

TUSSEY MOUNTAIN ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK 2023-2024



"The continuing mission of the Tussey Mountain School District is to provide a safe, stimulating and challenging environment where every person has an equal opportunity to attain the knowledge and skills necessary to become lifelong learners who contribute positively to society."

TUSSEY MOUNTAIN SCHOOL DISTRICT CONTACT INFORMATION



TUSSEY MOUNTAIN SCHOOL DISTRICT WEBSITE:

www.tmsd.net

Parents can view their child's grades by clicking on the "Sapphire" link.

Policies referenced in this handbook may be found in their entirety by accessing the district's website at www.tmsd.net, clicking on "district information" and then the "Board Policies" link.

TUSSEY MOUNTAIN SCHOOL DISTRICT PHONE NUMBERS

Tussey Mountain Elementary School

Phone: (814) 635-2934

Fax: (814) 635-3184

Tussey Mountain High School

Phone: (814) 635-2975

Fax: (814) 635-3713

Superintendent's Office

Phone: (814) 635-3670

Fax: (814) 635-3928



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ABOUT THE TUSSEY MOUNTAIN SCHOOL DISTRICT

PURPOSE

The purpose of this handbook is to provide information to parents and interested community members regarding the rules, regulations and functioning of the Tussey Mountain School District.

Dear Parents/Guardians:

The Tussey Mountain Board of Education and administration desires to provide the best possible education for the students of our district. To help with these efforts, we solicit the cooperation and support of parents and residents of the school district. Parents must be informed of school policies and procedures that affect their child in order that the school can operate efficiently and effectively. Included in this handbook are some of these policies and procedures.

MISSION STATEMENT

The continuing mission of the Tussey Mountain School District is to provide a safe, stimulating and challenging environment where every person has an equal opportunity to attain the knowledge and skills necessary to become lifelong learners who contribute positively to society.

THE VISION

United in purpose and working together, we create an outstanding environment where all children and teachers are excited to come to school, learn, and strive for excellence.

NON-DISCRIMINATION POLICY

It is the policy of the Tussey Mountain School District, Bedford and Huntingdon Counties, Pennsylvania, not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, national origin, handicap, gender, or age in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and Section 504 of the Rehabilitation Act of 1973. For information concerning rights or grievance procedures, contact the Title IX/Section 504 Coordinator: Mr. Jerry Shoemaker, Director of Education, Tussey Mountain School District, Saxton, PA 16678. Phone: (814) 635-3670.

BOARD OF EDUCATION

An elected Board of Education, as prescribed by state law, is responsible for the educational system. The School Board formulates policy and grants to a Superintendent of Schools the administrative and executive powers to execute policy. Public meetings of the Board of Education are held at **7:00 p.m.** on the third Monday of each month in the Board Room of the Tussey Mountain High School, unless otherwise specified. Residents are urged to attend meetings in an effort to be better informed about the district.

BOARD OF EDUCATION MEMBERS:

Harry Watkins, President
Jon Baughman, Vice President
Adam Baker
David McDonald
Amy Melius
Chad Myers
Brad Sheeder
Josh Wakefield
Jennifer Zimmerman

ADMINISTRATION AND TEACHING STAFF

The Tussey Mountain School District maintains and operates an educational program (Pre-K to 12) with a population of approximately 1000 students. The district educational program meets requirements mandated by the State Board of Education and the local Board of Education. Additionally, in accordance with district philosophy, the program reflects an extended effort to provide for all students a range of curricular and extra-curricular opportunities.

An administrative staff, headed by the Superintendent of Schools, implements the educational efforts of the total school district. A professional staff of approximately 80 is directly involved in the instructional phase of the program. Specialized professional personnel are available within the district to provide library, guidance, health, and other related services. Additionally, the resources of Intermediate Unit 08 provide other educational services to the district.

ADMINISTRATION

Superintendent of Schools	Dr. Jerry Shoemake
Director of Education	Denelle Diehl
Senior High Principal	Matt McCahan
Middle School Principal	Davina Wieczorek
Elementary Principal	Wayland Heath
School Psychologist	Jacque Hummel

TEACHING STAFF

Preschool	Dorian Morse
Kindergarten	Lysbeth Allison
Kindergarten	Kirsten Ebersole
Kindergarten	Stephanie Horton
Kindergarten	Jamie Villa
First Grade	Lindsey Corrigan
First Grade	Danielle Lynn
First Grade	Christina Watkins
Second Grade	Mike Angelo
Second Grade	Autumn Lambing
Second Grade	Christine Leonard
Second Grade	Cheri Mykut
Third Grade	Shanda Keith
Third Grade	Melody McConnell
Third Grade	Pam McDonald

Third Grade	Jessica Shively
Fourth Grade	Shauna Donovan
Fourth Grade	Maryah Lingenfelter
Fourth Grade	Jessica Little
Fourth Grade	Bradley Morse
Learning Support	Bonnie Barton
Math Intervention	Angie Husick
Reading Specialist	Melanie Baer
Reading Specialist	Morgan Stoudnour
Nurse	Jen Akers
Speech	Carrie Kichman
Art	Tracey Williams
Music	Corina Taylor
Physical Education	Tanner Snyder
STEM	Jennifer Treece
Gifted Support	Sonya Browell
Guidance Counselor	Steve Long
Social Worker	Robin Neville

IN LOCO PARENTIS: Section 1317 of the Pennsylvania Code states that "every teacher, vice-principal, and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

SCHOOL CALENDAR 2023-2024

August 21, 2023	Teacher Inservice / Professional Development Day
August 22, 2023	Teacher Inservice / Professional Development Day
August 23, 2023	First Student Day
September 4, 2023	Labor Day (No School)
October 9, 2023	Professional Development Day (No School for students)
October 26, 2023	End of First Marking Period
October 27, 2023	Early Dismissal
November 9, 2023	Act 80 Day (No School for students)
November 10, 2023	Veteran's Day No School
November 22-24, 2023	Thanksgiving Break(No School)
November 27, 2023	Deer Season (No School)
December 22-29, 2023	Christmas Break (No School)
January 1, 2024	New Year's Day (No School)
January 15, 2024	Martin Luther King Jr. Day (Make-Up Day)
January 16, 2024	End of Second Nine Weeks
January 19, 2024	Early Dismissal
January 26, 2024	Professional Development Day
February 16, 2024	Act 80 Day No School
February 19, 2024	President's Day No School (Make-Up Day)
March 21, 2024	End of Third Marking Period
March 22, 2024	Early Dismissal
March 28, 2024	Spring Break No School (Make-Up Day)
March 29, 2025	Good Friday No School
April 1, 2024	Spring Break (Make-Up Day)
May 27, 2024	Memorial Day
May 29, 2024	Last Student Day- Early Dismissal

It should be noted that the Tussey Mountain School Board may adjust the school calendar over the course of the school year. All dates listed as make up days may be used as such depending upon the circumstances at the time based upon the type of weather and/or other emergencies that the district may experience. It may be necessary depending upon circumstances for the Board to add days to the calendar, along with or instead of using some days that are listed as make up days.

AFFIDAVIT OF RESIDENCE

If a student resides with you and is not your natural son or daughter, an Affidavit of Residence Form must be filled out each year prior to the first day of school.

ATTENDANCE - A COOPERATIVE EFFORT

The benefits that students accrue as a result of the educational process are, in part, predicated on attendance. The school district acknowledges its responsibility to provide a meaningful education for all students and respectfully requests that parents and students cooperate with the schools with regard to the attendance policy. Certainly, it is recognized that there are situations that will cause students to arrive late to school or to request early dismissal. However, these situations should be minimized, so as to avoid any unnecessary disruption to the learning process.

Parents should be aware that no student will be excused to leave school with anyone except a parent/guardian. Exceptions will be made only if the parent/guardian specifies in writing or contacts the office by telephone to authorize another person. Notes are encouraged; phone calls are discouraged except in cases of emergencies.

ELEMENTARY POLICY ON STUDENT ABSENTEEISM

A parental excuse is required for any day's absence to a total of TEN (10) days absence throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of TEN (10) days of parental excuses. Parents may provide excuses for the following reasons: student illness, death of immediate family member, family emergencies, and other extenuating circumstances. EXCUSES RECEIVED MORE THAN THREE (3) SCHOOL DAYS AFTER AN ABSENCE ARE CONSIDERED UNLAWFUL AND/OR ILLEGAL.

After FIVE days of absence, a FIVE-DAY letter will be sent to parents to inform them of the situation. Following the accumulation of TEN days with parental excuses, a written notice will be sent to the parents stating the need for a written doctor's excuse for each day's absence from that time until the end of the school year.

After THREE (3) unexcused/unlawful absences have been accumulated by the student, a School Attendance Improvement Conference will be scheduled. If unexcused absences continue to accumulate after the School Attendance Improvement Conference is held, the District Magistrate will be notified and the

parent/guardian could be subject to a fine.

TARDY / ABSENCE GUIDELINES

• 8:10 AM	Student Starting Time
• 8:11 AM - 10:15 AM Arrival	Tardy
• 10:16 AM -11:30 AM Arrival	Absent One-Half Day
• 11:31 AM - 1:30 PM Departure	Absent One-Half Day
• 1:31 – 2:49 PM Departure	Early Dismissal

TARDY ABSENCE

A child may be tardy 3 times during the school year without a doctor's excuse; however, on the 4th occasion and with each occurrence thereafter, the tardy absence will be counted as unlawful. Unlawful tardy minutes will accumulate toward full days of unlawful absence. Unlawful absences will be referred to the district magistrate according to the elementary policy on absenteeism, in which parents/guardians could be subject to a fine.

EARLY DISMISSAL

When a child is permitted to leave school early, there is a disruption to the educational process. Therefore, we encourage appointments to be made for late afternoons or Saturday when possible. A child may be dismissed early 5 times per school year without a doctor's excuse. On the 6th early dismissal (with no doctor's excuse) of the school year, the early dismissal will be counted as unlawful. Unlawful early dismissal minutes will accumulate toward full days of unlawful absence. Unlawful absences will be referred to the district magistrate according to the elementary policy on absenteeism, in which parents/guardians are subject to a fine.

It is very important for the parent(s)/guardian(s) to send/return excuse(s) on the day a child returns to school from any type of absence. If you have any questions or concerns on the above, please talk to the elementary principal or your child's classroom teacher.

BACKPACKS / BAGS

The Tussey Mountain School District prohibits the carrying and use of backpacks or items similar in nature in hallways, classrooms or any other area of the Tussey Mountain Schools during the school day, and while participating in or attending after-school activities. This includes athletic events and dances. Prior to the beginning of the school day, before homeroom period, students must store backpacks and similar items in their assigned locker or designated storage area.

Backpacks or items similar in nature can pose potential tripping hazards when removed and placed, as they often are, on floors. Occasionally, they may also be misused to carry and conceal drugs, alcohol, weapons, tobacco products, etc. This makes for a potentially dangerous situation for the school at large. Accordingly, this policy is intended to achieve a safer school environment for all.

BULLYING

The Tussey Mountain School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence, **loss of instructional time and prevent students from learning or developing additional skills.** Therefore, the school district strives to offer all students an educational environment free from bullying.

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

Definition:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying includes unwelcome intentional electronic, verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. **Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or with their social-emotional development.**

The term **bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on and/or outside the school setting or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property on school-sponsored events.

Bullying Education

The district has developed bullying prevention and intervention programs that include group instruction and lessons with the guidance counselors; individual counseling sessions; media materials, books, etc., accompanied by group discussion; student assistance team interventions; and formal education programs. In addition, other programs will be considered and implemented that provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying

Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, the district web site tip line, building principal, or other school employees supervising school-sponsored activities. Parent/ Guardians may contact teachers or the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal or designee

Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians, school employees, or bus drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to better understand the facts surrounding a reported incident.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling (**Guidance Counselor, School Psychologist, Site-based Private Counselor, etc.**), a parental conference, detention, suspension, expulsion, loss of school privileges and/or exclusion from school-sponsored activities.

Interplay with Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under the other school district policies or student disciplinary rules.

References:

www.stopbullying.gov

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

State Board of Education Regulations – 22 PA Code Sec. 12.3

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Board Policy – 218, 233, 248

BUS TRANSPORTATION

BUS ROUTES

Routes are carefully planned to provide safe transportation for each student. If there are any questions or concerns regarding transportation, please contact Transportation Clerk, Mrs. Emily Mervin at 635-3670.

BUS REGULATIONS

Riding the school bus is a privilege, which may be denied if a student does not conduct herself/himself properly. When a bus incident is reported to the administration, the parent will receive a bus conduct report form, which indicates the nature of the incident and the action taken. Depending upon the severity and the frequency of the offense(s), students may be warned or suspended from bus riding privileges and the infraction dealt with according to the discipline policy. Below is a listing of some rules that students are expected to follow:

- Observe the same conduct as in the classroom.
- Do not smoke/use or possess tobacco.
- Be courteous, using no profane language.
- Do not be destructive.
- Do not eat or drink on the bus.
- Stay in your seat.
- Keep the bus clean.
- Keep head, hands and feet inside the bus.
- Cooperate with the driver.
- Bus driver is authorized to assign seats.

Parents are required to provide a written note to the office of the building principal if the child is not to return home via the assigned bus on a given day. Written notes are encouraged and phone calls are discouraged except in cases of emergencies. **SURVEILLANCE CAMERAS MAY BE UTILIZED ON EACH DISTRICT BUS.**

BUS DEPARTURE TIMES

Buses will depart the elementary school at various times between 2:50 PM and 3:10 PM.

BUS CHANGES

When a student has a bus or bus stop change, a note should be sent to the child's teacher on or prior to the day of the change. For safety reasons, a note is

preferred over a phone call. Phone calls will be accepted in cases of emergency.

BUS ZONES

There will be **no parking for any reason** in the bus zones at the elementary school during posted times. Please use the designated parking areas and follow the arrival/dismissal procedures in place for dropping off or picking up students. Please be considerate of local residents and private driveways.

CAFETERIA AND FOOD SERVICE

The Tussey Mountain School district cafeterias utilize a POS (Point of Sale) System at all locations. Confidentiality of paid/free/reduced student meals is excellent. Accountability of student purchases/payments and balances has never been more accessible. You may check and manage your child's cafeteria account at www.schoolcafe.com Student cafeteria accounts should always have a positive balance. No ala carte charges will be permitted unless there is money in the account. Payments are preferred by check rather than cash and are to be in a cafeteria envelope or an envelope with the following information on the outside: (1. student name, 2. amount enclosed, 3. date, 4. grade level of student.)

Questions concerning the cafeteria accounts should be directed to the Cafeteria Secretary at the high school (635-2975 ext. 1189). Other Questions concerning menus, cafeteria operations, etc. should be directed to the Head cook or the Food Service director.

Meals served in the school cafeterias meet the nutritional standards as required by Hunger-Free Kids Act and the U.S. Department of Agriculture.

Breakfast Prices:	\$ 1.35
Lunch Prices:	\$ 2.50
Reduced Breakfast	\$ 0.30
Reduced Lunch	\$ 0.40
Milk	\$ 0.70

FREE / REDUCED MEALS

Applications for Free and Reduced Meals are available at each elementary school or you can print an application by visiting the school website at www.tmsd.net. You can also apply for free or reduced price meals online by going to the COMPASS website at www.compass.state.pa.us. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application. Please contact the Tussey Mountain School District Cafeteria Office at 635-2975, ext 1189 if you have any questions.

Free and Reduced Meal Applications must be renewed and submitted each school year.

CAFETERIA ACCOUNTS

MANAGE YOUR CHILD'S CAFETERIA ACCOUNT ONLINE

Balance, activity and payment information is available online at www.schoolcafe.com

You must log on to www.schoolcafe.com and register in order to view or manage your child/children's account(s). Information is updated each day at midnight. Please keep in mind that charges/payments will not be available for viewing until the following day.

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones/electronic devices must be turned off, kept off, and kept out of sight. The Tussey Mountain School District will not be liable for stolen cellular phones or electronic devices.

If a student is found in violation of this policy, the cellular phone/electronic device will be confiscated, taken to the office, and kept until retrieved by the student's parent/guardian. The student will also be disciplined according to the discipline policy outlined in the student/parent handbook.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents and guardians must notify the schools immediately of any change in address or phone number. Unlisted phone numbers will be kept confidentially on emergency cards. The schools must be made aware of any change to be made on emergency cards immediately. All addresses should include "911" Address to insure delivery of correspondence.

CLASSROOM ASSIGNMENTS

Parental requests for specific teachers and classrooms will not be accepted. This is due to the fact that it is impossible to honor every request that is received. The teachers have a good understanding of the students that they work with each day and they use their professional judgment to assign students to classrooms for the next school year. They take into consideration personalities of students, assessments done throughout the school year, student behavior, and student dynamics when assigning students to classrooms.

Chromebooks

- The Chromebook issued to you is the property of Tussey Mountain School District.
- The Chromebook is made available to you as a tool for learning
- The student's Chromebook is assigned specifically to them and MUST be returned to the school district upon the completion of the school year or if a student withdraws from the district
- Students are not permitted to alter the configuration or functionality of the Chromebook, or tamper with the management profiles/setting in any way. THIS IS ESSENTIAL FOR DEVICE SECURITY
- Chromebook use must follow the TMSD Care of School Property Policy (Section 200 Code 224) and Electronic Devices Policy (Section 200 Code 237)
- Student Chromebook communication must be in accordance with the Tussey Mountain School District Bullying and Cyberbullying Policy (Section 200 Code 249)
- The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student
- Parents should monitor the use of the Chromebook at home to ensure that its primary function is academic and that students are completing assigned work.

Failure to follow the TMSD Chromebook guidelines will result in:

- Loss of Chromebook privileges because of inappropriate behavior
- Consequences in accordance with the severity of offense as outlined in the Tussey Mountain Student Handbook and District Policies.
- Financial responsibility for damage, neglect, or avoidable loss to any District issued Chromebook or Chromebook power cord. **Parent/Guardians will be charged a fee equal to the amount incurred by the district.**

CURRICULUM

Kindergarten - The school district currently operates a full day kindergarten program. The major thrust of the program is to provide introductory learning experiences for children that will promote positive self-concepts and readiness for skill involvement and development in the primary years. A child who is five years of age on or before September 1 is eligible to enter kindergarten.

Primary - Grades 1-2 - The learning activities of the primary grades are designed to introduce basic skills and concepts on a simple to a more complex continuum. Skills and concepts are introduced in the areas of reading, mathematics, and related areas. Classroom activities emphasize approaches that utilize individual and group learning experiences. Music, art, library and physical education are also essential experiences for children. The learning environment presented at the primary level represents a concern for skill and concept development, motivation, self-concept and interest in learning.

Intermediate - Grades 3-4 - The intermediate program emphasizes the extension of skill and concept development and provides a variety of learning experiences appropriate to students on each grade level. A balanced program of both individual and group activities is provided through staff planning and implementation. Reading and mathematics continue to be emphasized. Science, social studies, and language arts are extended areas of student learning. Activities and experiences attempt to stimulate positive attitudes toward self and the learning process.

CUSTODY DOCUMENTATION

Any custody documentation and changes must be filed with the district.

DISCIPLINE

BEHAVIORAL POLICIES

Pursuant to the Pennsylvania School Code - Section 1317, the Tussey Mountain School District has the right to exercise parental authority over students for reasons of behavior and conduct. This authority extends to the time of attendance including time going to and from home.

Use of Corporal Punishment Prohibited

In March 2004, the State Board of Education revised the Chapter 12 regulations prohibiting the use of corporal punishment. Reasonable force may be used by teachers and school authorities under the following circumstances: to quell a

disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Out-of-School Suspension/Expulsions

The Tussey Mountain School District believes that out-of-school suspensions/expulsions from school on a temporary or permanent basis should be exercised only as a last resort. A student may be expelled or excluded from school when the actions of that student are:

- A threat to the health, safety, welfare or morals of the student body, staff or faculty;
- Representative of chronic disciplinary problems;
- In constant violation of attendance law and/or district policy.

Expulsion/Exclusion of Exceptional Students

The Tussey Mountain School District believes that at times an exceptional student may need to be excluded or expelled from school on a temporary or permanent basis. When expulsion or exclusion is deemed appropriate, the school district will adhere to the due process procedures for exceptional students as outlined in Chapter 14: State Regulations for Special Education. These procedures are as follows:

1. In/Out of School Suspension (1 to 10 consecutive days):
 - A. For intellectually disabled students, this is considered a change in placement. This will require a multi-disciplinary and NOREP evaluation and/or the right to a hearing.
 - B. All other exceptional students (excluding intellectually disabled) will follow the same procedures as non-handicapped students.
2. In/Out of School Suspension (more than 10 consecutive days or more than 15 cumulative days):
 - A. For intellectually disabled student, the same procedures will be followed as for a 1 to 10 day suspension unless the student is clearly dangerous to himself or others. In this case, an emergency approval will be sought from the Department of Education or a preliminary injunction from the court.
 - B. For all other exceptional students (excluding intellectually disabled students) this is considered a change in placement. This will require a multi-disciplinary and NOREP evaluation and/or the right to a hearing. If the student is clearly dangerous to himself or others, the same procedures that are utilized for an intellectually disabled student would

be followed.

3. Expulsion: Expulsion is also considered a change in placement, which requires full special education procedures. This may include a multi-disciplinary and NOREP evaluation and/or a hearing. If expulsion is utilized, the school district must provide an alternative education program for the student up to the age of 21 or until the student withdraws from the school district.

DISCIPLINE CODE

Discipline is a broad term that means different things to different people.

Webster's Dictionary defines discipline as:

- Training that develops self-control or orderliness;
- Control to enforce obedience;
- The result of such training or control, which produces orderly conduct and obedience;
- A system of rules that prevents as well as corrects unacceptable behavior.

We believe that all of the above definitions will be acceptable for our discipline code. We believe that a written discipline code is necessary so that students, teachers, and parents know the expectations for student behavior. A written discipline code not only communicates student behavior expectations, but it also communicates that justice and fairness are the basis for the philosophy of the discipline code.

Objectives:

- To provide a safe, clean, orderly environment where students can learn and achieve at their highest level of potential.
- To provide fair and impartial treatment for all students, and to recognize individual differences in students.
- To have the involvement of students, teachers and parents in discipline.
- To communicate the idea that discipline is the first ingredient in the academic, physical, and moral education of the student.
- To encourage students to be responsible for their actions and to hold them accountable for unacceptable behavior.
- To provide a discipline policy in which the seriousness of penalties/punishments increases as offenses are repeated or misconduct escalates.
- To use discipline to modify unacceptable behavior in our school.
- To keep parents informed of discipline problems.

ELEMENTARY STUDENT DISCIPLINARY PROCEDURES

One of the goals in the district's elementary department is to provide a positive and healthy educational environment where students can feel safe and are ready to learn. In an endeavor to help children learn right from wrong, self-respect, and have them take responsibility for their actions, the Discipline Code has been modified. Parents will be notified in all cases where there is a discipline referral. Students are expected to be safe, respectful and follow school policies. Once a student acquires seven (7) discipline referrals, an out-of-school suspension may be assigned. If a pattern of misbehavior continues, students can be recommended for placement in an alternative education setting.

As part of the elementary discipline procedures, a conduct system is in place. Every student will receive 100 points at the beginning of the school year. Every time a student receives a discipline referral, they will lose the appropriate number of conduct points. Once a child has lost **15 points**, he/she will not be allowed to participate in the Track and Field or similar events. If the student has lost a total of **20 points**, that student will not be allowed to attend the field trip or similar events. Students can earn back points by going above and beyond to help the school culture and climate. These points will be given in increments of 1 point. Parents will receive notification on the discipline referral as to the number of conduct points lost.

LEVEL I OFFENSES

(Loss of 2 Conduct Points per incident)

1. Loud behavior in the halls/restroom/etc.
2. Wearing head coverings in the building
3. Unauthorized eating/drinking in the building
4. Unauthorized use of electronic devices
5. Classroom disruptions
6. Incomplete homework
7. Roughhousing
8. Inappropriate conduct
9. Inappropriate clothing

LEVEL I CONSEQUENCES

- .Administration Conference/warning
- Loss of one recess
- Loss of two recesses
- Loss of three recesses
- Lunch/breakfast detention
- Community service (clean an area)
- After school detention (ASD)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

LEVEL II OFFENSES

(Loss of 3 Conduct Points per incident)

1. Throwing objects

- Loss of two recesses

2. Disrespectful or defiant behavior
3. Inappropriate language
4. Lying
5. Cheating
6. Cafeteria misconduct
7. Physical Contact

Loss of three recesses
 Community Service (clean an area)
 Breakfast/Lunch detentions
 After school detentions (ASD)
 In-school suspension (ISS)
 Loss of track and field or similar event
 Loss of field trip or similar event
 Placement in an alternative ed. setting
 Out-of-school suspension

LEVEL III OFFENSES

(Loss of 4 Conduct Points per incident)

1. Bullying
2. Endangering the safety/welfare of
 self and/or others
3. Forgery
4. Stealing

LEVEL III CONSEQUENCES

After school detentions (ASD)
 Community service (clean an area)
 In-school suspension (ISS)
 Loss of track and field or similar event
 Loss of field trip or similar event
 Placement in an alternative ed. setting
 Out-of-school suspension

LEVEL IV OFFENSES

(Loss of 5 Conduct Points per incident)

1. Fighting
2. Possession of tobacco
3. Possession of controlled substance(s)
4. Possession of dangerous objects
 (matches, knives, etc)
5. Threatening statements
6. Vandalizing/damaging school property
7. Possessing real or look-alike weapons
8. Inappropriate websites or materials
9. Sexual Harassment

LEVEL IV CONSEQUENCES

Loss of privileges
 Out-of-school suspension (OSS)
 Restitution
 Notification of police
 Expulsion
 Placement in an alternative ed. setting

BUS MISCONDUCT

(Loss of 2 Conduct Points per incident)

1. Inappropriate conduct

CONSEQUENCES

Administrative Conference/Warning

2. Distraction of driver
3. Throwing objects
4. Rude/disrespectful behavior
5. Vandalizing/damaging bus or property
6. Throwing objects out bus window

Assigned seat
Loss of recess (one or more)
In-school suspension (ISS)
Loss of bus privileges
After-School Detention
Restitution
Out-of-school suspension (OSS)
Notification of police

IN-SCHOOL SUSPENSION (ISS)/OUT OF SCHOOL SUSPENSION

At the discretion of the Principal, repeated offenses could warrant in-school or out-of-school suspension.

ELEMENTARY DETENTION

Elementary detention will be assigned by the Elementary Principal from approximately 3:15 - 4:15 p.m. in accordance with the Elementary Discipline Policy. Parents are responsible for picking up the student after the assigned detention.

EXPULSION

Expulsion is the exclusion from school by the board of education for a period of more than ten (10) days. This also may include a permanent expulsion from the school rolls. All expulsions require a prior formal board hearing. Parents or the school district have the right to request an informal hearing prior to the formal board hearing. In the event a student is expelled for an entire school year, it will be the responsibility of the parents to provide an educational program for their student. If the parent is unable to provide such a program after 30 days, they will notify the superintendent, in writing, of their inability to do so. At that time, the school district shall provide an educational program for the duration of the expulsion or until the student is no longer of mandatory school age, whichever comes first.

Once the expulsion is completed, a meeting will take place between the school administration and the parents before the student re-enters school.

DISCIPLINE - INFRACTIONS AT THE END OF YEAR

Penalties/Punishments will be carried over from one school year to the next, if necessary. Any penalties/punishments incurred during the end of one school year will start or be completed during the next school year. Summer detention may be scheduled.

TERRORISTIC THREATS/ACTS

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

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

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

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

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. The Superintendent shall be responsible for developing administrative procedures to implement this policy.

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

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
- 4. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon returning to school, the student shall be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply**

with the Individuals with Disabilities Education Act and follow Board policy.

DOG SEARCH

Dog Search - As part of a "drug free" school, Law Enforcement Agencies may bring dogs into the school to determine the presence of illegal substances.

DRESS CODE

Students of the Tussey Mountain School District are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the educational process. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Students are expected to abide by this dress code upon arrival to the school building through the defined ending of the school day. The requirements include, but are not limited to:

Definitions:

- Cleavage Area: An area between the breasts exposed by a low-cut neckline.
- Skorts: Shorts with a skirt-like overlay.
- Midriff Area: An area between the chest and the abdomen.

Head Coverings:

- Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw attention to the wearer or detract from the educational process are not acceptable.
- Hats and/or head coverings of any kind, including bandanas, HEADBANDS and visors, shall not be worn in the school building unless approved for religious or medical reasons.
- Certain headbands, scrunchies, etc. which are used to hold hair in place and do not cover the entire head are permitted.

Skirts/Shorts/Skorts/Pants:

- Skirts, shorts, and skorts should not be excessively short (Should not be shorter than the length of the longest finger when arms are relaxed.)
- Pants shall cover undergarments at all times.
- Pants shall not be excessively long as to drag on the floor.
- Pants, shorts, and skorts shall not have holes any higher than finger tip length.
- Pants must have waists that are sufficiently fitting to keep from sliding down the student's hips. If pants are too baggy, a belt must be worn.

Shirts:

- Shirts must cover the entire back (i.e. no cutout backs, no shirts that tie in the back).

- Bare midriffs, tube tops, or halter-tops are prohibited, including tops or blouses that show the midriff when arms are raised above the head.
- Undergarments must be covered.
- See-through shirts are not permitted.
- Shirts shall fit modestly so that the cleavage area is covered. Two female staff members will serve as matrons and will be the arbiters of appropriateness.
- Sleeveless shirts must end at the shoulders edge (i.e. no tank tops).
- Shirts with holes are not permitted.

Shoes:

- No bedroom slippers shall be worn.
- Students are not permitted to go barefoot.
- No shoes with inline skates (i.e. shoes with wheels, Heelys).
- FLIP FLOPS ARE DISCOURAGED FOR THE FOLLOWING REASONS:
 - Flip Flops break very easily leaving the student barefoot.
 - Students could get injured easily while playing or could get feet stepped on.

Other:

- No pajamas or pajama-like clothing is permitted.
- Clothing that may be used as a weapon may not be worn (i.e. items with spikes or studs, chains, straps, rope, steel-toed boots, etc.).
- No mutilated, cutout, or ragged clothing shall be worn.
- Clothing shall not convey messages that express hate, racial slurs, or sexual harassment.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying “double meaning” involving sexual innuendo, tobacco, alcohol, or drug use.
- The American flag shall not be displayed in any way that is disrespectful.
- No foul expressions with possible vulgar connotations are permitted. Drug or alcohol related drawings or expressions shall not be permitted on clothing or accessories.
- No gloves may be worn during school hours.
- Piercings that are judged to be a safety concern shall be removed or covered.

Violations: A student wearing questionable clothing will be referred to a principal. If clothing is deemed inappropriate by the principal, the student will be asked to change or remove the item. Should the student not be able to change or remove the item, the school may provide necessary clothing. Any student not

complying with the direction of the principal may be considered insubordinate and subject to appropriate administrative action. In the event of a conflict, students and parents will be afforded due process. Request for exceptions to the dress code for religious or medical reasons or for the purpose of school-sponsored events are up to the discretion of the building principal.

EDUCATIONAL TRIPS DURING THE SCHOOL YEAR

District officials ask that if parents are going to take their children on educational trips during the school year that they attempt to schedule the trips during the days school is not in session. Should this not be possible, the parent will need to complete an educational field trip request form seeking approval for the student's release from school to go on a trip of an educational nature.

It is recommended that all requests be submitted at least five (5) days in advance of the trip and be **limited to five (5) school days per year.** This will provide sufficient time for the student's teachers to prepare alternate assignments/homework to cover the days of absence.

Parents are encouraged not to schedule trips during PSSA Testing or during the last ten days of the school year. **Approved Educational Field Trips count toward parental excused absences.** Students may be required to provide a summary of their educational field trip experiences.

Failure to gain prior approval from the principal could result in the absence being recorded as unlawful. The administration reserves the right to deny educational trips to students who have failing grades or poor attendance records.

ELEMENTARY STUDENT ASSISTANCE PROGRAM

ESAP (Elementary Student Assistance Program) – Tussey Mountain Elementary School has established a student assistance program called ESAP. The purpose of this state-endorsed program is to assist school personnel and parents to identify issues, which pose a barrier to students' learning and school success. The goal of the program is to provide an early identification/intervention support network for students who may be having behavior or performance problems due to alcohol, drug, or mental health issues. The referral network, ESAP team, may also involve out-reach services provided by the community.

EMERGENCY CLOSINGS AND DELAYS

In the event that the Tussey Mountain School District should have a two hour delayed start or the closing of schools due to weather or other emergencies, you will be notified via One-Call Now and will be able to hear the announcements on the following TV and radio stations:

Telephone:

Automated Phone Call System (Update your contact information by calling 814-635-2934.)

TV: WJAC – Johnstown

WTAJ – Altoona

Radio: WFBG 1290 AM – Altoona
 WAYC – Bedford

WFGY 98.1 FM – Altoona
WSKE – Everett

DELAYS AND CLOSINGS WILL BE POSTED
ON THE DISTRICT WEBSITE:

www.tmsd.net

We ask for your cooperation in seeing that someone is available to either send your child off in the morning and/or receive your child in the afternoon, should delayed starts or early releases be utilized. When school is delayed by two hours, breakfast will be served.

FOOD / BEVERAGES

The Tussey Mountain School District, in recognition of its responsibility to better protect the health, safety and welfare of the students and staff, prohibit the following:

- **The consumption of food and beverages in classes, hallways, or other areas of the school without the permission of building administration.**
- **Re-closable beverage containers or containers similar in nature for the consumption of water, soft drinks, juices, etc. are allowed only in the cafeteria. Consumption of the aforementioned items outside the cafeteria without building administration permission will be considered in violation of this policy and may be subject to disciplinary measures and/or confiscation without restitution.**

GRADING SCALE

Kindergarten and Grade 1 will receive a standards-based report card based on progress toward state standards instead of letter grades.

Grades 2 to 3 will use a combination of a standards-based report card and a letter grade system. Letter grades will be used for the following subjects: Math, Reading, Spelling, and Language Arts.

Grade 4 will receive letter grades for the following subjects: Math, Reading, Spelling, Language Arts, Social Studies, and Science.

90 - 100	A	O - Outstanding
80 – 89	B	S - Satisfactory
70 – 79	C	N – Needs Improvement
60 – 69	D	U - Unsatisfactory
0 – 59	F	

GUIDANCE SERVICES

The Tussey Mountain School District counselors provide students, staff, and families with many direct and indirect services. The major emphasis of counselor time is providing direct service to students. However, time is spent on indirect services that include planning, organizing, and implementing beneficial experiences for the students and developing and building rapport with community agencies.

As student advocates, we provide students with experiences to help them grow and develop by offering individual, small and large group counseling, and guidance. The process functions as a transitional experience to assist the student with the next stage of life, whatever it may be for that individual. We aspire to encourage students to be life-long learners, develop citizenship, and play a vital role in their personal development.

Elementary Guidance – A guidance counselor is directly involved in classroom guidance experiences with students. Additionally, the guidance counselor works with individual students and small groups when the need arises. Communication with staff and parents is a necessary component of the guidance services. The counselor also works closely with the school nurse and the administrative staff in specialized areas where consultation or referral services are requested or recommended.

Elementary Guidance Counselor – Steve Long

HEALTH SERVICES

Health services, which are provided throughout the district, include the employment of a professional staff of two full-time school nurses and several doctors and dentists to provide all services necessary to meet the requirements of the Pennsylvania Department of Education and the Department of Health.

School Nurses and Physicians

Certified School Nurses: Mrs. Jen Akers, CSN, Elementary
Mrs. Elizabeth Fisher, CSN, High School

Doctors: Dr. Stacey Bowser

Dentists: Dr. Michael Shuke
Dr. John Snyder

It should be noted that Tussey Mountain School District staff are not required to administer medication. The school nurses will administer medication at the schools at mid-day. Parents should make arrangements to time the administering of medication so that, if possible, this would take place outside the school day. If this is not possible, then the medication would be given at or near the noon hour.

Parents will be notified by the school nurse of their child's height, weight, BMI (Body Mass Index) and BMI percentile. The BMI percentile indicates whether your child is underweight, at an acceptable weight, at risk for overweight or overweight. This data is required to be given to parents by standards set by the Department of Health in conjunction with obesity prevention initiatives. If you have any questions, please feel free to call Mrs. Kristin Barnett, Elementary School Nurse or Mrs. Jennifer Akers, High School Nurse.

Medication

The Tussey Mountain School District recognizes that parents have the primary responsibility for the health of their children. The District recommends that medication be given in the home. Parents should discuss with the child's physician ways to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely **must** be given during school hours, it can be supervised or administered at certain times.

Before school personnel can give medication, the following conditions must be followed:

1. All medication sent into school to be administered **MUST** be prescribed by your Physician except for: Aspirin, Acetaminophen (i.e. Tylenol) or

Ibuprofen (i.e. Motrin, Advil). These are the **only** non-prescription medications that will be given at school without a doctor's note. A parent note must be sent for these medications to be administered.

2. A **Parent note** must accompany all medication along with a **Physician note**.
3. Medication must be sent to school in the original container. The child's name must be on the bottle.
4. The parent should bring medication for the duration of the treatment to school unless other arrangements are made with the nurse.
5. All medication and notes must be turned into the nurse's office upon arrival to school.
6. Parents should bring medication to school. **Medications will not be sent home with students.**
7. If medication is brought to school without a permission note or form, a school employee cannot give this medication at school.
8. Students who need to use an inhaler at school may carry the inhaler with them during the school day if they meet school criteria and have the appropriate documentation on file in the nurse's office.
9. Diphenhydramine HCL (i.e. Benda-dryl) may be given for emergency allergic reactions (such as insect bites/bee stings) with a parent note only, but it is encouraged that a physician's note be turned into the school also.
10. If the nurse is unavailable to give medication, medication will be given by the Principal's designee.
11. Parents may come into school and administer their child's medications at any time.
12. Epi-pens may be administered under emergency situations.

PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS

Children IN ALL GRADES need the following vaccines:

- 4 doses of tetanus* (1 dose on or after the 4th birthday)
- 4 doses of diphtheria* (1 dose on or after the 4th birthday)
- 4 doses of acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles**
- 2 doses of mumps**
- 2 doses of rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or evidence of immunity

On the first day of school, unless a child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

If a child does not have all of the doses listed above, needs additional doses and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan with the first five days of school for obtaining the required immunizations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

The medical plan must be followed or risk exclusion.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

HOMEWORK

The Tussey Mountain School District believes homework to be beneficial to a student's total educational experience. Homework increases and reinforces classroom learning, develops independence, self-discipline and good work habits. Cooperation and communication between the home and the school are essential if educational assignments are to become significant.

Students are responsible for completing their homework on a daily basis with some assistance from their parents. Parents are encouraged to provide the proper environment for students to complete their assignments. This should be a quiet area with minimal distractions.

Satisfactory completion of homework is part of each student's final marking period grade. All homework is expected to be satisfactorily completed by the assigned due date. All assignments missed during excused absences will be extended for the period of the absence unless prior arrangements have been made with the teacher.

Parents are encouraged to check their students' assignments and progress through Sapphire which can be accessed at the district website – www.tmsd.net.

INCOMPLETE GRADES

Students will have ten (10) school days immediately following the conclusion of a grading period to complete their required work if, and only if, their lack of work during the grading period was due to legitimate reasons. Following the tenth school day after a grading period, teachers will be required to indicate a numerical grade for those students who received incomplete on their report cards. If work is not completed at the end of the allotted period of time, teachers may determine an average by either entering zeros for the incomplete work or by waiving the obligation for the work. The ten day make-up period may be extended for an individual if the administration determines that the particulars of a case warrant the extension. An “incomplete” may not be given for a grade during the final marking period of any year unless prior approval has been granted by the administration and definite arrangements have been made for the work to be completed.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT

Tussey Mountain School District will participate in the Pennsylvania System of School Assessment (PSSA) for 2023-2024. The PSSA testing will be open during the following dates:

PSSA English Language Arts	April 22 – April 26	Grades 3 - 8
PSSA Math	April 29- May 3	Grades 3 - 8
PSSA Science	May 6 – May 10	Grades 4 & 8

PSSA results will be reported at the school and district level. Questions and inquiries regarding the PSSA and policies should be addressed to the Superintendent's Office.

PETS

Due to allergies and the possibility of pets having rabies, etc., no animals or pets will be permitted in district buildings unless under controlled conditions with prior administrative approval.

PROGRESS REPORTS / REPORT CARDS

Progress Reports: Progress reports will be issued at the point in time when the teacher feels that the student is in danger of failing, approximately half way through the marking period. The purpose of the progress report is to notify parents of problems relating to the student's academic progress and parents are encouraged to contact their child's teacher if they have any questions concerning their child's educational growth.

Report Cards: The entire school district is on a quarterly reporting period. Every nine (9) weeks, parents and students are advised of pupil progress. Approximately one week following the conclusion of a nine-week period, parents/guardians can expect report cards to be brought home. The following is a list of the last day for each marking period:

Marking Period #1	October 26, 2023
Marking Period #2	January 16, 2024
Marking Period #3	March 21, 2024
Marking Period #4	May 29, 2024

The above are considered tentative dates as weather related school cancellations can affect the school schedule. Parents may also access Sapphire to review their child’s progress. A link to the Sapphire system is available at www.tmsd.net.

PROMOTION AND RETENTION

Students will be promoted to the next grade level if they have satisfactorily completed the course requirements and achieved the instructional objectives at the present grade level.

Retention will be warranted if the parents, teacher and/or other concerned education specialist agree that the child would benefit by a year’s repeating. In this situation, the teacher will have requested and documented conferences with the parents/guardians at least two times throughout the school year (preferably one before January and the other before April 15) to discuss academic progress. A meeting will be held at the end of the school year with the child’s parent(s), the child’s teacher, and members of the administration to discuss the possibility of retention. The elementary principal will be informed of the possible retentions by May 1 of each school year. A signed statement by the parents, witnessed by the teacher, guidance department and administration will be filed as well.

THE TUSSEY MOUNTAIN ADMINISTRATION HAS THE AUTHORITY TO MAKE FINAL DECISIONS ON ANY AND/OR ALL PROMOTIONS IN GRADES K-12.

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and “say something” **BEFORE** it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

HOW IT WORKS:

- Submit an anonymous tip report through the Safe2Say Something system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

SAPPHIRE

Sapphire is an online system that allows parents to view homework assignments, progress reports, and absentee reports. Parents are encouraged to check homework assignments and grades daily using Sapphire. A link to Sapphire is available at www.tmsd.net. Please call 635-2934 to set up a new Sapphire account.

SCHOOL INSURANCE

The Tussey Mountain School District is questioned from time to time whether or not the school district has insurance on students attending our schools. Attending school and becoming injured is no more unusual than being injured in the student's own home, at the home of a friend, or in play elsewhere. This comparison is made with the assumption that the mentioned areas, namely the home, the home of a friend, and the play areas, are reasonably free of hazards.

An area frequently questioned around school is the required physical education classes. Out of school, most students become involved in non-supervised play with friends and the possibility of accidental injury does exist. In the school physical education classes, we feel the chance of accidental injury is reduced because the activity is supervised and the class area is reasonably safe.

Law does not mandate insurance coverage be provided for payment of student injuries. Providing this coverage for all students would be quite expensive for the district. Therefore, students who want to take part in extra-curricular athletic activities must provide proof of their own insurance coverage prior to the first day of practice.

The Tussey Mountain School District offers a wide selection of extra-curricular activities for students. Outside organizations and individual persons sponsor activities using school facilities for both adults and students. It is the intent of this communication to inform all persons with

interest in these day and evening activities as sponsors, parents, or participants that the Tussey Mountain School District does not carry any insurance that would pay medical and/or death benefits to or on behalf of participants. This also applies to students injured during the regular school classes who do not carry individual school insurance.

The Tussey Mountain School District makes available for individual purchase by students a medical pay policy for injuries. This is a limited policy, but the policy does provide a small but reasonable coverage for school day coverage and for 24-hour coverage. Please contact the Tussey Mountain District Office if interested in purchasing insurance coverage. The fact that a student is injured on school premises is no more the fault of the school than if the student had fallen in his own home so long as the school premises are reasonably safe.

The Tussey Mountain School District does carry a liability policy. This policy provides the district, directors, and employee's defense of liability suits that might be filed charging the district, directors, or employees with negligence. Parents' personal medical insurance usually covers injury of children.

Locker/Desk Theft Insurance

The school district insurance adjustor has made a policy statement regarding the school's liability in the case of locker/ desk theft. Items left in lockers/desks are not in the "care, custody or control" of the school and therefore, are not a covered loss. **Students are advised not to keep items of value in their lockers/desks.**

SEARCH AND SEIZURE

Drug use and violence in schools has prompted administrators to resort to search and seizure in order to maintain a safe educational atmosphere for those who attend our nation's schools. The following policy is in compliance with state and federal law and does not violate the rights granted under the Fourth Amendment to the Constitution of the United States of America.

The district has adopted a specific policy regarding searches. It is important for parents/guardians to know that the district does have the right to conduct searches for reasonable grounds. Additionally, we also reserve the right to conduct unannounced prudent inspections of lockers, desks, computers and other district property to insure the health and safety of the students.

LOCKER SEARCH POLICY

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Tussey Mountain School District has adopted policy in compliance with the State Department of Education, regulations, which provide for the following: The Board reserves the right to authorize its administrator to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy. This notice shall be provided in the Parent Handbook annually.

The lockers provided by the school are the property of the school district. Each student is responsible for the contents and condition of his/her locker. The school reserves the right to announce locker inspection and cleaning sessions.

In the event of an investigation arising from a reasonable suspicion on the part of administration, a student's locker may be searched. Any illegal items or substances will be seized. Prior to a locker search, the student may be notified and given the opportunity to be present. In the event where school administration has a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare and safety of the students in school, a locker search may be performed without prior warning.

Any illegal materials found may be used as evidence against the student in a disciplinary action.

The district reserves the right to use drug sniffing dogs and may employ their use at any time without prior warning.

The principal shall be present whenever a student locker is inspected. The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. The principal shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

***Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.**

SPECIAL EDUCATION

Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school district.

The school district is required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special

education services to school-age individuals incarcerated in local correctional 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 intellectual disabilities:

- *Autism
- *Emotional Disturbance
- *Deafness
- *Hearing Impairment
- *Specific Learning Disability
- *Intellectual Disability
- *Multiple Disabilities
- *Other Health Impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and Language Impairment
- *Visual Impairment including blindness
- *Deaf-Blindness
- *Traumatic Brain Injury
- *Developmental Delay

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of

I); not able to hop forward with one foot without support; **Other warning signs- at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Tussey Mountain School District provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the District Office at (814) 635-3670.

Screening

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

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

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

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

Educational Placement

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

the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

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

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- * Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal

opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

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

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

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

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

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

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.

3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy

Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Tussey Mountain School District or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

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

Inspect, upon request and before administration or use—

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

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania.

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

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

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

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

Tussey Mountain School District

**Ms. Denelle Diehl,
Director of Education
199 Front Street
Saxton PA 16678
(814) 635-3670**

SPECIAL EDUCATION CONTACT
Appalachia Intermediate Unit 8

Mrs. Amy Woomer
4500 Sixth Avenue
Altoona, PA 16602
1-800-228-7900 ext. 1320

Annual Notice of Services for Handicapped Students

In compliance with state and federal law, the Tussey Mountain School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision or services to protected handicapped students, contact Jerry Shoemaker at 635-3670.

STUDENT ARRIVAL PROCEDURES

Students being dropped off by parents should arrive to school **no earlier than 7:50 AM.** It is recommended that students ride the bus to school to ensure

that they arrive on time. This also helps to alleviate traffic congestion in front of the elementary school.

Only buses will be permitted to enter the rear of the school to drop off and pick up students. Parents bringing students to school should adhere to the following arrival procedures for the elementary school:

1. Parents may drop off students at the main entrance of the elementary school between 7:50 a.m. – 8:10 a.m.
Students dropped off after 8:10 need accompanied to the office to be signed in.
2. Please stay in the drop-off lane next to the right-hand curb and wait to drop off your child until you have reached the front doors of the school. Your child should exit the vehicle from the right side of the vehicle while in the drop-off lane. ***Do not park and leave your vehicle in the drop-off lane.*** If your car is blocking traffic, it will create a safety hazard when other parents have to drive around your car.
3. If you need to park to drop-off your child off at school, please park in the parking lot located across from the front of the elementary school and walk your child to the main entrance.

STUDENT DISMISSAL PROCEDURES

Students will begin to be dismissed daily at 2:45 p.m. We encourage students to use the provided bus transportation to and from school on a daily basis. If you do pick up your child from school at dismissal time, please use the designated parking areas and follow the dismissal procedures in place at the elementary school.

1. Enter the school at the main entrance and sign your child out at the lobby.
2. After signing out your child, please wait outside the main entrance of the building.
3. Students will be called to the main entrance at 2:45.
4. Staff member will monitor all parent pick-ups and verify that the student is picked up by the parent as the student exits the building. Parents may be asked to produce identification in order to pick up a student.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights:

Students do have rights as determined under Chapter 12 of the Pennsylvania School Code. They have legal rights as persons and citizens not to be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

Student Responsibilities:

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the faculty and administration a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Minors are compelled by law to attend school until they are 17 years of age. School personnel and parents should encourage students to attend at all times.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Students Will:

1. Be aware of all rules and regulations for student behavior and to conduct oneself in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school officials should the students have any knowledge in relation to such cases.
3. Dress and groom oneself so as to meet fair standards of safety and health, and common standards of decency as outlined in the school dress code.
4. Assume that until a rule is waived, altered or repealed it is in full effect.
5. Assist the school staff in managing a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and care for school property.
8. Attend school daily, except when excused, and be on time for classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete the course of study prescribed by state and local school authorities.
11. Refrain from using disrespectful, indecent or obscene gestures or language

TEXTBOOK CHARGES

Students and/or their parents will be expected to pay for lost or damaged textbooks. Students will be charged a replacement fee equal to the amount of the cost incurred by the district to buy a replacement book. Used books will be purchased when possible.

THEFT

Any student involved in the act of theft which includes, but is not limited to stealing, shoplifting, and larceny, during any school activity including field trips, both during and after the normal school day will receive detention according to the discipline policy and will make the appropriate restitution in response to the stealing.

TITLE I

Title I is a federally funded school-wide program whereby allocated monies are provided to school districts for the purpose of supplementing instruction in reading, math, and language arts. A reading/language arts program is offered in grades K-4 and math assistance is offered to students in grades K-4. The Title I Planning Team holds an annual review meeting once per year to review the goals of the program and make suggestions for future programming. Parents are invited to be part of this process. If you are interested in being part of the annual review meeting, please contact us. Any questions pertaining to the Title I program may be directed to Mr. Wayland Heath at 635-2934.

ANNUAL NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS OF TITLE I TEACHERS AND PARAPROFESSIONALS

As a parent of a student who attends a school receiving Title I funds, you have a right under federal law to request information about the professional qualifications of the classroom teachers who instruct your child and the paraprofessionals who assist them. The No Child Left Behind Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers and their paraprofessional assistants:

- Whether the state has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency license or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and the subject of the degrees.
- Whether any instructional aides or paraprofessionals provide services to your child and their qualifications.

If you would like to receive any of this information, please contact the Superintendent's Office.

Title I - School / Parent Compact

As a school, we will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards.
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent reports to parents.
- Provide reasonable access to staff through an "open door" policy.
- Provide opportunities for parents to volunteer and participate in their child's classroom.
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers).

As a parent, I will:

- Support my child's learning by ensuring that he/she has proper rest and nutrition and attends school on time and on a regular basis.
- Support my child's learning by reading with him/her.
- Help set a positive tone for learning with my child.
- Strive to make positive use of my time with my child ("quality" one-on-one time)
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff.
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers).
- Provide "protected" time for homework completion (Make sure that recreational activities don't interfere with school work.).
- Support my child's class/school (i.e. helping in class/school, volunteering in my child's classroom/school, communicating with my child's teachers, attending school events when possible, etc.).

As a student, I will:

- Proudly follow the behavioral expectations taught at our school.
- Ask questions when I am not sure about a lesson or an assignment.
- Make good choices like paying attention in class, staying on task, doing my best, and working hard at my schoolwork.
- Be the very best "Titan" that I can be each and every day.

TOBACCO PRODUCTS

Students and visitors are not permitted to possess, use, or be involved with any type of tobacco products or "imitation substitute" during school, on school

property, at athletic events or on the busses. Students in possession of or using tobacco products will be fined in accordance with Act 145 of 1996.

VANDALISM

Any student involved in the act of vandalism which includes, but is not limited to the destruction of public, private, or school property during any school activity, including field trips, during and after the normal school day, will receive detention according to the discipline policy and will make the appropriate restitution in response to the vandalism.

VIDEO SURVEILLANCE

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

Authority

Balancing the rights of privacy of students and staff against the district's desire to maintain order and discipline, the Board deems it appropriate to provide for the use of **audio** video camera surveillance in its school buildings transportation vehicles and on school grounds.

Guidelines: The following guidelines shall govern the use of video cameras for surveillance:

1. The district shall notify its students, staff and parents that video surveillance may occur in school buildings or on any school property or **audio video surveillance may occur** on any transportation vehicles. The district shall incorporate said notice in the activity calendar and staff handbooks.
2. The use of video **and audio** surveillance equipment on transportation vehicles **only** shall be supervised by the district transportation director. The use of video surveillance equipment in schools, on school grounds and on other district property shall be supervised and controlled by the

building administrator or other responsible administrator.

3. The use of video **and audio** recordings from surveillance equipment shall be subject to other policies of the district, including policies concerning the confidentiality of student and staff records.
4. If it is determined through the investigation that a student has committed an unlawful or unsafe act in violation of school rules, appropriate disciplinary consequences will be administered.
5. Any type of activity through the use of video surveillance cameras that might constitute a violation of the law will be reported immediately to the appropriate law enforcement agency.

VISITORS

ALL parents, guardians, and other visitors entering the building for any purpose are expected to follow all security procedures. Visitors must report to the office of any of the district's buildings upon arrival to state the purpose of the visit. All guests are required to sign in at the office and to obtain a visitor's badge. At the conclusion of the visit, the visitor's badge must be returned and visitors must sign out at the office. If parents, guardians, or visitors do not check in at the office, trespassing charges could be filed.

Parents who wish to talk to their child's teacher must make an appointment in advance. Parents may not go to any classrooms without making prior arrangements with the classroom teacher.

VOLUNTEERS / PARENT GROUPS

PA State Law requires all adult volunteers to submit background clearances. The law requires that the following volunteers need clearances:

- **Volunteers who are responsible for the welfare of the child, i.e., acting in lieu of or on behalf of a parent.**
- **Volunteers who have direct contact with a child, i.e., providing care, supervision, guidance or control of a child (using the common meaning of those terms, with child safety serving as the paramount consideration).**
- **Volunteers who have routine interaction with children (volunteers who have regular, ongoing contact that is integral to their volunteer responsibilities).**

Volunteers include, but are not limited to, chaperones for field trips and

volunteers for special events. Unless a Principal can categorize your activity as that of a visitor, you will need to have clearances to volunteer with our students.

The following clearances must be submitted to the school district prior to being considered as a volunteer:

- **Pennsylvania State Police Criminal History Clearance**
- **Child Abuse History Clearance**
- **FBI Federal Criminal History Clearance OR FBI Fingerprint Clearance Waiver, if qualified.**
 - **The law permits the District to waive a volunteer's need to obtain the Federal Criminal History Record Check (FBI Fingerprint) if:**
 - **The volunteer has been a resident of the Commonwealth of PA for the entirety of the previous 10 years AND has never been convicted of a disqualifying offense. If qualified, the prospective volunteer may submit a FBI Fingerprint Clearance Waiver. The Waiver form is available at www.tmsd.net or the elementary school office.**

Volunteer clearances must be less than one year old when submitted and must be renewed every five years. Further information on how to obtain clearances can be found at www.keepkidssafe.pa.gov or by contacting the elementary school office.

PARENT GROUPS

PTO, individuals, and groups of parents who provide services and assistance to the instructional staff or students deserve the district's gratitude. These individuals are giving of their time or effort to provide a better learning experience for Tussey Mountain School District students. It is necessary, however, to have some guidelines for individuals who come into the building while the regular function of carrying forth instruction takes place. This is an attempt to bring some clarity pertaining to equipment usage, student interaction, building restrictions, etc.

1. **Phones** - Phones are for school use and should not be used for personal use except in the case of emergencies. Lengths of calls should be kept at a minimum. The private lines at each of the buildings should not be used for any length of time and only in a case of minor emergencies.

2. Copiers - The number of copiers permitted to be run on each of the copiers is minimal compared to the number of teachers, etc. in the building. Therefore, organizations should not be utilizing the building copier for making larger number of copies. The office aide should be consulted prior to copies being made.
3. Children/Students - During the school day, the children of parents who may be working as PTO, parent volunteers, etc., are the students of teachers. These parents/volunteers, etc., must keep this in mind that permission from the teacher must be acquired in order to talk with the student, etc. Having the student be as much like the other students during the day even though the parent is in the building assisting with a project, etc., is important. It is also important that negative interaction does not take place between the parent volunteer and other children. Discipline is the role of the teacher. Safety is everyone's concern. If concerns are raised, parents should talk with teachers.
4. Restricted Use/Restricted Areas - Only appropriate office/school personnel should be handling mail, answering the phone, and be in the office desk drawers, nurse's desk drawers, files, etc. Confidentiality is important here. It is the law! Students should not be taken anywhere without the permission of the teacher; further, students should not be taken into such areas as the faculty room. School personnel should not leave areas such as faculty rooms and offices open for access to groups who permit students into these areas.
5. Transporting of Students - Teachers will not release students to persons other than their parents without written permission.
6. Work Space - Space to work in any of the buildings is limited. PTO or parent volunteers should work closely on a regular basis with the building principal as to what space is available in the building to carry forth their project.

POLICIES AND PROCEDURES.

CONTROLLED SUBSTANCES POLICY

This policy, including its rules, regulations, and guidelines, is a coordinated effort by the Tussey Mountain School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population.

The Tussey Mountain School District is concerned with the educational, emotional, and social growth of the individual student. The district will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population. It is the belief of the district that these students should receive the necessary help as quickly, effectively, and professionally as possible.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events, except drugs as prescribed by a physician for personal use. The terms “alcohol and other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalable substances (including gases, solvents, butane, propane, and other inhalable substances; marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, steroids, look-a-likes and any of those substances commonly referred to as “mind-altering substances”). The inappropriate/illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician.

The Tussey Mountain School District is committed to minimizing the effects of harmful behaviors by creating a system of early identification, interventions, referral and aftercare

Enrollment of Students

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. Board Policy #201

School age shall be defined as the period from the earliest admission age for the district’s kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

District of residence shall be defined as the school district in which a student’s parents/guardians reside.

- School age resident students and eligible nonresident students shall be entitled to attend district schools.
- The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and complete parental registration information as required by law and regulations.
- The district shall administer a home language survey to all students enrolling in district schools for the first time.
- The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.
- The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.
- The district shall not inquire about the immigration status of a student as part of the enrollment process.
- Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy

Unauthorized possession and/or use of entertainment equipment, communication devices, and laser pointers shall result in confiscation of the item by school personnel and shall result in disciplinary action.[4][5]

HAZING

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;

4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health of dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

Authority: The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

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

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

Delegation of Responsibility: District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

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

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to any adult in an official school capacity.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. The district shall document the corrective action taken.

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

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

Any person who causes or participates in hazing may also be subject to criminal prosecution.

INTERNET POLICY

We are pleased to offer our students in the Tussey Mountain School District access to the District computer network for Internet access. To obtain Internet access, all students must obtain written parental permission prior to logging on to the Internet.

Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families need to understand that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While it is our intent at Tussey Mountain to make Internet access available to further educational goals and objectives, students may find ways to access other materials, as well. We believe that the benefits to students in the form of information resources and opportunities for collaboration far exceed any disadvantages. However, it is ultimately the responsibility of the parents and guardians of minors to set and convey standards that their children should follow when using media and information.

District Internet and Email Responsibilities

Students are expected to act in a considerate and responsible manner when accessing network services. Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Parent permission is required. Students who do not have permission may not access the Internet at school. Access is a privilege, **not a right**, and entails responsibility.

Individual users of the District computer networks are responsible for their own behavior and communications over those networks. It is required that users will comply with District standards and will honor the agreement(s) they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

Within reason, freedom of speech and access to information will be honored. However, at all times, District policy and proper behavior will be enforced. During school, teachers will guide students toward appropriate materials and sources. The following are NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language

- Harassing, insulting or attacking others
- Violating copyright laws
- Any act of intentionally connecting to a proxy server
- Trespassing in another's folder or work file
- Employing the network for commercial purposes
- Deliberate damage to hardware or software
- Using another's password/hacking

Violations will result in loss of access as well as other disciplinary and/or legal actions.

SCHOOL WELLNESS

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

STUDENT RECORDS

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The Tussey Mountain School District will maintain educational records for students for legitimate educational purposes. Board Policy #216

TOBACCO USE BY STUDENTS AND VISITORS

STUDENTS

Purpose – The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; vape, and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students or visitors at school sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct, district newsletter and other efficient methods. The Superintendent or designee shall develop procedures to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. A student convicted of possession or using tobacco in violation of this policy may be fined up to \$100 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

COMMUNITY

Public Attendance at School Events

Purpose – The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve district facilities during such events.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic

beverages and weapons on school premises.

The Board prohibits tobacco use by any persons in its school buildings and on any property, during school sanctioned activities, buses, vans and vehicles that are owned, leased or controlled by the school district.

The district shall annually notify staff, parents and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

UNLAWFUL HARASSMENT POLICY

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 by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment be investigated promptly, and corrective action 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 charges of harassment.

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

- 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.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance
- Otherwise adversely affects an individual's learning opportunities.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment

complaints to principals, teachers, counselors, nurses, and administrators.

WEAPONS POLICY AND PROCEDURES

Purpose

This policy is established by the Tussey Mountain School District in order to protect against violence, personal injury and property damage and to instill a sense of safety and security for those who participate in school district activities and/or make use of school district facilities.

Definitions

The term **person** includes any individual, including students and school district employees, corporation, company, association, firm, partnership, society, or joint stock company. The term **person** shall not include law enforcement officials while on duty as law enforcement officials or security personnel retained by the school district and on duty with the school district.

The term **weapon** includes, by way of example and not limitation, and defined as the following:

- Any knife, cutting instrument, or cutting tool (special consideration may be granted to pocket knives under a blade length of four (4) inches).
- Nunchaku sticks.
- Handgun, shotgun, or rifle, including center-fire, rim-fire and muzzle loading firearms.
- Air, CO2, and/or spring action pellet, BB, and/or dart guns.
- Traditional long bows, recurve bows, compound bows, and/or crossbows.
- Spear or dart propelling devices including blowguns.
- Electric stun gun and cattle prods.
- Chemically disabling spray or propellant (a.k.a. mace and pepper spray).
- Brass knuckles, black jacks, and martial arts devices, including but not limited to, throwing stars.
- Any other tool, instrument or implement capable of inflicting bodily injury or property damage.
- And shall include any item that is represented to be a weapon or that is threatened to be used as a weapon.

SPECIAL NOTE: Under special circumstances this definition may be expended to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc. This clause is at the sole responsibility of the Superintendent or his/her designee.

Authority

No person shall possess, handle, transport, use, discharge, manufacture, make, remake, assemble, sell, distribute or transfer any weapon or ammunition while in any school building, on any school premises, on any school bus or other conveyance providing transportation to or from a school building or activity of the Tussey Mountain School District, at any school activity of function, whether sponsored by the school district or not, or, in the case of students, while coming to or going from school or school activities.

In addition, no person shall knowingly possess any weapon or ammunition at a place that the individual knows, or has reasonable cause to believe, is a school zone in the Tussey Mountain School District. This section shall not apply to the possession of a weapon:

- By an individual for use in a program approved by the school district in the school zone.
- By an individual in accordance with a contract entered into with the school district.
- By a law enforcement officer acting in his/her official capacity.

Delegation of Responsibility

School district employees and students observing or otherwise becoming aware of weapons and/or ammunition on school premises, at school activities, on school buses or other conveyances, or of persons violating this procedure, shall report the same to a school district teacher or administrator as soon as possible.

Any teacher who obtains such a report shall immediately notify his/her principal, or in his/her absence, the principal's designee. Any administrator obtaining such information shall immediately notify the Superintendent, or in his/her absence, the Superintendent's designee.

Investigation Procedures

Every school employee and/or student who has knowledge of a weapon being on or in school property without proper clearance shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not timely report the same.

Based upon reasonable grounds to suspect that a student possesses a weapon, the principal, or his/her designee, will request that the student voluntarily empty his/her pockets, and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult of the same gender as the student. (It is noted that rules and regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects if deemed necessary or reasonable.) If the student resists such a voluntary search, the principal or school official shall immediately summon

the local police and request assistance. The parent or guardian of the student shall likewise be notified. Upon the police appearing, under no circumstance shall the school official act as the student's informed adult in regard to any Miranda Warnings. The school shall also follow the above procedures for student locker searches.

If a weapon is found and confiscated, the principal shall immediately summon the local police, the Superintendent (or his/her designee if the Superintendent is not available), and the parents or guardians of the student involved.

Discipline

The following discipline procedures shall be followed by the administration:

1. Notification of the student concerning the violation(s).
2. Notification of the student's parents.
3. Establishing whether or not the student has an IEP.
4. Notification of the Superintendent or his/her designee.
5. Notification of the police, if deemed necessary.
6. Assignment of discipline (three (3) days of out-of-school suspension)
7. Informal hearing with administration, parent(s) and student.
8. Assignment of discipline (ten (10) days of out-of-school suspension)
9. Notification of the Board of School Directors.
10. Notification of the student and parent(s) of their right to a formal hearing before the Board of School Directors as a part of the due process procedure.
11. The Board may assign an expulsion from school for a period of one (1) calendar year from the date of infraction (a NOREP may be necessary).

NOTE: The Superintendent reserves the right to develop special discipline situations for any student.