clean with **no depictions promoting drugs, alcohol, tobacco, sex, racism, violence, weapons, obscene language, inappropriate messages, vulgarity, double meaning or anything that would be inconsistent with acceptable public behavior or disruptive to the learning environment.**
2. Student clothing will provide **total body coverage and not be excessively tight. The following are not permitted: exposed mid-riff, halters, shirts with spaghetti straps, camisoles, off the shoulder shirts, low-cut shirts or tops, visible undergarments, and muscle shirts.**

3. Any clothing above the knee that has **holes, rips, tears or is transparent/ translucent is prohibited.**
4. Short shorts and skirts are prohibited.
5. Hats and other head coverings are not to be worn in the building at any time.
6. Bandanas are **not to be worn or visible** on a student at any time.
7. Jewelry should not be disruptive to the learning environment or pose a safety concern:
  - A. **No large, sharp, dangling necklaces or bracelets**
  - B. **No chains hanging from belts, purses, pockets or wallets**
  - C. **No animal collars or excessive necklaces or bracelets**
  - D. **No pendants that represents a weapon, promotes drug/alcohol use, or contains any liquid substance.**
8. Piercing – While the administration appreciates the individuality of students, body piercing must conform to acceptable standards and **not disrupt the learning environment.**
9. Make-up and hairstyles must be consistent with the stated dress and appearance philosophy:
  - No hairstyle that interferes with or disrupts the classroom-learning environment.
  - No excessive or disruptive make up.
  - Hair coloring should be tasteful and remain within the guidelines of not interfering with or disrupting the learning environment.
10. Student clothing **must cover all undergarments at all times.** Pajamas are not permitted at any time as outwear.
12. Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted (slippers, excessively high heels). Shoelaces must be tied.
13. Dress code also applies to dress during Physical Education.

### **Drills**

Periodic emergency drills are a necessary part of the school safety routine. The object of these drills is to clear the building as quickly as possible with no disorder.

When the fire alarm is sounded, all classroom windows and doors are to be closed; lights are to be left on. Students are to go swiftly and quietly to the exit designated for each room. Go directly to the areas designated for your safety.

These drills are for the safety of students and are extremely important. For this reason, running, shoving, pushing, or any other kind of thoughtless behavior will not be tolerated.

Other drills will be conducted for bomb threats, severe weather alerts, and/or other catastrophic possibilities. Teachers will provide specific directions prior to these drills.

### **Drug-Free Schools**

The Drug Free Schools Policy is established by the Ferndale Area School District pursuant to the Drug Free Act of 1988. It shall be unlawful to manufacture, distribute, dispense, possess, or use any controlled substance within the meaning of Section 202 of the Controlled Substance Act. All students shall abide by this policy. Those who violate this policy shall be punished in accordance with the District Discipline Policy, as published in this handbook. In addition, the District will file charges with the law enforcement on each case.

### **Drug/Weapon Detection Dogs**

In order to better ensure the safety and well being of the school community, Drug-sniffing Dogs and Weapon-sniffing Dogs will be periodically used to conduct searches of the school grounds and student lockers.

### **Dual Enrollment**

Ferndale Area High School has partnered with local colleges to offer college-level Dual Enrollment courses during the regular school year. Taking advantage of this postsecondary experience may jump-start a student's college career by giving him/her the opportunity to earn college credits while still in high school.

In order to enroll in dual enrollment courses students should:

1. Acquire the Dual Enrollment Application from the guidance office
2. Designate the Dual Enrollment courses in which they wish to enroll
3. Return the completed application with the payment to the guidance office (cost is stated on the application)

4. Upon completion of the course and after the grades are reported to the college, a grade report will be mailed to the student from the college

#### **Flag Salute**

Every student and citizen has the responsibility to show respect for his/her country and its flag. However, students do not have to join in the pledge of allegiance or salute the flag if they choose not to on the basis of personal beliefs or religious convictions. Students who do not want to participate in the ceremony must respect the rights of those who do.

#### **Gifted Services**

Ferndale Area School District provides a systematic screening and evaluation to determine the needs of gifted students as required by Chapter 16 of the Pennsylvania School Code. The screening process may result in a gifted evaluation and a Gifted Individual Education Plan for students who meet state requirements. For further information contact the junior/senior high school guidance counselors.

#### **Grading**

It is necessary for a student to be in regular attendance in order to grasp the important aspects of every course. Failure to do so will result in losing information and inter-related experiences with teachers and peers essential to the fulfillment of the criteria established for each course.

Report card grades are based on each grading period and are not cumulative. It is necessary to obtain a passing grade each report period to be guaranteed a passing final grade for the subject. Simply accumulating grades during the first semester or first few grading periods in order to expect a passing grade on the basis of final grade average is not a proper approach to your education.

Subject grades are issued every nine weeks. Accelerated Reader reports will be attached to the report card.

**Incomplete grades must be made up within ten (10) school days after the current grading period. Exceptions will be approved by administration. If incomplete work is not completed within the designated time, a "zero" will be assigned to the incomplete assignments and the final grade will be averaged. It is the responsibility of the student to make arrangements with the teacher and to see that his/her work is made up to comply with the above requirements.**

<u>Percent</u>	<u>Grade</u>
93-100%	A
90-92%	A-
88-89%	B+
83-87%	B
80-82%	B-
78-79%	C+
73-77%	C
70-72%	C-
68-69%	D+
63-67%	D
60-62%	D-
59%-0.0%	F

Percentages of .5 or greater will be rounded up to the next whole number. Percentages of .4 or less will remain the same.

Weighted Classes include: College English, Advanced Chemistry, Calculus, Anatomy and Physiology, and a variety of Distance Learning courses including Level 4 and above languages, Latin Literature, Honor Physics, AP Physics, AP Calculus, AP Statistics, AP Biology, AP Chemistry, AP Psychology, AP Macroeconomics, AP US Government, AP History, AP Literature and Composition, and US and Global Economics.

**Grade Report Mid-Nine Week**

Teachers will inform parents by written notice concerning a student's progress or impending failure. These notices are to be sent during the fifth week of the nine-week grading period.

**HONOR ROLL**

**Highest Honor – 95% and Above**

**High Honor – 90% to 94.9999%**

**Honor – 85% to 89.9999%**

**Percentages are an average of all marking period grades. Any grade earned which is lower than an 80% makes the student ineligible for the honor roll.**

### **Guidance Services**

Guidance services are available to all students to assist with:

- Adjusting to school
- Improving their grades
- Discussing and dealing with concerns
- Working through problems
- Exploring options and reaching decisions
- Acquiring career and job related information
- Monitoring their progress towards reaching graduation requirements
- Participation in career and post-secondary education exploration

Students also receive information from school counselors through classroom visits, small group counseling sessions, individual conferences, P.A. announcements, and bulletins.

Important information alerting parents and students to special evening presentations, tests, and other programs will be sent home.

Admission officers from college, trade, technical, and business schools, and the military will visit the guidance office. Students may schedule appointments to meet with them.

Any student with an educational, vocational, or personal problem is encouraged to schedule an appointment to discuss the matter with his/her counselor. Ferndale Area encourages students and parents to take advantage of the guidance services provided.

### **Guidelines Regarding the Legal Name of a Student**

**ONLY ONE LEGAL NAME**—Each student has one and only one legal name. This name will be the **ONLY ONE** used by the Ferndale Area School District in **ALL** communications and dealings with the student, including official records, report cards, homework papers, class lists, and verbal communications.

In accordance with the Pennsylvania School Law, Volume 1, Chapter 95, Section 95.06, *“the name of a child may be legally changed in only **TWO** ways: through court adoption proceedings or name change by order of the court.”*

Upon receipt of **AN OFFICIAL DOCUMENT FROM THE COURT** indicating adoption or name change, the school district will **IMMEDIATELY** change all records to comply with such change. Any questions should be directed to the Superintendent at 814-535-1507.

### **Hall Passes/Admits**

Students are not permitted to travel from one area of the school to another without a hall pass or admit signed by a member of the school staff. Students traveling without authorization will be disciplined according to the discipline code.

### **Harassment, Bullying, or Mistreatment by Other Students**

If a child believes that he/she is being harassed, bullied, or mistreated by another student, he/she should first contact a teacher or guidance counselor. The teacher or counselor will attempt to resolve the problem. If the problem continues, the child should then contact the administration.

### **Hazing**

The Ferndale Area School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

### **Hearing, Speech, and Vision Therapy**

Teachers provide instruction designed to help children overcome difficulties caused by hearing, speech, and vision impairments with special training in techniques effective in dealing with these disorders. Questions concerning these services should be made to the high school office.

### **High School Course Completion by 7<sup>th</sup> & 8<sup>th</sup> Grade Students**

In some cases, students are capable of advanced academic work. Students who complete high school courses during their 7<sup>th</sup> & 8<sup>th</sup> grade years will have the option of having the credits and their grades factored into their high school grade point average (GPA) for those courses. Decisions made toward course inclusion on high school transcripts will be required to be made at the conclusion of the student's 8<sup>th</sup> grade year. Courses completed, but not included on the high school transcript, will require students to complete all graduation requirements during grades 9-12.

**High School Course Completion by 9<sup>th</sup> through 12<sup>th</sup> Grade Students**

Students in grades 9<sup>th</sup> through 12<sup>th</sup> are expected to meet or exceed grade level expectations in order to meet graduation requirements. In the event that a student has not met grade level expectations, Summer School will provide an opportunity for credit recovery. If a student or his/her parent chooses not to take advantage of Summer School, they do so with the knowledge that the student will not remain on track to graduate with his/her class.

<b><u>Status</u></b>	<b><u>Credits Completed</u></b>	<b><u>AR Points</u></b>
<b><i>Freshman</i></b>	<b><i>Less than 6</i></b>	<b><i>Less than 19</i></b>
<b><i>Sophomore</i></b>	<b><i>6</i></b>	<b><i>19</i></b>
<b><i>Junior</i></b>	<b><i>12</i></b>	<b><i>38</i></b>
<b><i>Senior</i></b>	<b><i>18</i></b>	<b><i>57</i></b>
<b><i>Graduate</i></b>	<b><i>25</i></b>	<b><i>75</i></b>

**Homebound Instruction**

Homebound instruction is available to all students who, in the opinion of their physician, are unable to attend school for an extended period of time. Generally, homebound instruction may be provided when an absence extends beyond two weeks. Students who are homebound for less than two weeks can obtain their daily homework and assignments by contacting the high school office. A psychiatrist must submit requests for homebound instruction for mental health reasons.

Homebound instruction can be provided for a maximum of three months. If the physician/psychiatrist determines there is a need beyond three months, then another physician/psychiatrist request must be submitted. Homebound instruction can be provided for a MAXIMUM of five hours per week.

To secure homebound instruction, a request form from the high school office must be signed by the physician to indicate the nature of the disability and the length of absence. The form should be returned to the high school office and necessary arrangements to have a certified instructor sent to the home will be made, providing a mutual time can be arranged. These services are provided at no cost to the parent.

### Inclement Weather

In the event that it is necessary to close or delay the opening of schools because of hazardous weather conditions or for any other school emergencies, the following radio and television stations will be notified:

WJAC-TV	Channel 6
WTAJ-TV	Channel 10
WKYE	96.5
WJAC	850
WGLU	92.1
WMTZ	1490
WYSN	101.7
WADJ	1330

Before your child leaves for the bus stop, he/she should check for such announcements. **Because media systems sometime break down, it is advisable to check two or three different locations to verify the school closing or delay.** Notice will also be provided through the aforementioned in the event of a non-scheduled early dismissal from school.

### Independent Study

Independent study is available to students who would like to maximize their course enrollment. Students interested in independent study must be a motivated self-starter and be able to work independently. All independent studies must be channeled through one period of a student's school day. One or more courses may be taken during that period, but the student will be responsible for all course requirements. Courses available at FAHS must be taken with a FAHS teacher, unless there is a scheduling conflict. Students will receive credit for the number of independent study classes completed. Students cannot take an Independent Study without approval of the parent(s)/guardian(s), guidance counselor, independent study teacher, and administration.

### Library

We are proud of our library and its facilities. Students are welcome to use those facilities during study halls for reading, research, and class assignments. A student wishing to use the library will require a pass. The library staff will issue passes to students before the late bell at the start of the school day, and between classes. Students will report immediately to the library. The library staff will notify study hall monitors of a student's presence in the library. Students may not use the library for work that can be completed in a

study hall. Teachers are encouraged to develop research projects with the librarian, which can include selected video field trips.

Students will be required to pay ten cents per day for overdue library books.

#### **Literature, Leaflets, and Newspapers Distribution**

The administration may prohibit the distribution or dissemination of student-originated material on school grounds when such material would, in her/his judgment, materially and substantially interrupt the educational process or intrude upon the rights of others.

The distribution of leaflets, newspapers, petitions and other printed materials on school district properties by a student, parent, or community group is permitted only with the approval of the building principal.

#### **Locker Searches**

All lockers are and shall remain the property of the Ferndale Area School District. **Students shall only have limited expectation concerning privacy in their use of school lockers.** Under no circumstances should students share lockers with other students. The contents of a locker have been determined by the courts to be in the possession and property of the student assigned to that locker. Locker searches will be conducted by the administration when reasonable suspicion exists. The student assigned to the locker being searched will be present when the search takes place, when the circumstance allows. In the event of a locker search producing contraband, the student will face disciplinary action in accordance with the Discipline Code. If said contraband is an illegal substance or material that poses a threat to the school community, parents and Local Law Enforcement officials will be contacted and action in accordance with the Discipline Code will be taken.

#### **Medication Administration during School Hours**

The school district will cooperate with parents and their medical practitioners in distributing prescribed medications when it must be taken during school hours.

Ideally, all medication should be given at home. It is also recognized that at the present time many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. However, any student who is required to take medication during the regular school day must comply with school regulations. These regulations include the following;

Prescription medication will be administered by the school nurse or other authorized personnel under the following conditions:

1. Upon written request from the physician and parent/guardian to the school officials that medication must be administered to the student during school hours. Included in the request must be the name of the student, name of medication, dosage, frequency of administration, and physician's signature.
2. All medication must be in the original protective container and properly labeled by the physician or pharmacy.

The administration of non-prescription medication is discouraged and can usually be avoided by adjusting the time schedule around school hours. If it is absolutely necessary for a child to receive non-prescription medication during school hours, it will be administered by the school nurse or other authorized personnel under the following conditions:

1. Receipt of written request or authorization from parent or guardian.
2. Included within the request must be the name of the student, name of medication, dosage, frequency of administration, and route of administration.
3. All medication must be in its original container that is properly labeled.

**All medications** (prescription and non-prescription) **MUST** be transported to and from school by a parent or guardian for the safety of all students. **No student will be permitted to carry any medication at any time.**

A student may carry inhalers **only after** written consent by a physician is obtained to verify student knowledge of the use and administration of the medication.

Neither the school nurse nor administrative staff will dispense medications of any kind without written permission from the parent/guardian.

Students are not permitted to use the nursing station to rest unless authorized by the school nurse or administrative staff. **Students too sick to attend class should have the nurse or office staff, in the absence of the nurse, contact the child's parent or guardian to pick them up.**

**There are certain instances when the school nurse is mandated by the PA Department of Health to exclude students from school.** An example is when there is a question of a

communicable disease. If excluded, the student will have to be seen and released by a physician prior to returning to school. Written notification from the releasing physician is required to return to school.

The school nurse shares her time with the elementary school. Her time at the high school is Monday-Friday from 7:30 a.m. – 10:00 a.m.

### **National Honor Society**

#### ***Membership***

- Membership in local chapters is an honor not a right bestowed upon a student. Selection for membership is by a faculty council and is based on **outstanding scholarship, character, leadership, and service**. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.
- Candidates become members when inducted at a special ceremony. Participation in the Induction Ceremony is mandatory for membership.
- Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.
- A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
- Any member who falls below the standards which were the basis of his election shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as basis for his election to the Society, his case shall be passed upon by the faculty council. A National Honor Society member must maintain the standards for membership in order to retain his/her membership. A member will be allowed only one warning period.
- Members who resign or are dismissed are never again eligible for membership or its benefits.

- National Honor Society meetings are mandatory.
- Each year one or more service projects shall be completed by the members of the National Honor Society. All members are required to participate in these projects.

***Selection of Members***

- To be eligible for membership, the candidate must have spent at least one semester in this school and be a member of the junior or senior class.
- For a student moving into the district, the present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.
- Candidates must have a cumulative scholastic average of at least 85%, B, or 3.00 (on a 4.00 scale) or its equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. Starting with the class of 2011, candidates must have a cumulative scholastic average of at least 3.40 (on a 4.00 scale) or the equivalent standard of excellence.
- A minimum of three community service projects is necessary for students interested in membership into the National Honor Society.
- The selection of each member to the chapter shall be by a majority vote of the faculty council.
- The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

**Parking and Student Vehicles**

The Ferndale Area School District provides bus transportation for all students. Student driving is not condoned and the FASD does not provide parking for students.

For safety reasons students are requested to use provided bus transportation. Parking on school property is limited to school personnel only. All others will be towed at the owner's expense.

### **Photographs/Web Site**

A commercial photographer takes colored photographs of students annually. **There is no obligation to purchase these photographs.**

The Ferndale Area School District maintains a district web site to inform parents of pertinent district information. Throughout the year, pictures are taken to post on our web site and for use in classroom instruction. Parents or guardians of a student may deny this picture-taking procedure to school administration by submitting a **written letter EACH year** prior to the beginning of school to the high school office specifically denying web site pictures.

### **Rehabilitation Act—Section 504 (Handicapped)**

The Ferndale Area School District, in compliance with Section 504 of the Rehabilitation Act of 1973, provides that no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the School District.

Also, the School District does not discriminate in hiring of the handicapped, provided reasonable accommodations to an applicant's handicap can be made. If a student believes that he/she has been discriminated against because of their handicap, he/she should first discuss it with their administration. If the problem is not resolved at this level, the student should obtain a "Section 504" grievance form and submit it according to the directions provided with the form. Any questions concerning "504 plans" should be directed to the Superintendent's Office at 814-535-1507.

### **Safety and Security**

To ensure continued safety within the school there have been cameras installed at various locations. Monitors for each camera are located in the office and viewed by school district employees and law enforcement personnel only. All visitors must be buzzed into the high school for added security.

Also, there is one main entrance opened for public use and all visitors must report to the office upon entering the building to sign in and receive a visitor's badge.

Anyone entering the school **MUST** use the front door. All other doors are locked. Students are not permitted to open doors to allow anyone access to the building. Doors should not be propped open for any reason.

### **Scheduling**

Each spring students must register for classes for the next school year through the Guidance Office. Each registration form needs a parent's signature. Please review class selections very carefully. September 4<sup>th</sup> is the deadline for students to make changes or add/drop courses for the school year and must be approved by the administration.

Students may not change their schedules without parental and administrative consent.

The administration reserves the right to change schedules when it becomes necessary due to class size, student needs, etc.

### **School Dances/Junior Senior Prom**

All dances are required to have no less than four faculty supervisors plus one policeman in attendance. STUDENTS MUST REMAIN INSIDE THE BUILDING. IF A STUDENT LEAVES THE DANCE, HE OR SHE IS NOT PERMITTED TO RETURN. Students must register guests from outside the school with the administration prior to the dance. Clubs and organizations are to remove all decorations at the conclusion of the dance and the restore gym for class usage. Book bags, gym bags, etc., if brought to the dance must be checked in at the door and can be picked up when the student leaves. Students must be in at least **NINTH GRADE** and under 21 years of age in order to be permitted to attend the prom.

### **School Issued Materials Responsibility**

All basic texts and related materials are provided to students for their use during the school year. Students are expected to take proper care of their textbooks. Students are responsible for their condition and return. If a student receives a damaged book, he or she must inform the teacher of its condition immediately. **Stolen books are the responsibility of the student to whom it was originally distributed.** Students will be charged the prevailing textbook replacement cost. If the book is found, monies will be refunded. In the event that the textbooks are damaged beyond ordinary wear and tear, the student or his/her parents are required to pay for the damage. The same requirement applies in the event that textbooks or library books are lost or stolen. Students, who are issued any equipment or supplies, including athletic equipment, will be held responsible for its return in an acceptable condition.

### **Sexual Harassment**

Definition: Sexual harassment means unwelcome sexual advances, request for sexual favors, and other inappropriate verbal,

written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

*When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs; when submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances; when such conduct has the effect of unreasonably interfering with the individual's work; or when such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.*

It is the policy of the Ferndale Area School District to provide learning and working atmosphere for students, employees, and visitors free from sexual harassment. It is a violation of this policy for any administrator, teacher, or other employee, or any student to engage in or condone sexual harassment. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented. Any student who believes that he or she has been subject to sexual harassment should bring the concern to his/her guidance counselor or administrator. The student may file a complaint with the administrator in accordance with the district's prohibition of sexual harassment policy. A copy may be obtained from the superintendent's office.

#### **Signs and Posters**

Permission from the administration must be received to display signs and posters. Signs and posters must be taped to the tile walls and/or stapled on specified bulletin boards. **DO NOT TAPE POSTERS TO PLASTERED WALLS, WINDOWS OR DOORS.**

#### **Special Education**

The Ferndale Area School District provides, at no cost, appropriate public education to exceptional students. To qualify as an exceptional student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disorders, as set forth in the Pennsylvania State Standards and Regulations: autism/pervasive developmental disorder, blindness/visual impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, and speech/language impairment. The Ferndale Area School District does not discriminate against students with special needs and does provide for such needs in its Special Education Program.

Any person desiring testing for such programs is required to follow district guidelines for requesting testing. The Ferndale Area School District provides screening/identification procedures to ensure that eligible students receive an appropriate education consisting of special education and related services, individualized to meet student needs. These services are provided in compliance with Child Find, state and federal law.

Parents may obtain additional information regarding special education services, programs, and parental due process rights by contacting the high school office.

#### **Student Assistance Program – “Be Aware”**

Student Assistance Program is a program in the high school designed to identify and assist students who may have issues that pose as barriers to learning and school success (e.g. drugs, alcohol, emotional). The SAP faculty members are professionally trained to use a systematic process to identify problems and recommend resources to help students.

Our Student Assistance Program is a voluntary and supportive program for students and their parents. Referrals should be made to the guidance counselor, administration, or faculty who will assist the student through this difficult situation. SAP is an intervention, not a treatment program that requires parent permission for participation.

#### **Student Insurance**

The School District provides the opportunity for parents to purchase accident/medical coverage for their children. Purchase of the program is optional. Information is generally sent home during the first week of school.

#### **Student Records**

A copy of the Student Records Policy of the Ferndale Area School District is available for inspection in the High School Office at 600 Harlan Avenue Johnstown, PA 15905.

#### **Student Searches**

Searching students will only take place when reasonable suspicion, as determined by the administration, exists. Searches of students and student property may only be conducted by the administration. Searches will consist of the emptying of pockets, purses, book bags, and other personal articles including, but not limited to, shoes, socks and if deemed warranted, a “pat-down” of the student to detect hidden/concealed objects.

The following procedure will be followed in the searching of a student:

1. The student will be questioned by the administration about the incident/concern whenever possible. Reasonable suspicion will be determined at this time.
2. The student will have the opportunity to voluntarily produce the item(s) he/she is suspected of having in his/her possession. If the student produces the item(s) in question, parents will be contacted immediately. If deemed necessary, Local Law Enforcement officials will be contacted.
3. If a student voluntarily participates in the search, the search will be conducted by the administration. Upon the conclusion of the search, regardless of what, if any items are found, the parent/guardian will be contacted.
4. If a student refuses to be searched by school officials, parents and local law enforcement officials will be contacted and the student may face a search conducted by law enforcement officials, off school premises.
5. In the event of a weapon or a controlled or dangerous substance being confiscated as a result of a search, students will face disciplinary action according to the Discipline Code and criminal charges and proceedings through the local law enforcement agency.
6. Searches by the administration may include the use of hand wands or metal-detection units.

### **Study Hall**

Study halls should be considered a place for students to go to spend their time wisely in preparing for their classes. Everyone should observe the following rules:

### ***Procedures***

1. Students should be on time. Assigned seats are to be taken quickly and quietly.
2. Attendance will be taken each period. The office will be notified of any missing student whose name does not appear on the Daily Bulletin.

3. A sign-out-sheet is provided each period for students to sign out for activities, to attend classes in other rooms, to use the restroom, to go to their locker, etc. In all cases **Admits must be shown to the study hall teacher before** the student may sign the log and be permitted to leave.
4. All admits from study hall to another classroom **must be signed by the teacher** of the class to which the student is leaving the study hall. The **study hall teacher must sign** the admit indicating he/she is aware of the student leaving the study for that purpose.

### **Regulations**

1. Students must come to study hall prepared to use this time in an educationally constructive manner. This is the student's opportunity to review materials from previous classes, study for exams and complete assigned homework. **Students will not be permitted recreational type games.**
2. Students should always plan to have something **constructive** to do during study hall. They should bring necessary books and supplies with them. Students are permitted to read books, magazines and newspapers.
3. Under no circumstances will students be permitted to sleep or lay their heads on the desks. **This is not a free period.** Study halls are to give the students an opportunity to use the time to his/her educational advantage, and must be used for that intended purpose.
4. Study hall teachers **may** allow groups of 2 or more to study as a group as long as it does not disturb others in the room. This decision is up to the discretion of the teacher in charge.
5. **Quiet** will be observed at all times.
6. Only **one boy and one girl** should be excused at a time for the purpose of using the restroom. Students are not to be excused from study hall to go to another teacher, room, gym, guidance office, or office unless they have a pre-approved pass signed by a staff member. Failure to report to study hall without following the proper sign-out procedure may be considered a class cut or insubordination.
7. **Students will sit in assigned seats** and not move from that assigned seat unless permitted by the teacher in charge.
8. Teachers may establish additional regulations for their study hall.

9. Teachers may withdraw hall pass privileges from students based on behavior.

### **Summer School**

Summer School may be offered to all students needing remediation. Students should check with the guidance counselor prior to scheduling summer courses to be sure Ferndale Area will accept the transferring course.

### **Tardy**

The expectation of the administration and teachers is that all students will be in school and in class on time, prepared to work. Students are given three (3) minutes in between periods to get to their next class.

An excused tardy occurs when the student arrives late to class (after the bell) **with a written excuse or pass from an administrator, guidance counselor, or faculty member**. Excused tardiness should not count against the student.

An unexcused tardy is when a student arrives late to school or class (after the bell) **without** a written excuse or pass from an administrator, guidance counselor, or faculty member. The unexcused tardy procedure is as follows:

1. Upon the accumulation of three (3) unexcused tardiness to classes or school, **the administration** will notify parents/guardians that the student is in violation of the policy. This is to serve as a warning to the parent and student that continued unexcused tardiness will result in disciplinary action being taken by the administration.
2. On the fourth (4<sup>th</sup>) unexcused tardy (1 after the 1<sup>st</sup> notice), **the administration** will contact the parent/guardian and discuss the options of Detention or suspension.
3. For each unexcused tardy after the fourth (4<sup>th</sup>), the administration reserves the right to implement discipline that may include, but is not limited to the options mentioned above, as well as out-of-school suspension, loss of student privileges, and/or a formal hearing for continued violation of the school code.

### **Telephone Use**

Students are not called from classes to the telephone except in cases of illness or **emergency**. Such messages will be delivered to students when the message is sufficiently important. **PARENTS OR FRIENDS SHOULD NOT CALL STUDENTS DURING SCHOOL HOURS. STUDENTS WILL NOT BE CALLED TO THE PHONE.**

**STUDENT USE OF THE SCHOOL TELEPHONE IS LIMITED TO EMERGENCIES AND SCHOOL RELATED BUSINESS.** The following rules apply to students using the office phone:

1. Each telephone call is limited to three minutes.
2. The telephone cannot be used as an excuse for being late to class or being excused from class.
3. The secretary will make the call for the student.

**Testing Schedule**

Ferndale Area High School will conduct various tests to determine abilities, interests, and educational needs. The results of these tests provide a continuing record of each child's academic progress. The tests are also an invaluable aid to teachers and counselors in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the school year, the following tests will be administered to your child as part of this program:

<b>Name of Test</b>	<b>Grade</b>	<b>Objective</b>
Graduation Project	12	Culminating high school project
Hearing Screening	11	Assesses existence of hearing
Local Math, Reading, and Writing Assessment	12	Achievement and skills
Midterms/Finals Specific content	7-12	Measures student mastery of course
PSSA Reading & Math	7, 8, 11	Achievement
PSSA Science	8, 11	Achievement
PSSA Writing	8, 11	Achievement
Vision Screening	7-12	Assesses existence of vision
4Sight Assessment	7-12	Progress/Achievement
ACT/SAT	11, 12	College Admissions Test
ASVAB (Armed Services Vocational Aptitude Test, provide Aptitude Battery)	11, 12	Scores in aptitude & composite area
College Boards	11, 12	College Admissions Test
PSAT/NMSQT Aptitude Test/National Merit Qualifying Test	10, 11, 12	Preliminary Scholastic

### **Tobacco Use Policy**

In accordance with Act 128 of 2000 and Title 22 of the School Law Code, the school district may initiate prosecution of a student who possesses and/or uses tobacco or look alike products in any area of the school district's buildings, buses, vans and vehicles that are owned, leased or controlled by the school district or on school grounds. Tobacco use shall be defined as use and/or possession of a lit or unlit cigarette, cigar or pipe; other lighted smoking product; and smokeless tobacco in any form. The district prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Students convicted of possessing or using tobacco in violation of this policy may be fined, charged with court costs, or admitted to alternative adjudication in lieu of imposing a fine. Students who possess or use tobacco on grounds or within 1000 feet of school property will face action by the law enforcement and disciplinary action.

### **Transfer Students**

A student who transfers from another district should register as soon as possible. Birth certificate, immunization records, transfer cards from his/her former district, report card, disciplinary history, and proof of residency must be presented at the time of the child's registration at the high school office for grades 7-12.

### **Transportation**

Recognizing that proper student discipline is necessary to the efficient and safe operation of any school bus line, the Ferndale Area Junior/Senior High School utilizes the following system of bus discipline:

The punishment for all offenses will be at the administration's discretion, according to the seriousness of the offense.

The following are prohibited on school buses-including buses taking students to co-curricular activities: smoking or chewing tobacco, fighting, profanity and abusive language, standing in the aisles, hands and arms out of the windows, initiation activities of any kind, food and drink, crowding at doorway to get on or off the bus, heckling the bus driver, and use of cell phones.

Students are to follow the directions of bus drivers relative to opening and shutting windows. Nothing will be thrown out of the windows. In addition to school disciplinary action, violations for littering and vandalism may result in civil discipline.

### **Valuables**

It is recommended that valuables and large amounts of money not be brought to school. Valuables or money should not be left in the

student's desk or locker. If it is necessary for a student to have such articles with him/her, he/she should deposit them with the office for safekeeping. **In the event of a loss, the School District assumes no responsibility for the loss. Students have sole responsibility for their valuables.** It is strongly recommended that payment of large bills for candy, yearbook, class ring, lunch, etc., be paid by check.

### **Visitors**

Parents and citizens are welcome to visit the high school. When you desire a visit, please contact the high school office to make appropriate arrangements. If you wish to have a formal conference with a teacher, please contact the high school office or guidance office to make arrangements.

If a public group wishes to tour, please contact the high school administration to make necessary arrangements to visit at any time during the school year.

Students are not permitted to bring guests to school without prior approval of the principal. At no time should parents/visitors go directly to a classroom, cafeteria, etc., without first reporting to the office. This procedure is required to assure the safety of your children.

### **Vocational-Technical School**

Counselors will make announcements over the PA system concerning the availability of Vo-Tech applications. It is the student's responsibility of initiating their request to the guidance counselors, who will inform the principal. Application packets for Vo-Tech will be distributed to interested students after administrative approval.

Students who are currently enrolled in the Ferndale Area High School and who are interested in the Vocational-Technical program should complete and submit an application form to the Ferndale Area High School's guidance office prior to the first of March for admission to the Greater Johnstown Area Vocational-Technical School (GJCTC) for the next term beginning in September. Students must be at least a sophomore and in good academic standing (grades, PSSA Scores, and 4Sight scores) to attend GJCTC.

Students are to return completed application to the guidance counselor with student and parent/guardian signatures. Students will be notified of acceptance or rejection by the district and Vo-Tech. Students scheduled for Vo-Tech **MUST** satisfy all outstanding obligations and complete graduation requirements of Ferndale Area High School.

### Work or College Release

Students in grade 12 may carry a reduced load of classes and be excused for the purpose of reporting for work or enrolling in college courses. Graduation requirements must be met and the student must take a minimum of 4 credits of coursework at FAHS. A student's attendance must be regular, and required work release and college admittance documentation must be submitted to the office. The building administration is responsible for determining the student's eligibility and must approve the request.

### Working Paper Procedures

Students under 18 must obtain an employment certificate in order to get a job. The parent, guardian, or legal custodian of the minor for whom such employment certificate for Transferable Work Permit is requested must make application for Employment Certificate. The parent or guardian must appear in person in the high school office with definite proof of age; birth certificate, baptismal certificate, passport, or other documentary evidence, of the minor.

## A Parents Guide for Solving Problems at School

Unfairness, misunderstanding, hurt feelings, and conflicts are experiences common to all of us. When children experience these problems at school it causes difficulty for everyone: the children, parents, and school staff. How to successfully solve problems at school is what this guide is all about.

### **1 Take Your Concern To The Person Closest To The Problem**

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It is best if you make time to talk with school personnel regularly before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, coach, or bus driver, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other

staff members for information that might relate to your problem or concern. If a personal visit isn't possible, call to state the problem and during that conversation offer to call back at a time when you can both discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

## **2 Present Your Concern to the Next Level**

The principal is responsible for supervision of staff within the buildings. This is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

The principal's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with him/her the reasons why you feel uncomfortable dealing with the person who is closest to the situation.

## **3 Talk With The Superintendent of Schools**

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the Superintendent of Schools is the next place to go.

The Superintendent may take any or all of the following actions:

1. Informally discuss the concerns with the building principal and involved staff members including guidance personnel and on occasion, the aggrieved student.
2. Set up a meeting including the parent or guardian, Superintendent, Principal, and selected staff.
3. Bring the concern to a "Committee of the Whole" of the Board of Education. This action would be to inform the Board and seek their collective input.

## **4 Contact Your School Board Members**

School Board Members are elected to represent the interest of all students, parents, and district residents. You should always feel free to tell them your point of view. Individual School Board Members do

not, however, have direct authority in day-to-day school operations. The Board's primary responsibility is to make policies that guide the School District. All authority is the collective result of official actions by a majority of the Board at meetings open to the public.

So when should a Board Member be contacted and what can they do? A Board member may take the following action:

- After other means to solve a problem have been tried, the Board member may informally discuss the issue with the Superintendent or other administrators to consider whether policies or rules should be changed.
- The Board member may request that the Board review the specific policies that relate to the situation.

FERNDALE AREA  
SCHOOL  
DISTRICT  
POLICIES

### 123. INTERSCHOLASTIC ATHLETICS

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, and in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall direct the administration to determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; be free of injury and recovered from illness, as determined by the district or a personal physician; and be enrolled in this district as a student in good standing.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this district.

Unless serving as a coach, assistant coach, or approved volunteer or assistant, the Board prohibits any non-high school student from scrimmaging/practicing with a student involved in interscholastic athletics.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility, as established.
2. Attended school regularly.
3. Conformed to the appropriate rules of conduct.
4. Been in attendance on the day immediately preceding the athletic event or practice.
5. Returned all school athletic equipment previously used.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an interscholastic athletic activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. 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.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

The Athletic Director or designee shall annually prepare, approve and present a periodically update to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

### Eligibility

To be eligible for an interscholastic competition, a student must pursue a curriculum defined and approved by the building principal as a full-time curriculum.

The student must maintain passing grades in such an approved curriculum, as certified by the building principal. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.

In addition, to be eligible for interscholastic athletics, a student must have passed at least four (4) full credit subjects, or the equivalent, during the previous grading period.

In cases where student's work in any preceding grading period does not meet these standards, the student shall be ineligible to participate in that sport for fifteen (15) consecutive school days of the next grading period. While ineligible, a student must attend remediation provided after school.

In the case that a student's course work falls below passing, such that s/he is not maintaining passing grades in four (4) full credit courses, or the equivalent, that student will be ineligible to participate in any interscholastic competition for one (1) week and/or until his/her grade(s) are elevated to a passing grade to meet the four-credit requirement.

Each Monday teachers must submit to the building principal a list of students involved in interscholastic athletics who are failing any of their courses. The principal shall meet and discuss the grade with those students to inform them of their ineligibility status.

The Board recognizes the importance of providing a comprehensive educational program for all students. Students in academic difficulty should seek out additional individual teacher assistance. In this respect, the district shall make an effort to provide tutorial assistance, if requested.

Interscholastic athletic coaches shall make reasonable rules and regulations governing the membership and awards of their organizations. Such rules and regulations shall be in writing. A copy of a coach's rules and regulations must be approved by the building principal prior to distribution to each student member. Any subsequent amendments must also be reviewed and approved by the principal prior to distribution.

Infractions which occur when school is not in session shall incur penalties starting with the first day of the applicable activity(ies).

#### Attendance Requirements

To be eligible to participate in the practice for or presentation of a school-sponsored activity which occurs after the close of a school day, students shall be in attendance for their regularly assigned classes during the afternoon session of that school day, unless the absence is for a school-approved activity, visitation, or appointment.

The building principal may waive this requirement in the event of circumstances of an emergency nature which, in his/her opinion, warrant the waiver. Students who participated in the practice for or presentation of a school-sponsored activity after the close of a school

day, who are absent for the morning and/or afternoon session on the day following the activity, and whose absence(s) have been determined to be illegal or unexcused, shall be denied permission to participate in the practice for or presentation of any school-sponsored activity scheduled for that day.

#### Cancellations

If the school day is cut short or cancelled entirely due to weather conditions, all practices will be cancelled. Events will be postponed to a future time, when possible.

#### Rules and Regulations

All participants shall be bound by the following general rules and regulations, in addition to each sport's or organization's unique rules and regulations during the activity's season.

1. Attendance at all scheduled practices is mandatory as long as the student attends school the day practice is scheduled. Only a coach or advisor may excuse a student from practice.
2. Attendance at all games/meets/functions is mandatory. In order to participate in a scheduled game/meet/function the student must be in attendance for a one-half day (afternoon) of school the day of a scheduled game/meet/function unless the absence is for a school approved activity, visitation, or appointment.
3. Students must use school-provided transportation to and from all functions/games/meets requiring transportation. For liability purposes, the only exception to the regulation is that a student may ride or drive home with a parent/guardian with prior approval by the administration. A written request is to be submitted to the office the morning of the event, checked for validity by the office, and a copy given to the coach.
4. Students are responsible for any and all school-issued equipment, including uniforms, that have been issued to them. Students must pay the school district the replacement cost for any equipment not returned other than equipment or uniforms that are damaged or destroyed due to ordinary wear-and-tear.

#### Tobacco Use Violations

Any use or possession of tobacco shall be prohibited, as outlined in Board Policy, including but not limited to Board Policy 227.

The following additional penalties shall be prescribed for students participating in co-curricular activities and interscholastic athletics who violate this policy:

1. First offense - One (1) week suspension from the team/activity, if in season.  
- One (1) week suspension from the team/activity for next year's season, if out of season.
2. Second offense - Dismissal from the team/activity, if in season.  
- Exclusion from the team/activity for one (1) season, if out of season.
3. Third offense - Will result in a one (1) year suspension from all co-curricular activities/interscholastic athletics and referral to the Student Assistance Team for counseling.

#### Controlled Substance Violations

A student participating in co-curricular activities and interscholastic athletics who violates Board policy on controlled substance abuse will immediately be suspended from all co-curricular activities and interscholastic athletics for one (1) year. However, successful completion of a SAP Team recommended program may be considered to reduce the suspension to not less than four (4) weeks in length. A second offense will result in loss of all co-curricular privileges, including attendance to any school-sponsored activities for one calendar year.

#### Summer Practice Sessions

The Board recognizes the need for student organizations to prepare for school-related activities prior to the beginning of the fall school term, and the need for and importance of family-related summer activities.

Interscholastic sports activities and practice sessions shall be governed by the Pennsylvania Interscholastic Athletic Association regulations, or any other applicable governing body.

No student organization shall practice on school property or under the auspices of the district without a coach, advisor or director present.

The building principal shall retain the authority to cancel or postpone any summer practice session that will disrupt the maintenance procedures necessary to open the fall school term.

#### Uniforms, Equipment And Supplies

So that students' needs are served in an orderly, efficient and cost-effective manner, the following procedures respecting equipment, uniforms and other supplies needed to engage in sports activities shall be observed:

1. The Athletic Director shall keep a strict inventory of all uniforms, equipment and supplies on hand for each sport. This shall

include the date on which team uniforms were purchased. All sports materials shall be kept in a secure area.

2. Each head coach shall be responsible for the care and custody of uniforms, supplies and equipment needed to carry on the specific activity. She/He may delegate housekeeping tasks to an assistant, but she/he shall not be relieved of this responsibility.
3. Each head coach shall check his/her inventory annually at the beginning and close of each season in concert with the Athletic Director. At the close of each season, the inventory shall be the basis for tentative budgeted equipment, materials and supplies for the following year.
4. Any student failing to return athletic equipment, uniforms or supplies assigned to him/her shall be assessed the full replacement cost of the delinquency other than equipment or uniforms that are damaged or destroyed due to ordinary wear-and-tear. The head coach of each sport shall report a list of delinquents to the high school principal no later than two (2) weeks following the last match or game of a sports season. The principal shall not process a student's grades, promotion or graduation until the delinquency is satisfied. The student cannot compete in another co-curricular event until the delinquency is satisfied.
5. When the budget for student activities is formulated by the Athletic Director, she/he shall forward it to the principal. A master inventory detailing the current status of each sport shall accompany the budget.
6. A master inventory detailing the current status of each sport shall be maintained by the Athletic Director. Each head coach shall submit an inventory to the Athletic Director following completion of his/her sport.

#### Employment Of Coaches

Employment of coaches for interscholastic athletic activities shall be in accordance with the Athletic Coaching Agreement.

#### 210. USE OF MEDICATIONS

The Board shall not be responsible for the diagnosis and treatment of student illness.

The **Administration** will cooperate with parents/guardians and their medical practitioners in administering medication to students during school hours when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a physician and any **patent drug, ie: Tylenol, ibuprofen and cough medications.**

Before any medication may be administered to any student during school hours, the Board shall require:

1. The written order of the prescribing physician to school officials that medication be administered to the student. Included in the order must be the name of the student, name of the medication, dosage, frequency of administration, and possible side effects. Any special instructions should also be included.
2. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. Included within the request must be the name of the student, name of the medication, dosage and frequency of administration.

The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or **designee**, or self-administered by the student, upon written request of **both parent/guardian and prescribing physician.**

All district employees involved in **administration or supervision** of self-administration of medication shall receive appropriate training as directed by the building administrator, before performing this responsibility.

Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Any medication to be administered during the school day must be brought to the school (nurse's office or main office) by the parent/guardian. Students are not permitted to carry any medication during school hours. No medication is to be kept in the student's possession or locker.

All prescription medication must be in the original prescription bottle with current date and name of the student on the bottle.

**As the school nurse works under a professional license, all nonprescription medication must be accompanied with an order by a physician, in the original container and be clearly labeled. Medication sent in envelopes or baggies will not be accepted.**

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

1. Obtain written permission from the physician **and** parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically:
  - a. Reason for taking this medication.
  - b. How often and length of time.
  - c. What will happen if medication is not taken or is taken incorrectly?
  - d. Physician comments about the medication.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Observe and evaluate the student's ability to self-administer during the initial administration.
5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
  - a. Name of student.
  - b. Name of medication.
  - c. Medication dosage.
  - d. Time of administration.
  - e. Route of administration.
  - f. Signature of student and the monitor of self-administration.
  - g. Initiation and expiration date of drug.
  - h. **Allergies.**

#### Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.

5. Demonstrate a cooperative attitude in all aspects of self-administration.

#### 210.1. POSSESSION/USE OF ASTHMA INHALERS

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

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.

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

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the district comply with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A 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 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, if appropriate.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/ guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.

4. Maintain an individual medication log for all students possessing asthma inhalers.

#### 218. STUDENT DISCIPLINE

The Board acknowledges that student conduct is closely related to learning. An effective instructional program requires a safe and orderly school environment and efficacy of the educational program is, in part, reflected in the behavior of students.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Discipline Code to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Discipline Code governing student discipline.

##### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of a co-curricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. 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.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Policy 233.

#### Corporal Punishment

Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

The Board prohibits the use of corporal punishment to discipline students for violations of district policies, rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Discipline Code, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Discipline Code shall be available in each school library and school office.

The building administrator shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational and/or co-curricular programs of the schools or threatens the health and safety of others.

#### 218.1. WEAPONS

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.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal

knuckles, martial arts weapon, straight razor, explosive, noxious, irritating or poisonous gas, poison, replica of a weapon, and/or other item fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents/guardians and patrons. The term shall also include any tool, device, instrument, implement, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

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

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

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

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

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

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

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

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

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

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

Weapons under the control of law enforcement personnel on the premises on official duties rather than personal matters are permitted.

In accordance with the federal Gun-Free School Zone Act, 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.

#### 218.2. TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

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

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building administrator shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building administrator may immediately suspend the student.
2. The building administrator shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The building administrator shall inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

#### 227. CONTROLLED SUBSTANCES/PARAPHERNALIA

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.

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. Prescription or patent drugs, 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.

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 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, co-curricular or athletic programs resulting from violations of this policy.

Students participating in co-curricular activities and/or interscholastic athletics of the district who violate this policy shall also be subject to the penalties prescribed in the applicable Board policy.

#### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of a co-curricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. 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.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.
5. The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall prepare rules for the identification and control of 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 district procedures 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.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

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 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.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

#### 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 and the student denies such, the student may be required to submit to drug or alcohol testing, as a condition to not having disciplinary action imposed. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

#### 815. TECHNOLOGY, TELECOMMUNICATIONS AND INTERNET ACCEPTABLE USE POLICY

We are pleased to offer students at Ferndale Area School District access to the district computer network resources, the Internet, and a variety of other electronic services in an effort to support the educational mission of the district. To use these resources, all students must sign and return the attached form accompanied by their parent/guardian signature. Parents please read this policy carefully and review it with your son/daughter and sign and/or initial where indicated.

#### Overview

Students are responsible for appropriate behavior while utilizing electronic services, just as they are responsible for their behavior in hallways and classrooms. With this access comes responsibility. Recognize that there will be consequences for any student's misuse of electronic services and devices. The use of any computer, technology device or software is a privilege, not a right. Depending on the nature and degree of any violation, the number of previous violations, unacceptable use of the school district system or the Internet may result in a consequence based on the Ferndale Area School District Discipline Policy.

#### General Computer Use

No food or drink is permitted in a computer work area.

All student computer and network files are subject to review by the administration and staff.

School computers are to be used for academic work at ALL times. Games (computer based or web based), personal or social networking sites, chat functions, proxy servers (or other filter bypass methods), financial gain/purchaser and seller sites and instant messaging are COMPLETELY forbidden. Reinforcement activities or pre-approved academic-related game sites are permitted with administrative and staff approval.

The school district will monitor the online activities of students and employ technology protection measures during any use of such computers by students and staff.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official.

#### Publishing to the World Wide Web

Parents, your daughter or son's work or picture may be considered for publication on the WWW, specifically on the school website or class wiki page. It is the responsibility of students and/or parents to notify the district in writing if the student's work or photo may not be published. The work will appear with a copyright notice prohibiting the copying of the work without written permission. If anyone asks for said permission, those requests will be forwarded to the student's parent/guardian. Unidentified photos of students may be published on the school website showing student projects and achievements. In addition, your student's name may be considered for publication on the website for a clear school related purpose such as an instructional setting or a co-curricular activity.

#### Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures or graphics from any Internet or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc. for academic purposes only, and the student's teacher will instruct him/her about the legalities and use of this clause when necessary and appropriate. To avoid allegations of plagiarism, students should always request permission from the owner/creator of material or sites and should cite the Internet or other source where he/she obtains information or material. Use of Creative Commons materials is encouraged.

#### Services Provided to Students and Student Responsibilities

Students are given an individual username and password to gain access to the network. It is the student's responsibility to NOT share this password with anyone else. If a student thinks his password has been compromised, they should ask their teacher or administrator for a new password.

With this network account, students are provided a folder to store files. This network storage area is treated like a school locker. Administrators may review files and communications to maintain

system integrity and insure that users are using the system properly. It is the student's responsibility to understand that information stored on district servers will not be considered private and that the district is not responsible for materials lost when using the network. The district reserves the right to monitor, inspect, copy, review and remove, at any time and without prior notice, any and all usage of the computer network.

Students in grades 10-12 may use the e-mail provided by the district through a web-based vendor for school communication only. There is also digital locker storage available to the students that can be used to upload projects from any Internet accessible computer. This can also be used for collaboration projects with teacher permission. It is the student's responsibility to use correct netiquette in e-mail correspondence and realize that e-mail is not private nor are files stored in digital lockers.

Students may print files of a reasonable size in support of their education. It is the student's responsibility to request permission if an unusual amount of printing or special print requirements are needed.

Students are given access to the appropriate software tools they need to facilitate their education. The only web browser necessary is Internet Explorer for research and website access. No other software or downloads from the Internet are permitted under any circumstances. It is the student's responsibility to work within the set parameters of what programs and software is available.

Students in grades 10-12 are given access to blogs and wikis as a form of communication when it will enhance the educational development of a student. When using these forms of communication, students are expected to use ethical behavior and etiquette in their postings. It is the student's responsibility to discuss only the topic at hand and use appropriate language. Harassment, threats, and bullying is strictly forbidden in the districts' policies.

Students should practice web-safe conduct when on the Internet. It is the student's responsibility not to reveal their address or telephone number or that of another person, nor knowingly allow anyone else to do so. Students will not transmit or use pictures of others without their consent in any project related to school.

#### Parent Information

Please see Parent Signature Page for information pertaining to denial of Network and Internet Use information.

#### Supervision and Suggested Appropriate Use Levels

The Ferndale Area School District does use a content filter to prevent accidental access to any materials that may not be considered in

compliance with the district's educational mission. However, no content filter is perfect. There is always a chance that your student may access something that may be considered inappropriate while using the Internet. For this reason, as a matter of policy, use of computers and the Internet is to be supervised by faculty and/or staff. The document titled "Ferndale Area School District Appropriate Use of the Internet In Grades K-12" illustrates specific use by grade level. This document is used by the faculty and staff to help monitor what students are using the computer for within the classroom setting.

Examples of Misuse of the FASD Network/Technology Devices include but are not limited to:

1. Communicating with a cell-phone at any time during school hours. This includes phone calls, games, Internet access, Bluetooth access and text messages.
2. Use of iPod, MP3 players, CD Players and gaming devices during school hours.
3. Communicating using personal e-mail or network resources
4. Game playing either on the local computer or on-line (Internet)
5. Viewing or participating in any 'Chat Room' activity
6. Viewing or participating in any 'Social Network' site or any personal website
7. Student use of a computer when no staff member is present
8. Adjusting or changing computer settings (screen settings/wallpaper/ screensaver/status bar location, etc.)
9. Use of another person's account and password
10. Moving, deleting, or changing files or folders which are not your own
11. Removing or damaging computer hardware or technology devices
12. Accessing and/or changing any DOS file
13. Downloading or using any proxy filter site or filter bypass site
14. Downloading/storing or using any unauthorized software or executable file
15. Attempting to gain unauthorized access to the files or network services of the district.
16. Intentionally spreading viruses, worms, etc. Any memory media used on the school network must be checked for viruses before accessing files.

#### Misuses Consequences

1. Student's parent/guardian will be contacted or sent a copy of any technology incident report.
2. Consequences of above misuses will be based on the current Discipline Policies.

Inappropriate Use of the Network and Internet include but are not limited to:

1. Viewing unauthorized materials, images and/or websites is prohibited. This includes but is not limited to materials that:
  - a. Show, depict, suggest or imply illegal activity, drug use or gambling
  - b. Show or encourage violence against a living being or physical property
  - c. Show adult oriented material, including nudes or images that show or suggest sexual acts
  - d. Show provocative or explicit dress or undress
2. Conducting any type of personal business transaction such as:
  - a. Solicitation or advertising for a business
  - b. Advertising, buying, or selling of goods
  - c. Financial verification/transactions
  - d. Participation in on-line gambling and/or lotteries
3. Storage of inappropriate materials on the school network or digital locker services is prohibited. This includes but is not limited to:
  - a. Materials described in Section 1 above
  - b. Copyrighted materials such as music files and other multimedia files that have been recorded from a copyrighted CD, tape and websites
4. Harassing, threatening, insulting, bullying or attacking others using any of the technology devices provided by the school.

#### Inappropriate Use of Network and Internet Consequences

1. Student's parent/guardian will be required to come to the school for a conference with administration and student.
2. Consequences of the above inappropriate uses will be based on the current Discipline Code.
3. Certain inappropriate use may lead to more severe penalties and legal action under the law

#### Staff Responsibilities

Staff members are responsible for using the FASD network for educational activities and for instructing students in proper use.

1. All FASD staff members are responsible to model good and acceptable network and Internet use. This includes observing copyright laws and 'netiquette'.
2. Teachers are responsible for instruction regarding proper use before any student is allowed on the network and gains access to the Internet. Any Internet use during student contact time should be related to class learning objectives.  
This includes study hall monitor time, ISS, tutoring, homeroom and student contact before and after school.
3. Teachers are expected to prepare lessons before having students use the Internet. This includes instruction in what is expected and appropriate. Most importantly it requires pre-researching the

- Internet sites that will be used as instructional resources. Having a substitute use computers during a lesson is not recommended.
4. Teachers are expected to enforce all the rules for use and report any inappropriate use or violations immediately for discipline. Remember that the first verbal warning must be documented.
  5. Teachers are responsible for monitoring student activity on the school network. It is your responsibility to check that all students have permission to access the network and the Internet prior to use. Enforcement of this is extremely important.
  6. If a student loses Internet or network privileges, it is the administration's responsibility to notify the staff immediately so alternate resources can be given to complete any assignment.
  7. Certain staff, administrators and IT personnel have access to the student folders. These folders will be monitored on a regular basis for inappropriate materials. However, if you believe there is something questionable in a folder, please report it to the appropriate administrator.

#### Technology Advancements

Due to continuous advancements in technology, additional guidelines may be established throughout the school year. If it is necessary to amend the Technology Acceptable Use Policy, parents and students will be notified of the changes. The new policy will be posted on the school website.

#### **Annual Public Notice of Special Education Services and Programs—Child Find**

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04). The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for Ferndale Area School District.

School districts are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need

special education and related services. (Note: the duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located.) School-age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or mental disabilities:

- \*Autism
- \*Emotional disturbance
- \*Deafness
- \*Hearing impairment
- \*Specific learning disability
- \*Mental retardation
- \*Multiple Disabilities
- \*Other health impairment
- \*Orthopedic Impairment due to chronic or acute health problems
- \*Speech and language impairment
- \*Visual impairment including blindness
- \*Deaf-blindness
- \*Traumatic Brain Injury
- \*Developmental Delay

### **Early Intervention**

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed may be identified as an eligible young child. Eligible young children are afforded the rights of school-age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: By the age of 3: not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer who or what questions; not using utensil to feed self; By the age of 4 (all of the above included): not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); By the age of 5 (all of the above included): unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; Other warning signs-at any age: Little or

no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things, awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

### **Screening**

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities. Intermediate Unit 8 and each school district has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities. The contact person and phone number for Ferndale Area School District and Appalachia Intermediate Unit 8 is listed at the end of this notice. Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

### **Evaluation**

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of

whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased. The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person listed at the end of this notice. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening or Instructional Support Team activities do not serve as a bar to the right of a parent to request, at any time, including prior to or during the conduct of instructional support activities, an evaluation.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

#### **Educational Placement**

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 16. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis.

The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

\* Itinerant - Special Education supports and services provided by special education personnel for 20% or less of the school day.

\* Supplemental - Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.

\*Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day. Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

### **Services for Protected Handicapped Students**

Students who are not eligible to receive special education programs and services may qualify as "protected handicapped" students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that "protected handicapped" students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of

services to protected handicapped students, parents should contact the special education contact listed at the end of this notice.  
Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to: "Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

\*Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records.

They are:

1. Parents have the right to inspect and review a child's education record. The school district will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the school district to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record

contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents in writing of its decision. If the school district refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. Destruction of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable. Whenever information is no longer needed to provide educational services to a child or after a former student's 24th birthday, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEPs, and last Notice of Recommended Educational Placement will be maintained in an electronic form without time limitation. Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.
4. The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Consent means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and

agree in writing to the activity and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Upon request, the District discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.
7. NDA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

#### **Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Districts will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Districts will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Districts will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Districts will make this notification to parents at the beginning of the school year if the District has identified the specific or appropriate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

Special Education Contacts  
Ferndale Area School District  
Mrs. Kathleen Wojnarowski  
600 Harlan Avenue  
Johnstown, PA 15905  
Phone: 814-288-5757

Appalachia Intermediate Unit 8  
Dr. Barbara Uncapher  
4500 Sixth Avenue  
Altoona, PA 16602  
Phone: 1-800-228-7900

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

LYDIA GASKIN, et.al., :  
Plaintiffs, :  
 :  
v. : NO. 94-CV-4048 (E.D.Pa.)  
 :  
COMMONWEALTH OF : (JUDGE ROBRENO)  
PENNSYLVANIA, :  
DEPARTMENT OF :  
EDUCATION, et.al., :  
Defendants. :

**NOTICE OF PROPOSED SETTLEMENT OF CLASS ACTION  
LAWSUIT**

**TO: The parents of all students who are eligible for special education and who have been denied the opportunity to receive a free appropriate education in regular classrooms with individualized supportive services OR have been placed in regular education classrooms without the supportive services, individualized instruction, and accommodations they need to succeed in the regular classroom.**

This notice describes a proposed Settlement Agreement between students with disabilities and the Pennsylvania Department of Education and all other defendants. This Notice tells you what the parties have agreed to do, how to get more information, and how to object to the proposed Settlement Agreement if you think it is not fair.

**PROPOSED SETTLEMENT**

This case was filed on June 30, 1994 by twelve students with disabilities and eleven disability organizations, collectively known as the plaintiffs, against officials of the Pennsylvania Department of Education (PDE) and the State Board of Education. The plaintiffs' claims arose under the Individuals with Disabilities Act (IDEA) and related federal statutes. The plaintiffs alleged that PDE had failed to assure that students with disabilities are included in regular education classroom to the maximum extent appropriate and that students receive appropriate supplementary aids and services in regular classrooms. The settlement obligates PDE to undertake a series of reforms of its systems for exercising general supervision over special education throughout Pennsylvania. The goal of those reforms is that local school districts increase their capacity to provide the supplementary aids and services in regular education classrooms that students with disabilities need to receive a meaningful benefit from education. The parties have agreed to the following undertakings:

1. PDE policies will require Individual Education Programs (IEP) teams to consider, and school districts to provide, the full range of supplementary aids and services in regular classrooms to all students with disabilities, including those with significant disabilities, who can benefit from education in regular education classes with such services.

2. PDE will establish the Special Education Bureau Director's Advisory Panel on Least Restrictive Environment (the "Panel") to review system-wide progress in the delivery of individualized specially designed instruction in regular education classrooms, to report on the status of implementation of this agreement, and advise PDE on implementation. Nine of the Panel's fifteen members will be parents of children with disabilities; twelve will be selected by the organizational plaintiffs in this case.

3. PDE will modify its IEP format to assure that IEP teams consider the provision of supplementary aids and services in regular education classes before removing students from the regular education environment.

4. PDE will conduct a new form of compliance monitoring called Least Restrictive Environment (LRE) monitoring, in which PDE will identify the school districts most in need of systemic LRE-related changes, provide appropriate intervention to bring about those changes, and exercise continued oversight, including sanctions if needed, to determine whether intervention is effective. Each year, school districts will be assigned a data-based LRE Index Score according to which the districts will be identified for intervention. These scores will be included in publicly available school district report cards. In the districts most in need of intervention, PDE will examine a representative sample of Individualized Education Programs to determine whether the district is satisfying its obligation to provide a free, appropriate public education in the least restrictive environment. PDE will require specific staff training for district personnel to target the particular violations found.

5. PDE will investigate all complaints submitted by a parent or student, without exception, and each time a violation of a student's right to receive supplementary aids and services in a regular education classroom is identified in a complaint resolution or due process hearing, will monitor whether the school district has corrected the violation for all similarly situated students.

6. PDE will synchronize the special education planning cycle with its compliance monitoring cycle and will require school districts' special education plans to include appropriate corrective action when monitoring finds a failure to provide meaningful education benefit to students with disabilities in regular education classes and neighborhood schools.

7. PDE will provide on-site training and technical assistance to school districts to build capacity in the provision of supplementary aids and services in regular education classrooms. Training and technical assistance will be based on a needs assessment to identify the assistance needed to implement research-based practices.

8. PDE will support a grant proposal submitted by the plaintiffs to an external funding source to support advocacy and advocacy training on issues relating to the provision of supplementary aids and services in regular education classrooms.

9. PDE will provide of total of \$350,000 to the individual plaintiffs to resolve their claims for compensatory education and other relief. PDE will pay the plaintiffs' counsel the sum of \$1,825,000 for attorney fees and costs.

10. The Settlement Agreement will be enforceable for five years from the date of its approval by the Court. Throughout the life of the agreement, PDE will send regular written certifications concerning its compliance with the agreement. The parties will seek to resolve disputes by informal means and mediation before petitioning the Court for enforcement.

#### **HOW TO OBJECT TO THIS SETTLEMENT**

AGREEMENT IF YOU THINK IT IS UNFAIR

**If you do not want to object to this proposed Settlement Agreement, it is not necessary for you to take any action.** If however, you want to comment on the proposed Settlement Agreement or object to it as not being fair, you or your attorney on your behalf may file written comments or objections on or before **June 10, 2005**. Written comments and objections should be submitted to the Court at this address: Office of the Clerk, United States District Court for the Eastern District of Pennsylvania, 601 Market St., Philadelphia, PA 19106. You should send a copy of your comments to one of the attorneys for each party at the addresses contained below.

#### **HOW TO OBTAIN MORE INFORMATION**

You can get a complete copy of the proposed Settlement Agreement by writing to plaintiffs' attorneys. You may also examine the court papers filed in this case, which can be viewed at the Office of the Clerk for the United States District Court in Philadelphia. If you have any questions or would like more information about this Notice, you may contact your own lawyer or the lawyers for the class.

FOR THE PENNSYLVANIA  
DEPARTMENT OF EDUCATION: FOR THE PLAINTIFF CLASS:

Lawrence White  
Chief Counsel  
333 Market Street, 9<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

Judith A. Gran  
Public Interest Law Center of  
Philadelphia  
125 S. 9<sup>th</sup> Street, Suite 700  
Philadelphia, PA 19107

## **ALMA MATER**

When twilight shades invite  
Mem'ries to call our own  
Then it is that our thoughts  
Turn to that friend  
Others fade from my sight  
Years have passed by  
Pal of mine Ferndale Hi  
I'll ne'er forget.

Through these short high school years  
We've known both joys – and fears  
You shared with me my joys  
Lightened my grief  
Each year knits close the tie  
Of friendships met  
Pal of mine Ferndale Hi  
I'll ne'er forget.

Now tho our paths divide  
Our hearts are still as one  
Old joys bring rapture still  
Enchant our thoughts  
If we ne'er meet again  
In years to come  
Pal of mine Ferndale Hi  
I'll ne'er forget.

**SCHOOL COLORS – BLACK AND GOLD**

**SCHOOL MASCOT – YELLOW JACKET**

**FERNDALE AREA HIGH SCHOOL  
Student Handbook and Code of Conduct  
2008-2009**

Dear Parents, Guardians and Students:

This handbook has been prepared for the guidance of students, faculty and parents of Ferndale Area High School. While it is impossible to cover all situations that may occur, this document provides you with guidelines and expectations that will lead to student success.

It is the responsibility of parents and guardians to review this handbook with students so that everyone is familiar with the rules and regulations of the school. Please sign this page below to acknowledge you have received and read the handbook.

This signature page should be returned to the student's homeroom teacher before **Friday, September 4, 2009**. Students will NOT be issued lockers or locks until the signature page. Internet Agreement, Health Forms and Emergency Card are returned to the school.

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Student Name  
(print): \_\_\_\_\_  
Student  
Signature: \_\_\_\_\_  
Parent Name  
(print): \_\_\_\_\_  
Parent  
Signature: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

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*(for Office Use Only)*

Homeroom  
Teacher: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Locker #: \_\_\_\_\_ Lock #: \_\_\_\_\_

