STUDENT HANDBOOK

2011 – 2012

Ferndale Area Junior/Senior High School

600 Harlan Avenue
Johnstown, PA

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August 2011

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 and/or are affiliated with the school district.** 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

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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
2011-2012

Bell Schedule

7:30 Students released from auditorium / cafeteria

7:35-8:00 Homeroom / Activity Period

8:03-8:44 1st Period

8:47-9:28 2nd Period

9:31-10:12 3rd Period

10:15-10:56 4th Period

5th	6th	7th
10:59-11:29 (lunch)	11:32-12:13	12:16-12:57
10:59-11:40	11:43-12:13 (lunch)	12:16-12:57
10:59-11:40	11:43-12:24	12:27-12:57 (lunch)

1:00-1:41 8th Period

1:44-2:25 9th Period

2-Hour Delay
Bell Schedule

9:30 Students released from auditorium / cafeteria

9:35-9:40 Homeroom

9:43-10:11 1st Period

10:14-10:42 2nd Period

10:45-11:13 3rd Period

11:16-11:44 4th Period

11:47-12:17 5th Period / lunch**

12:20-12:50 6th Period / lunch

12:53-1:23 7th Period / lunch

1:26-1:54 8th Period

1:57-2:25 9th Period

**GJCTC students will attend GJCTC

2-Hour Early Dismissal
Bell Schedule

7:30 Students released from auditorium / cafeteria

7:35-7:41	Homeroom
7:44-8:12	1st Period
8:15-8:43	2nd Period
8:46-9:14	3rd Period
9:17-9:45	4th Period
9:48-10:18	5th Period / lunch**
10:21-10:51	6th Period / lunch
10:54-11:24	7th Period / lunch
11:27-11:55	8th Period
11:58-12:26	9th Period

**GJCTC students will report to the Auditorium until dismissal at 11:30

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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 may be contacted. For more information see Policy No. 204 Attendance.

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. Parents and students are urged to check individual teacher web pages (from the district website www.fasdk12.org) for missed work when absent.

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 until 9:25 a.m. (excused or unexcused). Students arriving after 9:25 a.m. (after period 2) 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.

12. Students absent for any part of the school day are not permitted to attend after school or school sponsored events unless a doctor or agency excuse is received and administration gives permission **prior** to the event.

Accelerated Reader

Students are required to complete an independent reading program as part of the graduation requirement. The Ferndale Area Junior/Senior High School has adopted Accelerated Reader for our independent reading program. Students are required to achieve points as set forth in the chart below. (Class of 2012 is required to have a total of 75 AR Points to graduate).

Grade	Points Per Quarter	Total Points Per Year
7	10	40
8	10	40
9	10	40
10	15	60
11	15	60
12	15	60
		TOTAL: 300

Accidents

Students must 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 will be jeopardized until obligation is fulfilled.** In addition, the student-athlete will be ineligible for an athletic letter until all obligations are satisfied. For more information see Policy No. 123 Interscholastic Athletics.

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 or Cafeteria 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 are 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

FERNDALE AREA HIGH SCHOOL HAS A CLOSED LUNCH PERIOD. NO STUDENTS ARE PERMITTED TO LEAVE THE BUILDING AT LUNCH TIME. For more information reference Policies 808 Food Services and 808.1 Lunch Accounts.

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.

E. Students may sit up to six (6) students per table.

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 day will have the device confiscated and can face disciplinary action. Devices will be returned to the student at the end of the day on the first offense, parent/guardian will be contacted to pick up device at the end of the day on the second offense and any future offense(s) will warrant detention. For more information see Policy No. 237 Personal Electronic 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. Unacceptable student behavior may result in students being removed from the team/squad/club and may result in disciplinary action. Suspensions (in school and out of school) prevent students from participating in practices/competitions those days.

Commencement Requirements

Students **MUST** have completed all requirements for graduation and paid all obligations, including serving suspensions/detentions, cafeteria balance of zero, classroom and library obligations 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 10, 2010.

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.

For more information reference Policy 207 Confidential Communication of Students and Policy 216 Student Records.

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. For more information reference Policy 217 Graduation Requirements.

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 Independent Reading Program (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 Independent Reading Program (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/Obligations

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.**

Delinquent Lunch Account

All students are required to have enough money in their school Lunch accounts to pay for the meals they eat and extras they may purchase. Occasionally, student lunch accounts will be overdrawn. When that happens, a letter will be sent home reminding the parent/ guardian to send in additional money for the lunch account. Until money is received, students will not be permitted to purchase any extras, however they will receive a regular lunch.

If a student account continues to be overdrawn, significantly more stringent consequences will be enacted, including additional letters sent home, an alternate lunch being served, no extras, principal involvement and contact, and eventual removal from all student activities including athletics, other extra-curriculars, field trips, fun days, assemblies, etc. The services of a collection agency may also be contracted to obtain money due to the district cafeteria.

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.

Detention

1. After school detention is held Tuesday and Thursday from 2:30 p.m. to 3:30 p.m. and Wednesday from 2:30 p.m. to 5:30 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**. For more information refer to Policy 233 Suspension and Expulsion.

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 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/plunging neckline shirts, open shirts showing bare skin or undergarments (including sport bras), pajamas, slippers, flip flops, and visible undergarments (including underwear). Tops must be at least 3 inches in width at the shoulder.**

3. Any clothing above the knee that has **holes, rips, tears or is transparent/ translucent is prohibited.**

4. Short shorts and skirts are prohibited. Students are not permitted to roll shorts/pants/skirts. Shorts and skirts are to be no shorter

than 5 inches from the knee or mid-thigh length.

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. 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. **NO FLIP FLOPS.**

11. Spandex clothing of any kind (leggings or tights worn with a top that does not meet the skirt requirement) is not permitted.

12. Outerwear, such as jackets and sunglasses, may not be worn in the classroom.

13. Dress code also applies to dress during Physical Education. Students who refuse to modify their attire may be sent home (with parent permission), parents contacted to bring appropriate clothing or will remain in In School Suspension until appropriate clothing is attained. Repeated lack of cooperation will result in detention or other disciplinary action. For more information reference Policy 221 Dress and Grooming.

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 if 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. For more information reference Policy 227 Controlled Substance/Paraphernalia.

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. For more information reference Policy 218.1 Weapons.

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 jumpstart 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

Finals

Students will be provided a final schedule for the end of the year finals. Not all classes will be administered a final. For a student to be exempt from the final he/she must achieve at least 90% each marking period and at least a 93% average over all marking periods. Exemption from finals is at the discretion of the individual teachers.

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. For more information reference Policy 114 Gifted Services.

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. Illegal absences (Unexcused), will result in students receiving no credit for work assigned that day, including quizzes, tests, labs, homework, etc. assigned and/or scheduled for that day.

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 part of the student's English grade.

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.

Percent	Grade
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 distance learning 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.

For more information reference Policy 213 Assessment of Student Progress and Policy 214 Class Rank.

Note: Class rank will only be run at the semester break and after finals.

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. For more information reference Policy 112 Guidance Counseling.

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.

HALT! Bullying Prevention Program

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. In all cases the child should tell an adult at school and then an adult at home.

The junior and senior high school have implemented the HALT! Bullying Prevention Program (Olweus) and adopted the slogan H.I.V.E. where we have…"Honor & Integrity with a Vision of Excellence"

Ferndale Area Junior/Senior High School's Anti-Bullying Rules:

1. We will not bully others.
2. We will try to help others who are bullied.
3. We will try to include students who are left out.
4. If we know someone who is being bullied, we will tell an adult at school and an adult at home.

For more information contact the high school guidance counselors and reference Policy 249 Bullying/Cyberbullying and 248 Unlawful Harassment.

Harassment

The District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to

maintain an educational environment in which harassment in any form is not tolerated.

The District prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The District encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion. For more information reference Policy 248 Unlawful Harassment.

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. For more information reference Policy 247 Hazing.

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 7th & 8th Grade Students

In some cases, students are capable of advanced academic work. Students who complete high school courses during their 7th & 8th 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 8th grade year. Courses completed, but not included on the high school transcript, will require students to complete all graduation requirements during grades 9-12. For more information reference Policy 215 Promotion and Retention.

High School Course Completion by 9th through 12th Grade Students

Students in grades 9th through 12th 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. For more information reference Policy 215 Promotion and Retention.

Status	***Credits Completed***
Freshman	***Less than 6***
Sophomore	***6***
Junior	***12***
Senior	***18***
Graduate	***25***

Homebound Instruction

Homebound instruction is available to students who, with a physician and/or psychiatrist's excuse, are unable to physically 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. For more information reference Policy 117 Homebound Instruction.

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 district utilizes the One Call Now automated system to notify parents and students by phone. The following radio and television stations will also 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. For more information reference Policy 118 Independent Study.

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. For more information refer to Policy 220 Student Expression/Distribution and Posting of Materials.

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 can 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. For more information reference Policy 226 Locker Searches.

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. For more information reference Policy 210 Use of Medication.

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 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 and route 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 nonprescription medication during school hours, it will be administered by the school nurse under the following conditions:

1. Receipt of written request or authorization from parent or guardian and a physicians signature.

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 unopened 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 authorized staff will dispense medications of any kind without written permission from the parent/guardian and a physician.

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 administrators, 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 (pink eye, lice, etc.) 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. – 10:30 a.m.

Any medications not picked up by a parent at the end of the school year will be discarded.

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.

Progress Monitoring:

Parents and students have the ability to monitor current student grades at any time through accessing the MMS parent portal. Therefore, no progress reports will be mailed home at the mid-point of the marking period. Parents should regularly check grades to monitor student achievement throughout the grading periods. If you do not have access to a computer to monitor your child's grades online, or if you do not know how to access the MMS parent portal, please contact the Jr.-Sr. HS Office at 288-5757.

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.

Note: Printed report cards will be mailed home at the end of each nine week marking period

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.

Prom Junior/Senior

The location of the Prom is determined each year by the Junior Class officers. No less than four faculty supervisors plus one policeman in are required to be in attendance. STUDENTS MUST REMAIN INSIDE THE BUILDING AND AT THE DANCE FOR THE ENTIRE TIME. IF A STUDENT NEEDS TO LEAVE THE DANCE FOR AN EMERGENCY THE PARENT/GUARDIAN MUST APPEAR IN PERSON TO PICK UP HIS/HER CHILD AND HE OR SHE IS NOT PERMITTED TO RETURN TO THE DANCE. All decorations are to be removed by the Prom Committee at the conclusion of the Prom. Any bag brought to the Prom must be checked in at the door, can be picked up when the student leaves, and is subject to search. The Prom is for juniors and seniors; however, the junior or senior student may invite a guest. Guests must be in at least **NINTH GRADE** and under 21 years of age in order to be permitted to attend the prom. Students must register guests from outside the school with the administration prior to purchasing tickets for the Prom. All attendees to the Prom must be a student in good standing with no outstanding obligations.

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 Guidance Office.

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 10, **2011** 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

All dances are required to have no less than four faculty supervisors plus one policeman and custodian in attendance. STUDENTS MUST REMAIN INSIDE THE BUILDING AND AT THE DANCE FOR THE ENTIRE TIME. IF A STUDENT NEEDS TO LEAVE THE DANCE FOR AN EMERGENCY THE PARENT/GUARDIAN

MUST APPEAR IN PERSON TO PICK UP HIS/HER CHILD AND HE OR SHE IS NOT PERMITTED TO RETURN TO THE DANCE. Clubs and organizations are to remove all decorations at the conclusion of the dance and restore the 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. Any bags brought to the dance are subject to search. Students must be in at least **SEVENTH GRADE** and under 21 years of age in order to be permitted to attend the dance (except Prom; see Prom requirements). Students must register guests from outside the school with the administration prior to the dance. All attendees to dances must be students in good standing with no outstanding obligations.

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. For more information reference Policy 248 Unlawful Harassment.

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. For more information reference Policy 220 Student Expression/Distribution and Posting of Materials.

Student Assistance Program – "*BEE 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. For more information reference Policy 236 Student Assistance Program.

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. For more information reference Policy 211 Student Accident Insurance.

Student Records

A copy of the Student Records Policy 216 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. For more information reference Policy 226.1 Student Searches.

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 **to school or** 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 **can talk with the student and/or** parent/guardian to inform them 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. For each unexcused tardy after the **third (3rd)**, 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.

NOTE: After 10 tardies to school, students will be required to produce medical evidence for any future tardies.

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:

Name of Test	Grade	Objective
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	7-11	Progress/Achievement
ACT/SAT	11,12	College Admissions Test
ASVAB (Armed Services Vocational Aptitude Test, Aptitude Battery)	11,12	Scores in aptitude & provide composite area
College Boards	11,12	College Admissions Test
PSAT/NMSQT	10,11,12	Preliminary Scholastic Aptitude Test/National Merit Qualifying Test

Tobacco Use Policy

In accordance with Act 128 of 2000 and Title 22 of the School Law Code, the school district **will** 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. For more information reference Policy 222 Tobacco Use/Possession.

Transfer Students

A student who transfers from another district should register as soon as possible. Proof of age, immunization records, parental registration statement, home language survey, and proof of residency must be presented at the time of the child's registration at the high school office for grades 7-12. Additionally guidance counselors may request transfer cards from his/her former district, disciplinary history and attendance history.

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. Students are required to ride the bus to and from all school sponsored activities unless prior approval from administration is obtained. For more information reference Policy 810 Transportation.

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. For more information reference Policy 907 School Visitors.

Career and Technical Center (CTC)

Counselors will make announcements over the PA system concerning the availability of CTC applications. It is the student's

responsibility of initiating their request to the guidance counselors, who will inform the principal. Application packets for CTC 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 Career and Technical Center 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 Career and Technical Center (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 GJCTC. Students scheduled for GJCTC **MUST** satisfy all outstanding obligations and complete graduation requirements of Ferndale Area High School.

Students are required to ride the bus to and from the Greater Johnstown Career and Technology Center unless prior approval from FAHS administration and GJCTC is obtained. For more information reference Policy 115 Vocational Technical Education.

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.

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 change to tackle the problem first.

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.

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.

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

All District Policies can be found in their entirety on the district website at http://www.fasdk12.org/dispolicies.htm

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
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
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.

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, extracurricular or athletic programs resulting from violations of this policy.

Students participating in extracurricular 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 an extracurricular 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 **will** 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.

248. UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

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

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Business Manager as the district’s Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

All students will be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

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

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the

incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Discipline Code, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

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

249. BULLYING/CYBERBULLYING

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

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

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

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

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

District administration shall annually provide the following information

with the Safe School Report:

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

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

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

Education

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

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

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

Annual Public Notice of Child Find and Special Education Services

School districts are required by the Individuals With Disabilities in Education Act (IDEA 2004) 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
*Orthopedic Impairment due to chronic or acute health problems
*Speech and language impairment
*Visual impairment including blindness
*Deaf-blindness
*Traumatic Brain Injury
*Developmental Delay
*Other health impairment

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. When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Parents who think their child is exceptional may also request that the school district conduct an evaluation.

Evaluation is defined as 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. This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals.

An IEP team develops a written Individualized Education Plan (IEP) based on the evaluation results. The plan is called an IEP. 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. For more information regarding the special education process, please contact Ms. Jessica Maxwell, Coordination of Special Education Services at 539-6160 or jmaxwell@fasdk12.org.

Gaskin Settlement Agreement

The Gaskin Settlement Agreement is a formal resolution between the

Pennsylvania Department of Education (PDE) and a group of families and advocacy organizations who filed a class-action lawsuit against PDE on behalf of a group of children with disabilities in 1994. The goal of the settlement is to ensure that Individualized Education Program (IEP) teams determine whether the goals in a student's IEP can be implemented in the general education classroom with supplementary aids and services before considering a more restrictive placement. The activities agreed to in the Settlement Agreement are designed to increase the capacity of school districts to provide appropriate specially designed instruction, related services, supplementary aids and services, and support to students with disabilities placed in general education classrooms. The agreement does not change an individual student's program, placement, or IEP. Only the IEP team can make such modifications.

In the Settlement Agreement, PDE agreed to make systemic changes pursuant to its general supervisory role over special education, including the following:

- Developing display materials for all public schools showing all children are welcome.
- Providing increased professional development for teachers and other school personnel.
- Expanding information and training that supports parents of children with disabilities.
- Ensuring that IEP teams determine the appropriateness of implementing IEP goals in general education classrooms with supplementary aids and services.
- Providing a single IEP for a student with a disability who also qualifies for gifted support.
- Modifying portions of the IEP or annotated IEP to provide more information related to students participating in general education.
- Clarifying complaint resolution and investigation procedures.
- Monitoring of Least Restrictive Environment (LRE) requirements to ensure that districts comply with federal and state laws related to student placement.
- Establishing a Least Restrictive Environment advisory panel of parents, advocates, and educators to review system-wide progress in the delivery of instruction to students with disabilities in general education classrooms.

View the entire Settlement Agreement at www.pde.state.pa.us/special_edu/lib/special_edu/Settlement_Agreement.pdf

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
2011-2012

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 9, 2011**. Students will NOT be issued lockers or locks until the signature page, Internet Agreement, Health Forms, and Emergency Card are returned to the school.

_____

Student Name (print) _____

Student Signature: _____

Parent Name (print): _____

Parent Signature: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Date: _____

_____

(for Office Use Only)

Homeroom Teacher: _____

Date Received: _____ Locker #: _____ Lock #: _____