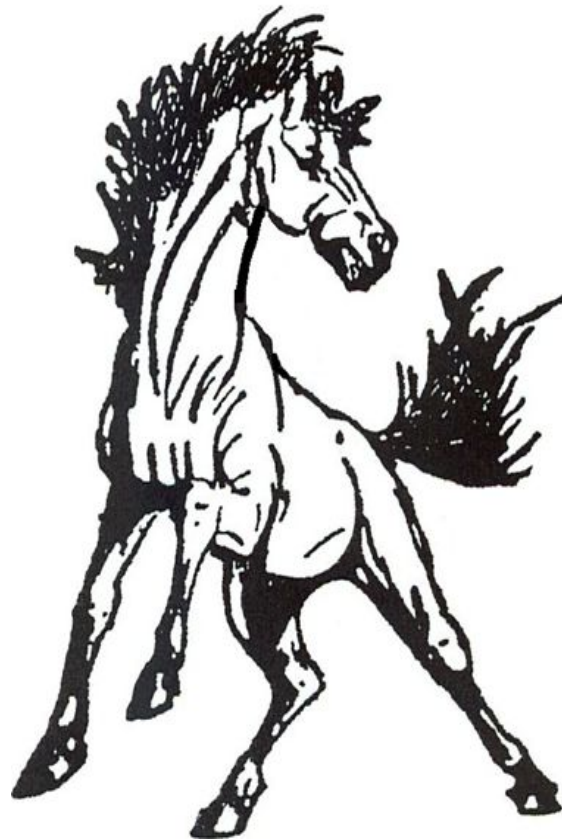


**PARENT – STUDENT –TEACHER
HANDBOOK**

2019-2020



**NORTHERN CAMBRIA
ELEMENTARY - MIDDLE SCHOOL
TELEPHONE 814-948-5880**

NORTHERN CAMBRIA ELEMENTARY- MIDDLE SCHOOL

PARENT-STUDENT-TEACHER HANDBOOK 2019-2020

WELCOME

To the students of Northern Cambria:

We welcome you to Northern Cambria and hope that the school year will be both educational and enjoyable.

We Challenge you to take advantage of the extensive program of student co-curricular activities provided for you. By proper application on your part, you can prepare yourself for many future career opportunities.

This handbook was prepared to help you to become familiar with your school and the responsibilities that you face as a student of Northern Cambria. It is your responsibility to learn the contents of this handbook.

This handbook will help you understand the program and opportunities available to you. It will also help you to capture the spirit and ideals of our school. Northern Cambria is a community of young people aiming to educate themselves under the competent leadership for present and future responsibilities. It is an environment within which young people may prepare and plan for their future. We encourage you to do everything you can to make this school year great.

NOTE TO PARENTS

Good discipline originates in the home. Parents are the first teachers of these children and should develop in them good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance; comply with attendance rules.
4. Work with the school in carrying our recommendations made in the best interests of the child, including discipline.
5. Talk with the child about school activities; show an active interest in their report card and progress.

NORTHERN CAMBRIA BOARD OF EDUCATION

**Mr. Dennis Pawlikowski
Mrs. Nora Hrubochak
Mr. Robert Bougher
Mrs. Norma Krug
Mrs. Betty Krug
Dr. Kevin Krug
Mr. Delvin Lockard
Mr. Patrick Shell
Mr. Jeff Messina
Mr. Gary Jubas**

**President
1st Vice President
2nd Vice President
Treasurer
Board Secretary
Board Member
Board Member
Board Member
Board Member
Solicitor**

NORTHERN CAMBRIA ADMINISTRATION

**Mr. Robert J. Rocco
Mr. Charles Kassick
Dr. Joy L. Tibbott
Mr. Robert Truscello
Mr. John Messina**

**Superintendent of Schools
Elementary/Middle School Principal
Assistant Principal
Director of Special Education
Director of Maintenance**

CONTACTING THE SCHOOL

The best time to contact the Northern Cambria Elementary/Middle School is between the hours of 6:30 a.m. and 3:30 pm. If you have an attendance concern, you need to ask to speak with the Building Principal or School Counselor. If you have a concern about your child's schedule, or any concerns that may be impacting your child's performance/functioning at school, you need to ask to speak with your child's School Counselor.

If you have a transportation concern, you need to contact the Transportation Coordinator at Tri-County Transportation at 814-948-6537, ext 1102.

The administration will meet with parents/guardians during scheduled appointment times. Please call during normal school hours to schedule an appointment.

Individuals who wish to speak to the Board are asked to state their business one week in advance, in writing, to the Superintendent. There should be one spokesperson for a group and the Board will set a time limit. Microphones, cameras, or listening devices are not permitted at any time.

Current Northern Cambria District-Wide Policies Updated Board Policies are available in written format at the District Administration Office and on the Northern Cambria District website under the "Our District Tab".

MIDDLE SCHOOL FACULTY & STAFF

NAME	EMAIL	EXT	COURSE(S)
Barlick, Sarah	sbarlick@ncsd.k12.pa.us	2101	Family Consumer Science
Bernard, Rick	rbernard@ncsd.k12.pa.us	2107	Science
Besong, Luke	lbesong@ncsd.k12.pa.us	2100	Band
Bonatesta, John	jbbonatesta@ncsd.k12.pa.us	2212	Special Education
Bonatesta, Melissa	mbonatesta@ncsd.k12.pa.us	2109	Science
Bradley, Marcy	mbradley@ncsd.k12.pa.us	2220	English
Brothers, Christine	cbrothers@ncsd.k12.pa.us	2207	Special Education
Buterbaugh, Chad	cbuterbaugh@ncsd.k12.pa.us	2210	Special Education
Campbell, Caroline	ccampbell@ncsd.k12.pa.us	2203	Learning Support
Colonna, Susann	scolonna@ncsd.k12.pa.us	2127	Choir
Daisley, Chelsey	cdaisley@ncsd.k12.pa.us	2204	English
Datsko, Stacy	sdatsko@ncsd.k12.pa.us	2102	Art
Dumm, Jennifer	jdumm@ncsd.k12.pa.us	2216	Special Education
Getz, KathyJo	kgetz@ncsd.k12.pa.us	2131	Health/Phys Ed
Kline, Matt	mkline@ncsd.k12.pa.us	2108	Tech Ed
Kudlawiec, Sean	skudlawiec@ncsd.k12.pa.us	2205	English
Little, Lisa	llittle@ncsd.k12.pa.us	2206	Math
Marshall, Dennis	dmarshall@ncsd.k12.pa.us	2213	Social Studies
Marshall, Dustin	damarshall@ncsd.k12.pa.us	2103	Science
Miller, Amber	amiller@ncsd.k12.pa.us	2105	Science
Morealli, Scott	smorealli@ncsd.k12.pa.us	2214	Social Studies
Diane McMullen	dmcmullen@ncsd.k12.pa.us	2658	Nurse
Mullen, Thomas	tmullen@ncsd.k12.pa.us	2132	Health/Phys. Ed.
Nelson, Shawn	snelson@ncsd.k12.pa.us	2211	Math
Palmisano, Lenny	lpalmisano@ncsd.k12.pa.us	2674	Library
Pajak, Dan	dpajak@ncsd.k12.pa.us	2215	Social Studies
Ranck, Rob	rranck@ncsd.k12.pa.us	2208	Math
Shutty, Sam	shutty@ncsd.k12.pa.us	2110	Math
Tenerowicz, Courtney	ctenerowicz@ncsd.k12.pa.us	2662	Guidance Counselor
Valeria, Jessica	jvaleria@ncsd.k12.pa.us	2221	English
Westrick, Jennifer	jwestrick@ncsd.k12.pa.us	2239	Instructional Coach
Zemrose, Cassidy	czemrose@ncsd.k12.pa.us	2201	English

ELEMENTARY SCHOOL TEACHERS & STAFF

NAME	E-MAIL	EXT	GRADE/COURSE
Toni Abel	tabel@ncsd.k12.pa.us	2226	Third Grade
Karalyn Arotin	karotin@ncsd.k12.pa.us	2122	ESL/Title I
Deanna Bassett	dbassett@ncsd.k12.pa.us	2238	Speech
Patricia Bonatesta	pbonatesta@ncsd.k12.pa.us	2235	Fourth Grade
Brittany Borlie	bborlie@ncsd.k12.pa.us	2137	Kindergarten
Lea Born	lborn@ncsd.k12.pa.us	2126	First Grade
Wanda Brown	wbrown@ncsd.k12.pa.us	2224	Learning Support
Amy Clark	aclark@ncsd.k12.pa.us	2219	ES/Hearing & Aut Support
Stacy Datsko	sdatsko@ncsd.k12.pa.us	2129	Art
Sherry Delosh	sdelosh@ncsd.k12.pa.us	2139	Kindergarten
KathyJo Getz	kgetz@ncsd.k12.pa.us	2131	Phys Ed
Richard Kimmel	rkimmel@ncsd.k12.pa.us	2115	Music
Melissa Kudlawiec	mkudlawiec@ncsd.k12.pa.us	2118	Second Grade
Karen Laney	klaney@ncsd.k12.pa.us	2228	Third Grade
Diane McMullen	dmcullen@ncsd.k12.pa.us	2658	Nurse
Thomas Mullen	tmullen@ncsd.k12.pa.us	2132	Phys Ed
Brenna Nichol	bnichol@ncsd.k12.pa.us	2656	Guidance Counselor
Lenny Palmisano	lpalmisano@ncsd.k12.pa.us	2674	Library
Michele Paronish	mparonishy@ncsd.k12.pa.us	2230	Fourth Grade
Jacqueline Paronish	jparonish@ncsd.k12.pa.us	2124	First Grade
Tracey Ruddock	truddock@ncsd.k12.pa.us	2233	Fourth Grade
Katelyn Sedlock	kasedlock@ncsd.k12.pa.us	2230	Third Grade
Sandra Serafin	sserafin@ncsd.k12.pa.us	2234	Fourth Grade
Anne Shaffer	ashaffer@ncsd.k12.pa.us	2123	Title I/EI
Melinda Sherry	msherry@ncsd.k12.pa.us	2117	Second Grade
Christa Shutty	cshutty@ncsd.k12.pa.us	2136	Kindergarten
Loretta Slavik	lslavik@ncsd.k12.pa.us	2119	Second Grade
Jessica Taranto	jtaranto@ncsd.k12.pa.us	2232	Learning Support
Anne Weber	aweber@ncsd.k12.pa.us	2125	First Grade
Lisa Zazvrskey	lzazvrskey@ncsd.k12.p.us	2227	Third Grade

ADMINISTRATIVE ASSISTANTS

Sally Coover	Elementary/Middle School Secretary
Christine Parrish	Elementary/Middle School Secretary
Cindy Ludwig	Special Education Secretary

CUSTODIAL STAFF

Charles Bacho	Mike Sowalla	Kathleen Winings	Elizabeth Myers
Dan Weiland	Kerry Smith	Brandy Bernecky	Lakyn Berringer

CAFETERIA STAFF

Kathy Petrisko	Yvonne Wiewiora	Michelle Sodmont	Patty Miller	Violet Barrett
Vicki Smarsh	Charyl Sprinkle	Carolyn Swanger	Nelita Phillips	Kim Holtz
Heather Smarsh				



TIME FOR LUNCH

Breakfast:	7:10-7:27
Late Bell:	7:35
Homeroom:	7:25-7:40
1 st Period:	7:43-8:37
2 nd Period:	8:40-9:34
3 rd Period:	9:37-10:31
4 th Period:	10:34-11:04
5 th Period:	11:07-11:37
6 th Period:	11:40-12:34
7 th Period:	12:37-1:31
8 th Period:	1:34-2:28

Middle School:	11:07-11:37
Kindergarten:	12:35-1:05
1 st Grade:	12:30-1:00
2 nd Grade:	12:30-1:00
3 rd Grade:	12:00-12:30
4 th Grade:	11:57-12:27



EARLY DISMISSAL

LUNCH SCHEDULE

Middle School-	11:20
High School-	11:30
Elementary-	12:30

Middle School-	10:50-11:20
Kindergarten:	11:45-12:15
1 st Grade:	11:45-12:15
2 nd Grade:	11:40-12:10
3 rd Grade:	11:30-12:00
4 th Grade:	11:30-12:00

NORTHERN CAMBRIA SCHOOL DISTRICT
Approved 2019/2020

M	T	W	Th	F
---	---	---	----	---

AUGUST (7 days)

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER (20 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER (23 days)

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER (18 days)

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER (14 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST

19-20--Inservice days

21 Clerical

22--First day of school

SEPTEMBER

2--Labor Day

OCTOBER

14--Act 80 Day

NOVEMBER

6 and 7 Parent Conferences

8--Act 80--Conferences

11--Veterans Day

27- Early Dismissal for Thanksgiving

28-29--Thanksgiving Vacation

DECEMBER

2--Thanksgiving Vacation

20-Early Dismissal Christmas

23-31--Christmas Vacation

JANUARY

1-Christmas Vacation

17--Act 80

20--Martin Luther King Day

FEBRUARY

3 Snow Make-up Day

14 Teacher In-service

17--Presidents' Day

MARCH

6--Act 80 Day

APRIL

9-Snow make-up day

8- Early Dismissal Easter Break

10-13--Easter Vacation

MAY

25--Memorial Day

28--180th Day

28- last day for students and teachers

M	T	W	Th	F
---	---	---	----	---

JANUARY (21 days)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY (17 days)

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH (22 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL (19 days)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY (19 days)

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Day 45: 10/24/2019
 Day 90: 1/13/2020
 Day 135: 3/20/2020
 Day 180: 5/28/2020

ADDITIONAL SNOW DAYS WILL BE ADDED TO THE END OF THE CALENDAR

ALMA MATER

HAIL TO THEE, O NORTHERN CAMBRIA
WE WITH REVERENCE SING TO THEE
OF OUR LOVE AND OUR DEVOTION
OF OUR FAITH AND LOYALTY

WE WILL CHERISH THY PROTECTION
WE WILL STRIVE TO WIN THEE FAME
WE WILL THIRST FOR THINE AFFECTION
WE WILL ALWAYS LOVE THY NAME

GENERAL INFORMATION AND SCHOOL REGULATIONS

“INITIATIVE IS DOING THE RIGHT THING WITHOUT BEING TOLD”

**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 Amendment of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish, 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 districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local 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’ speech most of the time; difficulty following simple two-step directions (pick up the paper and put 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 Northern Cambria 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 Northern Cambria 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 Northern Cambria School District and Intermediate Unit 8 has 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 Northern Cambria 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, upon 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 types of services, the level of intervention and the location of the intervention. Types of services include: AUTISTIC SUPPORT; BLIND AND VISUALLY IMPAIRED SUPPORT; DEAF AND HARD OF HEARING SUPPORT; EMOTIONAL SUPPORT; LEARNING SUPPORT; LIFE SKILLS SUPPORT; MULTIPLE DISABILITIES SUPPORT; PHYSICAL SUPPORT; 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 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 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 of personal characteristics which would make the student's identity easily traceable.

* Directory information - information contained in an education records 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, date 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. The rights outlined in FERPA include:

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 records 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 Report, 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 the 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 the 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 Northern Cambria 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 education 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 privileges 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 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 or any physical exam or screening permitted or required under State law;
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;
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 thought 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 tht 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

NORTHERN CAMBRIA SCHOOL DISTRICT
MR. ROBERT ROCCO, SUPERINTENDENT
601 JOSEPH STREET
NORTHERN CAMBRIA, PA 15714

PHONE: 814-948-5481

APPALACHIA INTERMEDIATE UNIT 8
MRS. AMY WOOMER, DIRECTOR OF EDUCATIONAL SERVICES
4500 SIXTH AVENUE
ALTOONA, PA 16602

PHONE: 814-940-0223 ext. 1372

CYBER ACADEMY

Northern Cambria will offer cyber-schooling for the 2019-2020 school year. The Northern Cambria Cyber Academy will be a full functioning on-line program available to students currently enrolled or considering a cyber option. Graduates of the Northern Cambria Cyber Academy will receive a Northern Cambria diploma. For information please contact Mr. Fred Montanaro, Northern Cambria Cyber Coordinator, at (814)948-6800.

CONTACT INFORMATION

It is the responsibility of the parent/guardian to ensure all contact information is up to date in the elementary/middle school office. If at any time during the school year a student's address or phone number should change, please call or write to the office to update these changes.

CUSTODY - CHILD

1. It is the parent/guardian responsibility to provide Northern Cambria Elementary - Middle School with the most current custody order.
2. In the absence of a custody order, the school assumes shared custody, which allows both parents to be involved in their child's education and has the right to sign the child out at any time during the school day.
3. Both parents, regardless of custody arrangements, have access to their child's records unless a court order specifically prohibits access.
4. The parent of record is the parent with whom the child resides.
5. The parent of record must reside in the Northern Cambria School District.
6. Enforcement of custody orders is a police responsibility, not one for the school.
7. If there is a court order preventing either parent from having complete access to your child's education records, you must provide the school with a copy of that court order.

STUDENT ENROLLMENT

No student shall attend Northern Cambria Elementary - Middle School on a part-time basis. Any student enrolled will be a full-time student and must carry a full schedule.

**ELEMENTARY
SCHOOL**

NORTHERN CAMBRIA ELEMENTARY SCHOOL

STUDENT ATTENDANCE GUIDELINES (204)*

Pennsylvania School Laws require that all students, upon admission to school, must attend regularly until the age of seventeen (17) unless issued a certificate or permit as prescribed by law. Legal excuses as prescribed by law are limited to illness, quarantine, court appearances, death in the family and religious holidays. A letter will be sent to the parent or guardian when the **STUDENT HAS ACCUMULATED THREE (3) DAYS OF UNLAWFUL ABSENCES FROM SCHOOL. NORTHERN CAMBRIA SCHOOL DISTRICT'S POLICY REQUIRES THE PRINCIPALS OR ATTENDANCE OFFICER TO FILE CHARGES AFTER SIX (6) DAYS OF UNLAWFUL ABSENCES ONCE NOTIFICATION HAS BEEN SERVED TO THE PARENT OR GUARDIAN.**

Each student returning to school after an absence **MUST BRING A WRITTEN EXCUSE SIGNED BY THE PARENT/GUARDIAN STATING THE REASON FOR ABSENCE.** If the absence due to illness extends beyond three (3) days, or if the attendance is irregular, school officials will require a physician's statement showing absence to be justifiable. If a student **DOES NOT** turn in an excuse within three (3) days after returning from an absence, **THE ABSENCE WILL BE DETERMINED TO BE UNLAWFUL.**

CLOSED CAMPUS (204)

Northern Cambria School District operates a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. No student, regardless of age, will be dismissed from school without a written note from their parent or guardian. If anyone other than the parent or guardian is to be picking up the student, the written excuse must state that person's name and their relationship to the student. If student is being dismissed for a doctor or dentist appointment, a medical slip signed by said doctor/dentist must be presented upon return.

PARENTS/GUARDIANS (OR ANY OTHER INDIVIDUAL) PICKING UP STUDENT MUST COME TO THE SCHOOL OFFICE TO SIGN STUDENT OUT. YOU MAY BE ASKED TO SHOW PHOTO ID. DEFINITIONS

EXCUSED ABSENCE: One in which proper documentation is provided to the school attesting to the reason for the absence and signed by a parent/guardian or a physician or appropriate court official.

The following reasons will constitute an excused absence; however, these days will be counted toward the fifteen (15) days placing the student on doctor's slips.

1. A signed note from the parent/guardian attesting to the student's illness. Once the student has accumulated fifteen (15) such absences, a doctor's excuse will be required.
2. A prior approved educational trip, **NOT EXCEEDING FIVE (5) SCHOOL DAYS**, limited to one (1) per school year. This form can be obtained in the school office and must be submitted to the Principal's office five (5) school days before the student's departure. Once approved, the student will receive a copy to show each teacher when they will be out of class.

The following constitute legal school absences according to the Pennsylvania School Code and **DO NOT** count toward the twenty (20) day retention policy.

1. A signed statement from a physician stating the illness or injury, date and time (including dental slips).

2. Court appearances.
3. Death in family.
4. Religious holiday.
5. Those other prescribed by law.

The following will NOT count against student attendance.

1. Field Trips.
2. Funeral/death in family.
3. Court hearing.
4. Religious holidays.

TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES , A STUDENT MUST PROVIDE A MEDICAL SLIP FOR ANY AND ALL ABSENCES AFTER 8:30 A.M. INCLUDING EARLY DISMISSALS AND MUST ALSO BE PRESENT FOR FOUR (4) FULL PERIODS OF CLASS, THE ONLY EXCEPTIONS TO THIS RULE ARE LISTED ABOVE.

UNLAWFUL ABSENCE: One in which the student is less than seventeen (17) years of age and fails to provide school officials with the proper documentation regarding his or her absence.

PARENTS AND STUDENTS PLEASE BE AWARE OF THE CURRENT TRUANCY LAWS:

Act 29 extensively revises penalties for truancy. The act increases to \$300.00 the fine placed on parents for truancy and requires parents to pay court costs or be sentenced to complete a parenting education program. Under Act 29 both the truant child and the parent must appear at a hearing by the district justice. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their sixteenth (16) birthday.

When a child is truant three (3) or more unexcused days the law requires:

1. A notice be sent home within 10 days;
2. An attendance improvement conference be held with the parent and student.

Charges will be filed with the magistrate when a child is truant six (6) or more unexcused days.

ABSENCE MONITORING SYSTEM

The purpose to step by step attendance regulations is to ensure student attendance and increase communication between Northern Cambria and the student's home. In order to ensure consistency throughout the district, Northern Cambria has designed the following student attendance policy:

1. For eight (8) to ten (10) days of absence, a letter will be sent to the student's parent/guardian informing them of the number of days the student has been absent. The principal or dean of students will meet with the student regarding attendance. This measure is intended to help the student to understand the attendance policy and prevent future problems with his/her attendance. The parent/guardian and student will be advised that when the student reaches fifteen (15) total days of absence, they will be required to produce a doctor's slip for each additional absence, or the days will be marked unlawful. The parent/guardian will also be advised that excessive absence from school deters the learning process and significantly reduces the student's academic performance.

2. On the fifteenth (15th) day of absence a letter will be sent to the parent/guardian informing them that the maximum number of absence days has been reached and that the student will now be required to produce a doctor's excuse for each absence from that time until the end of the school year. At this time, a Truancy Elimination Plan will be developed with the student, parent/guardian, guidance counselor and principal in an attempt to avoid any further absences. Students who do not comply with this policy will be subject to an administrative review of their participation in extracurricular activities and may be suspended from all activities. However, if it has been determined that within fifteen (15) days there are legitimate reasons for the absences, a letter placing the student on doctor's slips will not be sent. Legitimate reasons are doctor's slips of five or more consecutive days with prior notification to the school when possible. If there are no exceptions, a letter will be sent placing the student on doctor's slips for any further absences.
3. On the twentieth (20th) day of absence without doctor's excuses, the student will be required to repeat their current grade level.

TARDINESS (204)

Students who arrive after the 8:48 a.m. bell or the scheduled starting time of a class will be considered tardy. Please note that tardiness is an individual responsibility; missing the bus, over-sleeping, completing home chores, breakdown or problems arising from the use of private transportation are not acceptable reasons for lateness or absence. In these cases, excuses written by a parent/legal guardian are required, and approval of these excuses may or may not be granted by the administration.

A student that arrives to school late up to 10:00 a.m. will be considered tardy, unless a doctor's slip is provided. If an elementary student arrives after 10:00 the absence will be considered a half ($\frac{1}{2}$) day absent. If an elementary student arrived after 12:30 p.m. the absence will be considered a full day absent.

Tardy time is considered unlawful and if excessive tardiness occurs, a conference will be scheduled with the student's parents/guardians, guidance counselor and building principal.

CAFETERIA RULES

PARENTS OF ELEMENTARY/MIDDLE SCHOOL STUDENTS MAY EAT LUNCH WITH THEIR CHILDREN ON THE LAST TUESDAY AND/OR FRIDAY OF EACH MONTH WITH THE FOLLOWING PROVISIONS:

1. The school must be notified 24 hours in advance;
2. Parents must provide the school with current PA STATE POLICE, PA CHILD ABUSE AND FBI FINGERPRINT clearances. Instructions to obtain these clearances are on the Northern Cambria School District website.

FAILURE POLICY

1. In grades 1 to 4, failure to meet reading or mathematics grade level benchmarks will warrant retention.
2. At the end of the second nine weeks a parent conference will be arranged for perspective failures.
3. The decision to retain a student is the teacher's responsibility in cooperation with administration and guidance counselors. The team will review the student's academic, social and emotional development background and consider if the student would academically benefit from retention.
4. The principal's office will prepare and send a letter home explaining the recommendation for failure. Parental cooperation is desirable but approval is not necessary.

GUIDANCE

Guidance services are available for every student in the school. These services include interpretation of test scores; study help; help with school and/or social concerns; or any question the student may feel he/she would like to discuss with the counselor.

PARENT CONFERENCES

Parent/teacher conferences are held twice during the school year. Parents may make appointments for conferences with teachers, guidance counselor, or principal by telephoning the elementary/middle school office.

Parents are not permitted to visit teachers during class time. All conferences must be prearranged.

REPORT CARDS

Report cards are issued every nine weeks. Parents are asked to review the report cards with their children, and to consult with school officials if they wish. The report cards are to be returned to the school with the parent or guardian's signature.

TEXTBOOKS (108)

Textbooks are on loan to pupils. Until the book is returned to the instructor, the pupil is responsible for it. If the book is lost or damaged, the pupil must cover the cost of the texts. Report cards will be held until the textbook is found or payment is made.

Teachers will determine the cost of lost and/or damaged books. Payments may be made to the office by the student.

The cost of the books will be determined as follows:

- 1st year of use – full list price
- 2nd year of use- list price less 10%
- 3rd year of use – list price less 20%
- 4th year of use – list price less 30%
- 5th year of use – list price less 40%

**INFORMATION REGARDING THE
DROP-OFF & PICK-UP AREA FOR STUDENTS
NOT RIDING THE SCHOOL BUS**

Any person bringing a student to school in the morning or picking the student up at dismissal must do so in the back of the elementary-middle school building near the cafeteria. The drop-off/pick-up route is clearly marked by signs and yellow arrows. Please do not let your child/children exist your vehicle until you reach drop-off/pick-up point at the back door. **KEEP MOVING AFTER YOUR CHILD IS PICKED UP OR DROPPED OFF** in order for others to do the same. **PLEASE DO NOT PARK IN THE TRAFFIC ROUTE.** The back door is always monitored by school personnel.

If you wish to walk the student into school, you must park in a designated parking space **IN FRONT OF THE ELEMENTARY/MIDDLE SCHOOL BUILDING** and enter the building through the school office. **PLEASE DO NOT PARK IN THE TRAFFIC/BUS ROUTE.**

IF A STUDENT IS TO BE EXCUSED EARLY DURING THE NORMAL SCHOOL DAY, the person picking up the student(s) **MUST** park in a designated parking space, enter the building through the school office and follow the proper procedures detailed in the student handbook for dismissal of students.

On rare occasions when it is necessary for your child to ride a different bus or get off at a different stop, please send a **WRITTEN NOTE** with the following information: student name, bus number and name and address where the student will be getting dropped off. This information is necessary in order to issue a bus pass for the student.

If changes need to be made to your child's transportation home, we encourage parents/guardians to call the elementary/middle school office by 2:00 PM in order to facilitate the requested changes.

TRIPS/VACATION

If you are planning a family trip/vacation during the school year, an educational field trip form can be obtained from the elementary/middle school office. This form must be completed and signed by the parents/guardians and submitted to the principal's office for approval 5 days prior to said trip.

Please be advised that there is a limit of five (5) days allowed per school year for trips or vacations.

THE SCHOOL HEALTH PROGRAM

A school health record is initiated for each child at the time of admission to school and becomes the cumulative health record throughout the child's school career.

The school nurse is responsible for the school health record, seeing that all examinations, screening procedures and conferences are recorded.

The school nurse is also responsible for initiating a PA Department of Health Certificate of Immunization. It is most important to notify the school nurse of any immunizations obtained throughout the school years

Medical examinations are provided for all children of school age on original entry to school, and sixth and eleventh grades.

1. All students in grades k through twelfth shall receive a vision screening examination.
2. All students in grades K, 1, 2, 3, 7 and 11 shall receive a hearing screening examination.
3. Dental examinations will be given to all children of school age upon original entry to school and in grades 3 and 7th.
4. A special examination may be requested for any student if his/her physical or dental health is deteriorating. Parents will be notified and requested to secure this examination privately. If the results are not received at the school within a reasonable length of time, the student will be referred to the school physician or dentist for examination. If the parents prefer the services of the family physician and dentist, those examinations may be done and reported to the school nurse on specific forms . These forms are available to you from the school nurse upon request. They must be on file at the school prior to the date of examinations are scheduled by the school physician or dentist.

Any examination done in the current school year, beginning January of the current school year is acceptable.

Any defects noted upon examination will be recorded and parents will be notified. You are requested to have these reevaluated and corrections made as soon as possible. If you relay the results of the reevaluation to the school as requested, your child's health record can be kept up to date.

If you have difficulty securing correction of defects, please contact the school nurse. She may be able to refer you to sources of help unknown to you.

The basic goals of the school health program are to develop good health habits, provide a safe, healthy environment for study, and to promote a maximum state of physical well-being for each child.

**NORTHERN CAMBRIA SCHOOL DISTRICT HEALTH SERVICES
PEDICULOSIS CAPITIS #6420**

In compliance with Title 28, Health and Safety, Chapter 27, Communicable and Non-Communicable Diseases, the Northern Cambria School Board shall require that the identification and control of Pediculosis Capitis (head lice) be administered and regulated in the following manner:

OBJECTIVE:

To prevent the infestation of head lice to all students and staff and to promote the optimum in health and safety conditions, the Board desires that precautions and practices be implemented that will help insure the elimination of this parasite from the school setting.

SCREENING:

Examination of all children in elementary grades by September 15th and then again by March 15th of each school year will be administered by the school nurse(s). Repeated head lice inspections would be based on new cases identified., when an infested student is found at any time during the school year, the school nurse will obtain the names of the student's close associates, e.g. friends, classmates, bus partners. These close contacts will be promptly examined for evidence of infestation. If several students in a class are found to be infested, all children in the classroom will be examined.

TREATMENT:

Treatment of the infestation shall consist of shampooing with a pediculicide and the application of solution to loosen the nits. The student's hair should be thoroughly combed with a specially designed "nit comb" to insure that all the nits are removed. Instructions should also be given to the parents to explain precautions that need to be taken in the home environment in order to help assure that reinfestation will not occur.

MANAGEMENT:

The school nurse will assess whether an infestation is active or inactive based on the findings of crawling insects, or through the presence of nits. When it is determined that the louse infestation is active, the following procedures will be implemented:

1. Parent or emergency contact will be made and arrangements to take the child home immediately. If no contact can be made, the child will remain in the health office and then sent home with a note of explanation.
2. Parents will be provided with:
 - a. pamphlets and information regarding the lice, and care instructions that should be taken in the home
 - b. A pediculicide provided by the school
 - c. An application bottle of clear or other such type of product specifically to loosen the nits
 - d. Verbal instructions from the nurse regarding the treatment procedures
3. Parent will accompany the child to school after initial treatment.
4. If upon inspection by the nurse, any lice or nits are found, the child will not be readmitted and the nurse will make arrangements to oversee the parent's treatment of the child's hair at the school.
5. In the event a child is infested with the parasite three or more times during the course of a given school year, the school nurse will contact Children and Youth Services for direct home intervention.

NORTHERN CAMBRIA ELEMENTARY SCHOOL DISCIPLINE

LEVEL I - DESCRIPTION OF BEHAVIOR

Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These mis-behaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly and unemotionally.

EXAMPLES/BUT NOT LIMITED TO

- Inappropriate attire
- Removal of food from cafeteria or bringing food to class without permission
- Classroom disturbance, classroom tardiness, school tardiness, cheating or lying, disrespectful language or gestures
- Inappropriate displays of affection; disruptive behavior
- 1st offense: possession, use or distribution of prescription or non-prescription medication

PROCEDURES

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent/teacher conference; conference with the building principal and/or guidance counselor.

A proper and accurate record of the offenses and discipline action is maintained by the staff member.

DISCIPLINARY RESPONSES

- Verbal reprimands
- Special assignments (optional)
- Withdrawal of privileges
- Teacher/parent conference (in person or phone)
- Counseling detention

LEVEL II DESCRIPTION OF BEHAVIOR

Level II misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I mis-behaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary response(s) has failed to correct the situation. Also included in this level are mis-behaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES/BUT NOT LIMITED TO

- Continuation of unmodified Level I behavior
- Defacing/intentional disposal of school property (minor)
- Cutting class (first offense)
- Leaving school property without permission
- School tardiness (repeated instances)
- Truancy
- Using forged notes/excuses; impersonation of parent
- Disruptive classroom behavior (repeated instances)
- Cutting class (second offense). Failure to give correct name when asked
- Insubordination
- Abusive or vulgar language or obscene gesture
- Gambling
- Failure to serve detention assignments becomes Level III offense
- Minor harassment and threats to others (verbal or written); throwing paper, spitballs, etc. 2nd offense - possession
- Use or distribution of prescription or non-prescription medication

PROCEDURES

Student referred to the administration for appropriate disciplinary action (completed referral form given to the administration by teacher). The administrator meets with the student and/or teacher and decides the most appropriate response.

The teacher is informed of the administrator's decision.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

A parental conference is held.

DISCIPLINARY RESPONSES

- Mandatory parent/staff conference
- Behavior contract (optional); counseling; referral for psychological evaluation
- Referral to outside agency
- 1st offense - 1 day detention; 2nd offense - 2 days detention; 3rd offense - 1 day suspension; 4th offense - 3 day suspension; 5th offense - 5 day suspension and referral to superintendent; 6th offense - 10 day out of school suspension and board hearing - suspension (optional),

LEVEL III DESCRIPTION OF BEHAVIOR

Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

EXAMPLES/BUT NOT LIMITED TO

- Cheating **
- Continuation of unmodified Level I and II mis-behaviors; fighting (physical contact and physical assault)
- Vandalism (minor); stealing (minor); threats to others ; throwing rocks or other harmful objects
- Use or possession of tobacco*; excessive use of vulgar and abusive language (verbal or written)
- Serious defiance of an authoritative figure; inappropriate sexual behavior (touching)**
- Possession/use of drugs
- Alcohol or drug paraphernalia (see D & A policy for appropriate discipline response)
- Sexual harassment or intimidation (see sexual harassment policy)
- 3rd offense - possession, use or distribution of prescription or non-prescription medication

PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about student's misconduct and the resulting disciplinary action.

The proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

Restitution of property and damages is required through the student's own work whenever possible.

DISCIPLINARY RESPONSES

- Temporary removal from class (optional)
- Temporary or full in-school suspension
- Mandatory parent conference and/or hearing; counseling; referral for psychological evaluation; charges under Pennsylvania Civil Criminal Code
- 1st offense - 1 day suspension/detention; 2nd offense - 3 day suspension/detention; 3rd offense - 5 day suspension/detention and referral to superintendent; 4th offense - 10 day out-of-school suspension and board meeting

Suspension/detention - 1 to 3 days at principal's discretion **

LEVEL IV DESCRIPTION OF BEHAVIOR

Level IV misconduct involves acts which result in violence to another person or property or which pose a direct threat to the safety of others in school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.

EXAMPLES/BUT NOT LIMITED TO

Unmodified Level I, II or III mis-behaviors

- Deliberately striking a staff member
- Extortion; bomb threat; false alarm
- Possession/use/transfer of dangerous weapons
- Assault/battery (with injury)
- Rape or attempted rape
- Vandalism (major)
- Theft, possession, sale of stolen property
- Arson
- Furnishing/selling of unauthorized substances (drugs, alcohol)
- Possession/use of firecrackers
- Reckless driving on school property

PROCEDURES

The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent for board action.

DISCIPLINARY RESPONSES

Expulsion hearing; other board action which results in appropriate placement.

MIDDLE SCHOOL

NORTHERN CAMBRIA MIDDLE SCHOOL

STUDENT ATTENDANCE GUIDELINES (204)*

The following attendance regulations are being instituted for the purpose of addressing a growing nationwide concern over the lack of student attendance and promptness. Students should not be absent from school unless absence is necessary. Many times, poor grades and lack of school success can be related to school absenteeism. In today's competitive job market, potential employers carefully review the records of applicants for employment. Individuals with records of excessive absences and tardiness are considered undependable and poor prospects for employment; therefore, the attendance and tardy records are extremely important parts of a student's permanent record card.

Pennsylvania School Laws require that all students, upon admission to school, must attend regularly until the age of seventeen (17) unless issued a certificate or permit as prescribed by law. Legal excuses as prescribed by law are limited to illness, quarantine, court appearances, death in the family and religious holidays. A letter will be sent to the parent or guardian when the **STUDENT HAS ACCUMULATED THREE (3) DAYS OF UNLAWFUL ABSENCES FROM SCHOOL. NORTHERN CAMBRIA SCHOOL DISTRICT'S POLICY REQUIRES THE PRINCIPALS OR ATTENDANCE OFFICER TO FILE CHARGES AFTER SIX (6) DAYS OF UNLAWFUL ABSENCES ONCE NOTIFICATION HAS BEEN SERVED TO THE PARENT OR GUARDIAN.**

Each student returning to school after an absence **MUST BRING A WRITTEN EXCUSE SIGNED BY THE PARENT/GUARDIAN STATING THE REASON FOR ABSENCE.** If the absence due to illness extends beyond three (3) days, or if the attendance is irregular, school officials will require a physician's statement showing absence to be justifiable. If a student **DOES NOT** turn in an excuse within three (3) days after returning from an absence, **THE ABSENCE WILL BE DETERMINED TO BE UNLAWFUL.**

Students must be in attendance for 4 FULL PERIODS OF CLASS for the school day to be counted as one half (½) day in attendance. In order to assist parents in scheduling necessary, occasional appointments, the student must be present until 2:00 to be considered a full day. This cannot exceed five (5) days in a given year. After five (5) occurrences the absences will be considered a half day absence. Should the school nurse dismiss a student, up to three (3) nurses excuses will be considered as medical.

CLOSED CAMPUS (204)

Northern Cambria School District operates a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. No student, regardless of age, will be dismissed from school without a written note from their parent or guardian. If anyone other than the parent or guardian is to be picking up the student, the written excuse must state that person's name and their relationship to the student. If student is being dismissed for a doctor or dentist appointment, a medical slip signed by said doctor/dentist must be presented upon return.

PARENTS/GUARDIANS (OR ANY OTHER INDIVIDUAL) PICKING UP STUDENT MUST COME TO THE SCHOOL OFFICE TO SIGN STUDENT OUT. YOU MAY BE ASKED TO SHOW PHOTO ID.

DEFINITIONS

EXCUSED ABSENCE: One in which proper documentation is provided to the school attesting to the reason for the absence and signed by a parent/guardian or a physician or appropriate court official.

The following reasons will constitute an excused absence; however, these days will be counted toward the fifteen (15) days placing the student on doctor's slips.

1. A signed note from the parent/guardian attesting to the student's illness. Once the student has accumulated fifteen (15) such absences, a doctor's excuse will be required.
2. A prior approved educational trip, **NOT EXCEEDING FIVE (5) SCHOOL DAYS**, limited to one (1) per school year. This form can be obtained in the school office and must be submitted to the Principal's office five (5) school days before the student's departure. Once approved, the student will receive a copy to show each teacher when they will be out of class.

The following constitute legal school absences according to the Pennsylvania School Code and **DO NOT** count toward the twenty (20) day retention policy.

1. A signed statement from a physician stating the illness or injury, date and time (including dental slips).
2. Court appearances.
3. Death in family.
4. Religious holiday.
5. Those other prescribed by law.

The following will **NOT** count against student attendance.

1. Field Trips.
2. Funeral/death in family.
3. Court hearing.
4. Religious holidays.

TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES , A STUDENT MUST PROVIDE A MEDICAL SLIP FOR ANY AND ALL ABSENCES AFTER 8:30 A.M. INCLUDING EARLY DISMISSALS AND MUST ALSO BE PRESENT FOR FOUR (4) FULL PERIODS OF CLASS, THE ONLY EXCEPTIONS TO THIS RULE ARE LISTED ABOVE.

UNLAWFUL ABSENCE: One in which the student is less than seventeen (17) years of age and fails to provide school officials with the proper documentation regarding his or her absence.

PARENTS AND STUDENTS PLEASE BE AWARE OF THE CURRENT TRUANCY LAWS:

Act 29 extensively revises penalties for truancy. The act increases to \$300.00 the fine placed on parents for truancy and requires parents to pay court costs or be sentenced to complete a parenting education program. Under Act 29 both the truant child and the parent must appear at a hearing by the district justice. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their sixteenth (16) birthday.

When a child is truant three (3) or more unexcused days the law requires:

1. A notice be sent home within 10 days;
2. An attendance improvement conference be held with the parent and student.

Charges will be filed with the magistrate when a child is truant six (6) or more unexcused days.

ABSENCE MONITORING SYSTEM

The purpose to step by step attendance regulations is to ensure student attendance and increase communication between Northern Cambria and the student's home. In order to ensure consistency throughout the district, Northern Cambria has designed the following student attendance policy:

4. For eight (8) to ten (10) days of absence, a letter will be sent to the student's parent/guardian informing them of the number of days the student has been absent. The principal or dean of students will meet with the student regarding attendance. This measure is intended to help the student to understand the attendance policy and prevent future problems with his/her attendance. The parent/guardian and student will be advised that when the student reaches fifteen (15) total days of absence, they will be required to produce a doctor's slip for each additional absence, or the days will be marked unlawful. The parent/guardian will also be advised that excessive absence from school deters the learning process and significantly reduces the student's academic performance.
5. On the fifteenth (15th) day of absence a letter will be sent to the parent/guardian informing them that the maximum number of absence days has been reached and that the student will now be required to produce a doctor's excuse for each absence from that time until the end of the school year. At this time, a Truancy Elimination Plan will be developed with the student, parent/guardian, guidance counselor and principal in an attempt to avoid any further absences. Students who do not comply with this policy will be subject to an administrative review of their participation in extracurricular activities and may be suspended from all activities. However, if it has been determined that within fifteen (15) days there are legitimate reasons for the absences, a letter placing the student on doctor's slips will not be sent. Legitimate reasons are doctor's slips of five or more consecutive days with prior notification to the school when possible. If there are no exceptions, a letter will be sent placing the student on doctor's slips for any further absences.
6. On the twentieth (20th) day of absence without doctor's excuses, the student will be required to repeat all the subjects taken that year.

TARDINESS (204)

Students who arrive after the 7:35 a.m. bell or the scheduled starting time of a class will be considered tardy. Please note that tardiness is an individual responsibility; missing the bus, over-sleeping, completing home chores, breakdown or problems arising from the use of private transportation are not acceptable reasons for lateness or absence. In these cases, excuses written by a parent/legal guardian are required, and approval of these excuses may or may not be granted by the administration.

A student that arrives to school late up to 8:30 a.m. will be considered tardy, unless a doctor's slip is provided. Students must be in school by 8:30 a.m. to be eligible to practice, try out, or participate in and/or attend extracurricular activities (academic and athletic). Students who arrive to school after 8:30 a.m. without a doctor's slip must leave the school grounds by 2:50 p.m. and not attend practice, tryouts, or games/contests.

Tardy time is considered unlawful and will be accumulated in the following manner:

1. All unlawful days resulting from accumulated tardy time(s) will be treated as an unlawful day with the parent/guardian's subject to fines following the legal limit. Tardiness will be evaluated weekly and notification will be made regarding minutes and unlawful absences.
2. All tardy occasions will be treated as disciplinary measures and subject to the punishment(s) outlined as follows:
 - a. When a student is tardy or late to homeroom three (3) times a warning will be given.
 - b. Four (4) – Six (6) times will result in a 1 hr. after school detention
 - c. Seven (7) – Nine (9) times will result in a 2 hr. after school detention
 - d. Ten (10) and above will result in a 2 hour detention, 1 day In School Suspension and a conference with parents/guardians, guidance counselor and building principal.
3. Students who arrive to school between 8:31 a.m. and 11:01 a.m. will be considered a ½ day absent. Students who arrive after 11:01 a.m. will be considered a full day absent.

CLASS ATTENDANCE (204)

Students are expected to attend all classes. Any student cutting a class will make up the time in detention. Any offense - one 2 hour detention.

The Northern Cambria School District Board of Directors does not sanction a “skip day” of any nature. To comply with state laws, all students are expected to be in attendance at all times except those instances where students are legally absent.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or the student has an authorized hall pass from an authorized staff member. Only authorized hall passes will be accepted. These passes are to be used to go directly to the place stated on the pass and to the floor stated on the pass. Any student who is in a location not authorized by the pass will be disciplined according to discipline structure.

MAKE-UP WORK

Any student who has been absent from school due to illness will be granted the privilege of making up work missed. It is the student's responsibility however; to approach all of his/her teachers on the first day he/she returns to school and make arrangements to meet with the teacher at the teacher's convenience to complete the work missed. Students will be granted the same number of school days in which were missed to make up the work. All requests for homework must be made to the middle school office by phone prior to 9:00 a.m..

ACADEMIC INTEGRITY

Northern Cambria Middle School places a high standard on integrity of our school community. Disregard for cheating, copying, plagiarism, etc. on school work will not be tolerated and the student body is expected to encourage fellow classmates to follow this same standard. Specific examples of cheating but not limited to:

- Getting or giving your assignment to another person
- Using assignments submitted in previous semesters
- Soliciting to have someone do your assignments in whole/part for you
- Having someone do your assignments in whole/part for you
- Doing someone's assignments for them
- Copying someone else's work – this includes getting materials from the Web and other sources
- Submitting work that is not completely created by you
- Looking at someone else's test during an exam or asking someone during an exam for help
- Possessing an unauthorized copy of an exam
- Telling someone, in detail, what answers to enter on their assignment/exam

Any student cheating on work in a single course will be subject to the following consequences:

- 1st time: zero (0) score on work assignment or test, a conference with the guidance; parent will be notified by the teacher; principal will be notified and detention
- 2nd time: zero (0) score for the nine (9) weeks in particular subject; parent conference and discipline referral
- 3rd time: Failure of course; zero (0) credit for course; parent notification and discipline referral

Overall consequences for cheating in more than one class include:

- 2nd time: zero (0) score; In School Detention; parent conference
- 3rd time: zero (0) score; at least three (3) days of In School Detention or Out of School Suspension; failure in two or more courses; zero (0) credit; parent notification; attendance of summer school in the courses in which zero (0) credit was earned

GUIDANCE

Students wishing to visit the counselor should email Mrs. Tenerowicz to arrange for an appointment.. Parents my contact the middle school guidance department at (814) 948- 5880 ext. 2662.

SCHEDULE CHANGES

All requests for schedule changes must be discussed with the middle school guidance counselor and the building principal to determine the best placement, if possible, for the student. However, due to many factors, there are no guarantees for any schedule changes.

REPORT CARDS AND MARKING SYSTEM

<u>Percent</u>	<u>General Meaning</u>
92-100	Superior
83-91	Above Average
74-82	Average
65-73	Below Average
64 or below	Failure
I	Incomplete
P	Pass
F	Failure

DEFICIENCY NOTICES

Student reports may be sent anytime between marking periods to parent/guardian of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency, which needs correction, is noted. Acknowledgement of this report by email or phone call to the teacher is appreciated.

REPORT CARDS

Report cards are issued every nine weeks. Parents are asked to review the report cards with their children and to consult with school officials if they wish. Any questions about a grade should be first referred to the teacher. An Incomplete is given when a student does not complete all requirements for a course in the prescribed time periods. The student must make up the work within two weeks of the end of the report period.

An Incomplete in course work, including examination, not made up in the allotted time will be assigned a grade of 57%. Any student receiving an incomplete will not be eligible for any honor roll or academic award.

FAILING A SUBJECT AND CREDIT RECOVERY

Parents of all students should be aware that on occasion it is not known whether a student will pass or fail for the year until the last few days of the school year. The reason is that the student's fourth nine (9) weeks grade and possibly a final exam grade may be needed to determine if the student passes or fails. A student who has failed a subject may take the course over by:

1. Taking correspondence course (with guidance approval)
2. Attending summer school in a community which offers such courses with the approval of the guidance counselor or principal.

No summer school credit will be accepted unless the student has maintained a final average of 57% - 64% in the regular classroom.

No credit will be accepted after the start of a new school year and no students will be permitted to take a course for middle school credit during his/her term of enrollment during the school year. Please note, no student will be removed from or transferred to another class due to a failing grade.

Northern Cambria may grant credit for approved subjects completed by students who have failed courses during the school year by successful participation in Credit Recovery School. Note that these opportunities are for credit recovery only and, therefore, will be graded on a Pass/Fail basis, without grade point average significance. Both the failed course and the credit recovery course will appear on the student's transcript. The cost and guidelines for Credit Recovery School will be the responsibility of the participating student. Please contact the guidance office for more information.

TEXTBOOKS (108)

Textbooks are on loan to pupils. Until the book is returned to the instructor, the pupil is responsible for it. If the book is lost or damaged, the pupil must cover the cost of the texts. Report cards will be held until the textbook is found or payment is made.

Teachers will determine the cost of lost and/or damaged books. Payments may be made to the office by the student.

The cost of the books will be determined as follows:

- 1st year of use – full list price
- 2nd year of use- list price less 10%
- 3rd year of use – list price less 20%
- 4th year of use – list price less 30%
- 5th year of use – list price less 40%

PARENT CONFERENCE

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the elementary/middle school office. Regular parent conference days are scheduled throughout the year according to the school calendar. These dates can be found on the Northern Cambria School District website.

LOCKERS

Students are assigned to one locker in the building and are not to use other lockets. Lockers are checked periodically, and, at the end of the year for damages. The assigned student is responsible for any and all damage to their locker. Any damage that occurs during the year is to be reported immediately to the office. It is the student's responsibility to keep lockers locked at all times. Jamming of lockers is not permitted. Each student is responsible for the contents of his/her locker. The school is not responsible for stolen articles. Students who tamper with the locks will be held responsible for damages. Students are asked to keep lockers neat and clean. All lockers are subject to periodic unannounced searches and probable cause searches throughout the school year

**ELEMENTARY
SCHOOL
&
MIDDLE
SCHOOL**

NORTHERN CAMBRIA SCHOOL DISTRICT HOMEWORK POLICY

(Adopted April 9, 1985)

PHILOSOPHY

The Board of Education, administration and faculty have an affirmative viewpoint on the use of homework as an essential part of the total educational process. Homework should be based on one or more of the following: (1) Needs; (2) Capabilities, and (3) Interests.

We also believe that each teacher, student and parent/guardian has a responsibility for ensuring the success of homework assignments:

1. The teacher, for following district guidelines when assigning homework.
2. The student, for completing the assignments according to the criteria established by the teacher.
3. The parent, for providing the work area, times and conditions necessary for the student to complete the assignments.

DEFINITION OF HOMEWORK (130)

Homework is a continuation of the learning process, planned by the teacher, to be completed by the student outside the classroom.

OBJECTIVES OF HOMEWORK (130)

1. To develop self-discipline, responsibility and independence
2. To reinforce school learning by further practice and application of skills
3. To prepare for classroom instruction
4. To stimulate originality and creativity
5. To enhance home/school communications
6. To provide more time to cover more of the course of study
7. To teach how to organize time and activities
8. To teach good study habits and study skills

SCHOOL VOICE MAIL AND HOMEWORK

Parents or students may call in at 948-5880 and enter the proper teacher's 4 digit extension to leave a message. This includes a Voice Mail System, where you may solicit information from or leave important messages for district employees. If possible, e-mail the respective teacher.

To check attendance, grades, homework, etc. parents and/or students may visit the following website:

<https://ncsd-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

MIDDLE SCHOOL

Homework requests must be made before 9:00 a.m. for same day pick-up. Pick-up can occur between 2:30 -3:00 p.m. All assignments are listed and materials are posted on the google classroom.

ELEMENTARY SCHOOL

Homework requests must be made before 10:00 a.m. for same day pick-up. Pick-up of assignments must occur by 3:30 p.m. All assignments are listed and materials are posted on the google classroom.

GUIDELINES FOR TEACHERS (130)

1. Homework shall:
 - a. Be structured with a clear purpose
 - b. Be of appropriate length
 - c. Be relevant to in-class activities
 - d. Be based on previously acquired skills
 - e. Be assigned with consideration that students have other academic cultural and social commitments
 - f. Be used as a learning device, not as punishment
2. Teachers shall:
 - a. Communicate to the student at the beginning of the course the method of evaluation and its impact on their quarterly grades.
 - b. Review each homework assignment to give value to the task. Avoid grading assignments intended to provide practice and/or reinforcement of knowledge and skills. These assignments are primarily designed for use as vehicles of instruction.
 - c. Notify parent/guardian if a student's assignment is habitually incomplete or unsatisfactory and indicate how his/her grade will be affected.

GUIDELINES FOR STUDENTS (130)

The student should:

1. Make sure he/she understands the assignment
2. Budget time to do homework
3. Request help when needed
4. Arrange to make up missed assignments
5. Develop a personal system for remembering and/or recording assignments
6. Be responsible to complete the required assignments to the best of their ability.

GUIDELINES FOR PARENTS (130)

The parent should:

1. Provide a daily environment conducive to study: a quiet, well-lighted place, ample work space and the necessary basic materials
2. Be familiar with school homework policies
3. Motivate and encourage the student to do their best work
4. Contact the teacher regarding problems
5. Help develop a schedule around outside activities.

HOMEBOUND STUDY/INSTRUCTION

In all cases of extended illness (more than 10 days of illness), homebound instruction may be requested through the Office of the Superintendent. Parent/guardians must obtain a form for homebound instruction from the Office of the Superintendent before going to the physician concerning the ill child. **HOMEBOUND REQUESTS MUST BE RENEWED EVERY THREE (3) MONTHS BY THE PHYSICIAN.** Please allow the administration some time to make these homebound arrangements, especially in regard to obtaining teachers and materials for the child. If a student is not available for scheduled instruction time, absent days can accumulate. If a student with disabilities requests Homebound Study for a temporary medical situation, the Director of Special Education should be promptly notified as the IEP Team is responsible to reconvene to evaluate the provision of special education support services during the students' recovery.

FIRE DRILLS

Fire drills shall be conducted on a regular basis. Complete instructions are posted in each room of the school building. Upon sounding of the fire alarm, everybody shall leave the building as calmly, quietly and quickly as possible. There shall be no boisterousness or running. Students will leave their respective classrooms and walk to their designated exit.

SEVERE WEATHER DRILLS

Severe weather emergency drills shall be conducted periodically. All students will go into the hallway of their respective floors away from the windows. Students in the cafeteria, gym, and auditorium are to move to the hallway outside of the cafeteria.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. In the event of inclement weather, consult your area television stations (WJAC TV 6, WTAJ TV 10, Fox 8, and ABC 23). The media will be informed as soon as possible, as to whether school will be delayed, dismissed early or closed. Whenever possible, the School Notification System will be used to call the home or parent to inform them of delays, closings, early dismissals, or other emergencies that impact the school day. Special announcements and emergency information will be delivered using the school messenger system. It is imperative that contact information is kept up to date in the high school office for this reason. Please try to avoid calling the school office during this time as the lines are often extremely busy and unnecessary calls add to the confusion.

BULLETINS, ANNOUNCEMENTS, DELIVERIES

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced each morning. Special notices will be posted on the social media sites and announced at designated times during the school day. All posters must advertise school sponsored events and must be approved by the building principal.

Students will not be called from class for any type of delivery. In the event that your child forgot needed items for the school day, you may leave these items in the office for the student to be called down between classes.

The District asks that parents/friends send flowers, balloons, etc. to the student's home, not the school.

SCHOOL TELEPHONE AND MESSAGES

Office phones are restricted to matters pertaining to school business. Students will only be excused from classes to answer outside calls in cases of emergency. Messages to students are not to be called into the school since it may be difficult to determine if the message is legitimate.

All phone calls are subject to monitoring/screening at the discretion of a teacher and/or administrator. A student must obtain permission to use any phone for any reason. Students will be denied the use of a phone if it is not considered an emergency reason.

CELL PHONES

The personal use of a cell phone is prohibited during normal school hours. Cell phones should be kept off and out of sight during normal school hours. Although it is not necessary for students to have cell phones, teachers may permit this for educational purposes and as an extension of the classroom. Students are encouraged to link their Google Suite to their cell phones. The District is not responsible for lost or damaged cell phones.

At no time should a student use their cell phone to be picked up from school due to illness. This will constitute an unexcused absence and a cell phone use violation with consequences. Students must report to the nurse when feeling ill.

VISITORS

Only parents/guardians who have custody or shared custody will be permitted to contact their child while school is in session. No one will be permitted to visit a teacher who is involved in a class. Please make an appointment to talk to school staff.

All visitors must enter through the main entrance and report to the office upon entering the school to sign in and receive a visitor's badge. Visitors may be required to show photo ID. Speakers and other educational visitors that have contact with students must present PA State Police, PA Child Abuse, and FBI fingerprint clearances or waiver to visit classrooms.

Students are not permitted to bring friends or relatives to school with them for the purpose of attending classes.

CLASS ORGANIZATION FUNDS AND FUNDRAISING (229)

All class, organization and activity funds are to be deposited. They will be credited to the proper account. A class or organization wishing to make a purchase, a donation or contract with any agency for service of merchandise must have prior approval of its sponsor, officers of that activity and the building principal. The sponsor, in turn, must verify that funds are available in the account, charge all purchases to the class or organization, not to the school. The person making the purchase will sign the bill. Bills will be paid by check. Please try to consolidate purchases at as few establishments as possible. Also, try to make purchases at businesses that are willing to bill the class or organization. Auditors recommend that we avoid paying cash for purchases.

There shall be no soliciting from or selling to students or staff within any school without prior approval of the Principal and/or Superintendent. There shall be no selling of fundraising activity materials by students or any organization in school during the time school is in session. Fundraising activities are designed to be sold after school hours.

CARE OF SCHOOL PROPERTY (224)

Students are not to tamper with the fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. In addition, a student will be required to pay for any damage done to school property or equipment and be subject to the discipline policy.

BEHAVIOR ON SCHOOL BUS

Because the bus driver must keep his or her attention upon the highway and the operation of his bus, he cannot jeopardize the safety of all students because of the behavior of a few. Therefore, the following regulations shall be strictly enforced:

1. Ride only the bus you are assigned.
2. Take the seat assigned to you by the driver.
3. Do not throw, shoot, or otherwise impel any paper, metal, or other substance in or around the school bus.
4. Avoid loud or profane language in or around the school bus.
5. Avoid pushing, fighting, or other unruly behavior in or around the bus.
6. Do not deliberately disobey, abuse, or otherwise show disrespect for the bus driver.
7. Remain seated at all times while on the bus.
8. Do not raise or lower the windows at any time without first receiving permission from the driver.
9. No student shall deliberately mar, deface or tamper with any part of the bus. (According to Articles S, Section 1023, sub-section A, of the Pennsylvania Motor Vehicles Code, such action can result in a \$25.00 fine or ten (10) days in jail.)
10. There shall be no use of tobacco in or around the bus at any time.
11. There shall be no eating or drinking on the bus.
12. There shall be no littering from the school bus or in the school bus.
13. All students must enter the school building once the bus arrives. At no time is a student Permitted to walk off the school property without permission.

Riding a school bus is not a right, but a privilege, the continuation of which is dependent upon satisfactory behavior on the bus. All bus drivers are instructed to report to the high school principal the name of any student who fails to obey bus regulations. Infractions of any of the above regulations may result in suspension of bus riding privileges and the principal may take disciplinary action.

All Bus Stop requests must be submitted in writing to Tri-county Transportation by October 1st.

Tri County Transportation, Inc.
406 Magnolia Street
Northern Cambria, PA 15714

STUDENT USE OF INTERNET

Students who are permitted to access the Internet must return their signed emergency card and a signed copy of the District Acceptable Use Policy. By doing so, both the student and the parent agree to adhere to the District's Internet Policy prior to using any computer. No student may access the school network without a signed Acceptable Use Policy. These forms must be completed each year and will be sent home with your student(s) on their first day of school.

AUTHORITY OF THE FACULTY/ADMINISTRATION

There is no division of authority among the faculty of the Northern Cambria School District. Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any school function or activity. Every teacher, assistant principal, dean of students and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his 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. (Public School Code, Section 1317, amended July 25, 1963, P. L. 315) The District, through its administration, reserves the right to exercise discretion in applying exceptions, when appropriate, on a case-by-case basis.

STUDENTS RIGHTS AND RESPONSIBILITIES (235)

A copy of Northern Cambria School District's Regulations and Guidelines on Student Rights and Responsibilities is posted to the District's website. Every student and parent are encouraged to read it carefully. A clear understanding of this should aid a student in becoming a responsible member of our school.

STUDENT COMMUNICATION AND COMPLAINT PROCESS

The Board and its employees encourage students to communicate their ideas and concerns so that a positive learning environment will exist in the district.

Incidents requiring immediate response will be handled in a professional manner. Such incidents should be documented as soon as possible after the situation is resolved. Documentation is required on all occasions. Students are strongly encouraged to communicate freely with teachers and administrators. Any student that is witness to any breach of the discipline code should report the incident to a teacher or the building principal.

Students are encouraged to discuss differences with teachers. Teachers shall be required to respond to student's comments.

The Guidance Counselor will exercise one or more of the following options:

1. Meet with the teacher
2. Notify the building principal
3. Discuss the matter with students' parent/guardian

The Guidance Counselor will respond to the student within ten (10) working days. If the student is not fully satisfied with the guidance counselor's response, the guidance counselor will request the building principal's involvement. The principal will meet with the student and his/her parent/guardian within ten (10) working days of the guidance counselor's request. If the principal is unable to provide the adequate resolution he/she should request the Superintendent's involvement.

The Superintendent shall be required to:

1. Meet with the teacher(s) involved
2. Meet with the guidance counselor
3. Meet with the principal
4. Arrange a meeting with the student(s) and his/her parent(s)/guardian(s) within ten (10) working days of the principal's request
5. Provide a full report to the Board at its next meeting

THE CAFETERIA

The cafeteria is an integral part of the educational program. It is a place where good nutrition and healthy habits may be learned and practiced, and where desirable personal and social characteristics may be developed. All students will have an established lunch account that will allow payment in advance for purchases from the cafeteria. Please remember to keep a positive balance in the account. Step by step instructions on how to create and use a School Café account can be found on our district website. Positive account balances will not be refunded at the end of the year with the exception of high school seniors or others leaving the district with a balance of \$5.00 or more, or by correspondence addressed to the Food Service Director for summer refund, if the balance is \$10.00 or more.

Prices for the 2019-2020 School Year are as follows:

Breakfast: \$1.35

Reduced Breakfast \$.30

Adult Breakfast \$2.10

Middle School: \$2.05

Elementary School \$1.95

Reduced Lunch: \$.40

Alternate Lunch: \$2.35

Adult Lunch: \$3.35

Free and Reduced Lunch Applications are available on our website or in the Elementary/Middle School Office. This can be completed at any time throughout the school year.

CAFETERIA RULES

1. Be courteous to your peers, cafeteria, custodial and teaching staff.
 - Do not interfere with another person's lunch.
 - No physical contact (including arm wrestling).
 - No intentional dropping of trays.
 - Push in your chair when leaving the cafeteria.
2. Please cleanup after yourself - clean your eating area when finished.
 - Place all garbage in the trash can.
 - Do not throw food or debris.
 - Return all trays to the dishwashing area.
 - No skipping line.
3. Food is not permitted to leave the cafeteria during breakfast or lunch.
4. Remain at your seat throughout the lunch period.
 - A pass is required to leave the cafeteria.
 - You must sign in and out to use the restroom.
5. All accounts must be paid in full by the end of the academic year. Reports cards will be held for any outstanding balances.

Disciplinary action for the above will include (but not limited to)

Detention or loss of cafeteria privileges;

Waiting to eat last;

Policing the cafeteria;

Eating in an isolated area.

PARENTS OF ELEMENTARY/MIDDLE SCHOOL STUDENTS MAY EAT LUNCH WITH THEIR CHILDREN ON THE LAST TUESDAY AND/OR FRIDAY OF EACH MONTH WITH THE FOLLOWING PROVISIONS:

1. The school must be notified 24 hours in advance;
2. Parents must provide the school with current PA STATE POLICE, PA CHILD ABUSE AND FBI FINGERPRINT clearances. Instructions to obtain these clearances are on the Northern Cambria School District website.

HEALTH SERVICES

Students who become ill in school must report to the school nurse, who will decide what should be done. If the nurse is not in, students are to report to the office. Students are not to leave the building because of illness without authorization. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. Any student who uses their cell phone to call or text home without permission from the school nurse will be marked unexcused.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge, then to the school nurse.

SPECIAL HEALTH PROBLEMS

Students with health problems are to report to the school nurse at the beginning of the school term or when such problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school.

PRESCRIPTION DRUGS

Medication may be taken by students during the school day and must be administered through the health office. Whenever possible, medication should be given to students before or after school. All prescription medication sent to school must be in the original pharmacy bottle with a prescription label on it. Ask your pharmacist for a second bottle that is properly labeled. Any over the counter medication that may be required during the school day must be in the original container and clearly labeled. A one-week supply may be kept in the nurse's office.

All medication should be kept in the Health Office. No medication, including Tylenol or aspirin is to be kept in a student's possession or locker.

Non-prescription medication, supplied by the school, will be administered during school hours, if necessary, but only those checked off on the Emergency Card that has been signed and dated by the parent or guardian. Each signed permission form is good for one year.

THE FOLLOWING MEDICATION POLICY WAS ADOPTED BY THE NORTHERN CAMBRIA SCHOOL BOARD:

For the health and safety of your child, a policy governing the administration of medication to pupils during school hours has been adopted. Ideally, all medication should be given at home. However, it is also recognized that many students are able to attend school because of the effectiveness of the medication in the treatment of their condition.

Any student who is required to take medication during regular school hours must comply with the following guidelines:

- 1. For those students on temporary medication such as antibiotics, etc. or long-term medication, such as asthma inhalers, etc the parent/guardians and students must comply with the following:**
 - a. Completion of the Consent form for Prescription Medication by parent/guardian and physician. The form should be completed and accompany the medication before it will be administered by authorized personnel.**
 - b. All medication must be in the original prescription bottle with current date and with the name of the student on the bottle. Please ask your pharmacist to make up a second bottle with the prescription label attached so it may be kept at school. A one-week supply of medicine may be kept in the nurse's office. A refrigerator is available if needed.**
 - c. All medication must be brought to the nurse's office. No medication is to be kept in the student's possession or locker.**

- 2. The administration of non-prescription medication is discouraged and can be avoided by adjusting the time schedule around school hours. If however, your child must receive this medication at school, such as cough syrup, a form can be obtained from the nurse's office. The form must be completed and accompany the medication before it will be administered by authorized personnel. The school nurse has the right to call your physician if there is a question. All medication must be sent in the original container and be clearly labeled. Medication sent to school in envelopes or bags will not be accepted.**

- 3. Self-administration of medication:**
 - a. Act 187, signed into law December 2004, permits school children with a physician's diagnosis of asthma, medication orders, parental permission and who demonstrate responsible behavior to carry and self-administer their medication via an asthma inhaler. The student is responsible for notifying the school nurse immediately following each emergency use of an asthma inhaler. Northern Cambria School District nor its school employees bears responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledges that the school entity bears no responsibility for ensuring that the medication is taken.**
 - b. Act 195, signed into law October 31, 2014, permits students who have a physician's diagnosis of a life-threatening allergy to food, insects, latex, medication or other triggers, parental permission and who demonstrates responsible behavior to carry their Epinephrine Auto-injector with them. In the event that the student cannot administer the Epinephrine Auto-injector the school nurse or trained school employee will administer the emergency medication. School stocked epinephrine will be used when anaphylaxis occurs for the first time in a student or if the known student does not have their emergency medication with them.**

Parents and physicians are required to complete a consent form for prescription medication. This form must be signed, dated and returned to the elementary/middle school nurse's office. Any questions please call the school nurse at 814-948-5880, ext 2658.

ASSEMBLIES

Assemblies are regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audiences. Talking, whispering, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

Students will not be excused from assemblies to go home unless an emergency condition exists.

Guidelines for assemblies is as follows:

1. Proceed to the assembly area quietly and promptly. Students must sit in their assigned sections.
2. When the chairman of the assembly asks for your attention, give it to him or her immediately.
3. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversations.
4. Applaud in keeping with the occasion. Applause should be generous and courteous.
5. Do not leave the assembly until dismissed.

Failure to abide by these rules will result in the loss of the privilege of attendance at assemblies.

DRESS CODE (221)

The guidelines listed outline the monitoring procedures for compliance with the Northern Cambria School District's dress policy.

1. The building principal and teachers shall monitor student dress and grooming in the building.
2. Clothing that is lewd, vulgar or creates a school climate of excessive showmanship, shall be considered inappropriate and subject to interpretation of the policy by the building principal.
 - a. All clothing must be work in a manner that is appropriate for the school setting. All clothing must be sized appropriately. Clothing that is revealingly tight is not acceptable. Clothes must fit and pants must be work around the waist.
 - b. Shoes or sandals are to be worn.
 - c. Shorts or skirts must be at least mid-thigh when standing upright.
 - d. Bare midriffs and bare shoulders are not permitted.
 - e. Cut off muscle shirts are not permitted. All shirts must fit the arms appropriately, no open sides. Men's tank top style undershirts are not permitted unless worn under another item.
 - f. Spaghetti straps or see through clothing are not permitted. Tank tops are permitted with a shoulder strap of a minimum of 2 inches wide.
 - g. Shirts with obscene or suggestive pictures, words or letters that do not provide a positive school climate are not permitted.
 - h. External body piercing will be permitted as long as they are not deemed distracting, explicit, or suggestive.
 - i. Chains, exposed safety pins, needles and/or all other ornamental jewelry that could be potentially dangerous are forbidden.
 - j. Colored hair, other than natural hair colors and/or spike hair longer than two inches is not permitted.
 - k. Headwear of any kind is not permitted without prior approval from the principal.

- l. Bandanas are not permitted.
 - m. Any garment that reveals frontal cleavage is not permitted in the school setting. Tops lower than 2 inches below the collarbone line will not be permitted.
 - n. Any article of clothing that is considered or reveals undergarments is deemed inappropriate for the school setting.
 - o. Clothing which is revealing or excessively tattered, such as ripped or torn jeans, is not acceptable.
 - p. Coats, overcoats and jackets may not be worn in the building.
 - q. Hooded sweatshirts are permitted as long as the hood is not used or worn.
3. When a student is recognized as not following the stated practices, a teacher shall refer the student to the building principal for appropriate action.
 4. The building principal or their designee shall meet with the student to discuss the reasons for the objections and render a decision following their discussions.
 5. If a student is in noncompliance with the regulations, the student will be required to make the appropriate modifications in addition to disciplinary action.
 6. If the parent and student are not satisfied with the decision at the building level, they may appeal to the superintendent.
 7. If the parent and student are not satisfied with the decision of the superintendent, they may appeal to the school board for a hearing. The Board's decision is final.

BOOK BAGS AND PURSES (221)

It is in the best interest of the students' safety and health that the Northern Cambria School Board authorizes the superintendent and principals to enforce the following procedures regarding book bags and purses:

Grade five (5) through eight (8) will be permitted to transport educational materials to and from school via approved book bags. These book bags will be placed in their lockers upon arrival and remain there until dismissal. Students are not to carry book bags/backpacks from class to class.

Purses that will be carried throughout the day must be no larger than 8 1/2 by 11 inches.

Any student not following the above guidelines will be subject to disciplinary action.

The District reserves the right through its administration to inspect any and all book bags and/or purses with reasonable suspicion. The District further reserves the right through its administration to adjust and/or modify this policy as needed for the safety and well-being of all students and district personnel.

BAGS AND EQUIPMENT

Bags are to be left in the designated area as assigned and not in teacher classrooms. **DO NOT** leave valuable in bags. Every effort will be made to secure items but the school **CANNOT** be held liable for lost or stolen merchandise.

DISPLAYS OF AFFECTION

The public school is neither the time nor the place for displays of affection. Teachers will make referrals on all displays of affection and action will be taken on the referrals according to the discipline code.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles which interfere with school procedures. Any article that interferes with the educational process will not be permitted.

MIDDLE SCHOOL HALLWAYS

All students must be in their homeroom or designated classroom by the time late bell rings. Students in the hallways during class periods must have an authorized pass. Students are not permitted to run in the hallways, loiter in the hallways, push or shove in the hallways or interrupt classes which are in session.

SCHOOL RESOURCE OFFICER

Northern Cambria School District, in conjunction with the Northern Cambria Police Department, employs a full-time school resource officer for the district. The officer will be available in each building and will be responsible for school safety both during the school day and at any after school event. The officer will provide educational programs for students and will assist and/or lead in investigations regarding school discipline.

STUDENT ASSISTANCE PROGRAM (SAP)

PHILOSOPHY

The C.O.L.T.S. team purpose is to intervene, educate and support Northern Cambria students who exhibit at risk behavior related to substance abuse or mental and emotional problems.

REFERRAL

Student referrals to the C.O.L.T.S. team may be made from teachers, parents, other students or self-referral.

C.O.L.T.S. TEAM MEMBERS

Chad Buterbaugh, Teacher; Jennifer Dumm, Teacher; John Bonatesta, Teacher; Diane McMullen, RN, School Nurse; Brenna Nichol, Elementary School Guidance Counselor; Courtney Tenerowicz, Middle School Guidance Counselor; Dr. Joy L. Tibbott, Asst. Principal

MIDDLE SCHOOL CHECK SYSTEM

DISCIPLINE LEVELS and CONSEQUENCES and DEFINITIONS

Level 1

0-5 Points

**Discipline by Chart including detentions and ISS due to moving up to this Level
Meeting with parents, teachers, guidance, and principal**

Level 2

6 - 10 Points

**Discipline by Chart Including ISS or possible OSS due to moving up to this Level
Meeting with parents, teachers, guidance, and principal to establish a positive behavior plan.**

Level 3

11-15 Points

**Discipline by Chart Including OSS due to moving up to this Level
Meeting with parents, teachers, guidance, principal, and superintendent**

Level 4

16-20 Points

**Discipline by Chart Including OSS due to moving up to this Level
Meeting with parents, teachers, guidance, principal, and superintendent
Student may also be kept from field trips, for their safety and the safety of others**

Level 5

21+ Points

Alternative placement or hearing with the Board and possible expulsion vote

NORTHERN CAMBRIA MIDDLE SCHOOL

THE CHECK SYSTEM

The Check System is used at the Northern Cambria Middle School.

Parents will be notified when their child receives their fourth check. Once the student receives the fifth check, a date will be set for a detention to be served. When students receive a fifth check, they will also receive a point towards the point system.

STUDENTS CAN BE GIVEN A CHECK FOR THE FOLLOWING:

BEHAVIOR - A check for behavior can be given for multiple reasons. If the act is a major infraction, the instructor will bypass the check system and the student will be written up in the Sapphire System, receiving their discipline and points based on the established point system.

TARDY - A check in this category is given when a student is late for class (not late for school).

MATERIALS - A check is given for students who are consistently or deliberately not bringing materials to class.

THE NORTHERN CAMBRIA MIDDLE SCHOOL

CHECK SYSTEM STAGES & CONSEQUENCES

BELOW IS AN OUTLINE OF THE STAGES AND CONSEQUENCES FOR THE CHECK SYSTEM.

STAGE ONE

4 checks = 1 point = 1 hour detention

8 checks = 2 points = 1 hour detention

12 checks = 3 points = 2 hours detention

16 checks = 4 points = 2 hours detention

20 checks = 5 points = 2 hours detention and 1 Day In School Suspension (ISS)

20 checks will also require a conference with parents, teachers, guidance counselor and principal.

STAGE TWO

24 checks = 6 points = 2 days ISS

28 checks = 7 points = 2 days ISS

32 checks = 8 points = 3 days ISS

36 checks = 9 points = 1 day Out of School Suspension (OSS)

40 checks = 10 points = 1 day OSS

40 checks will also require a conference with parents, teachers, guidance counselor and principal to establish a positive behavior plan.

STAGE THREE

44 checks = 11 points = 2 days OSS

48 checks = 12 points = 2 days OSS

52 checks = 13 points = 2 days OSS

56 checks = 14 points = 3 days OSS

60 checks = 15 points = 3 days OSS

60 checks will also require a conference with the superintendent, parents, teachers, guidance counselor, principal and superintendent.

STAGE FOUR

64 checks = 16 points = 3 days OSS

68 checks = 17 points = 3 days OSS

72 checks = 18 points = 3 days OSS

76 checks = 19 points = 3 days OSS

80 checks = 20 points = 3 days OSS

80 checks will also require a conference with the superintendent, parents, teachers, guidance counselor, principal and superintendent. Any student who makes it to Stage Three will be kept from field trips, for their safety and the safety of others.

STAGE FIVE

84 checks = 21 points = Alternative placement or hearing with the Board and possible expulsion vote.

M=MANDATORY P=POSSIBLE	POINTS	STAFF/STUDENT CONTACT	STAFF/PARENT CONTACT	ADMINISTRATION/STUDENT CONTACT	ADMINISTRATION/PARENT CONTACT	ADMINISTRATION/PARENT CONFERENCE	SHORT TERM SUSPENSION	LONG TERM SUSPENSIONS	RECOMMENDATION FOR EXPULSION	SEEK RESTITUTION	REFERRAL FOR LEGAL ACTION	SUS. OF EXTRA CURRIC. ACTIVITIES	2 HOUR DETENTION	IN-SCHOOL SUSPENSION	ALTERNATIVE ED. PROGRAM	OTHER
ABSENCES (ILLEGAL):																
1ST OFFENSE	0	P	P	M	M	P	P	P	P	P	P	P				
2ND OFFENSE	0	P	P	M	M	P	P	P	P	P	P	P				
3RD OFFENSE	0	P	P	M	M	P	P	P	P	P	P	P	M			
4TH+ EACH DAY EXTRA	0	P	P	M	M	P	P	P	P	P	M	P				1
ALCOHOL:																
POSESSION	21	P	P	P	M	P	P	M	M	P	M	M			P	2
UNDER THE INFLUENCE	11	P	P	P	M	P	P	M	P	P	M	M			P	2
ARSON	21	P	P	P	M	P	P	M	M	M	M	M			P	
ASSAULT/BATTERY:																
STUDENT	11	P	P	P	M	P	P	M	P	P	M	M				
STAFF	21	P	P	P	M	P	M	P	M	P	M	M			P	
BOMB THREAT OR FALSE THREAT	21	P	P	P	M	P	P	M	M	P	M	M			P	
BULLYING:																
1ST OFFENSE/MINOR	3	P	P	M	M	P	P	P	P	P	P	P	M		P	
2ND OFFENSE/MAJOR	5	P	P	M	M	P	P	P	P	P	P	P		M	P	
ANY OTHER OFFENSE	5	P	P	M	M	M	P	P	P	P	P	P		P	P	
BURGLARY	11	P	P	P	M	P	M	P	P	M	M	M				
CHEATING	0	P	P	P	M	P	P	P	P	P	P	P	M	P	P	
DESTRUCTION OF PROPERTY:																
MINOR	5	P	P	P	M	P	M	P	P	M	M	M				
MAJOR	11	P	P	P	M	P	M	P	P	M	M	M				
DISOBEDIENCE	3	P	P	P	M	P	P	P	P	P	P	M	M			
INSOLENCE AND INSUBORDINATION	5	P	P	P	M	P	P	P	P			P		M		
DISRUPTIVE CONDUCT:																
1ST/2ND OFFENSE	1	P	P	P	M	P	P	P	P	P	P	P	M			
EVERY THREE REPEATED INSTANCES OF DISRUPTIVE CONDUCT	2	P	P	P	M	P	P	P	P	P	P	P		M		
DISTURBING THE PEACE	1	P	P	P	M	P	P	P	P	P	P	P	M			
EXPLOSIVE DEVICES	21	P	P	P	M	P	P	M	M	P	M	M				P
EXTORTION:																
UP TO \$10	5	P	P	P	M	P	P	P	P	M	P	M		M		
VALUED OVER \$10	11	P	P	P	M	P	P	M	P	M	M	M		M		
FAILURE TO FOLLOW PROCEDURES	2	M	M	M	M	P	P	P	P	P		P	M	P		
FALSE FIRE ALARMS	21	P	P	P	M	P	P	M	P	M	M	M				P

M=MANDATORY P=POSSIBLE	POINTS	STAFF/STUDENT CONTACT	STAFF/PARENT CONTACT	ADMINISTRATION/STUDENT CONTACT	ADMINISTRATION/PARENT CONTACT	ADMINISTRATION/PARENT CONFERENCE	SHORT TERM SUSPENSION	LONG TERM SUSPENSIONS	RECOMMENDATION FOR EXPULSION	SEEK RESTITUTION	REFERRAL FOR LEGAL ACTION	SUS. OF EXTRACURRIC. ACTIVITIES	2 HOUR DETENTION	IN-SCHOOL SUSPENSION	ALTERNATIVE ED. PROGRAM	OTHER
1 ST OFFENSE	10	P	P	P	M	P	M	P	P	P	M	M		M		
2 ND OFFENSE	10	P	P	P	M	P	P	P	P	P	M	M		M		3
FIREWORKS	21	P	P	P	M	P					M	M			P	
FORGING SCHOOL DOCUMENTS	3	M	P	P	M	P	P	P	P	P		M		M		
GROUP\GANG RELATED ACTIVITY	6	P	P	M	M	P	P	P	P	M	P	P				
HARASSMENT:																
MINOR	5	P	P	P	M	P	P	P	P	P	P	M		M		
MAJOR	11	P	P	P	M	P	M	P	P	P	P	M				
HAZING	11	P	P	P	M	P	M	P	P	P	P	M		M		
HORSEPLAY:																
MINOR	2	P	P	M	M	P	P	P	P	P	P	M				
MAJOR (RESULTING IN INJURY)	5	P	P	M	M	P	P	P	P	P	P		M			
ILLEGAL SUBSTANCE	11	P	P	P	M	P	P	M	P	P	M	M				
INAPPROPRIATE DRESS AND APPEARANCE:																10
1 ST OFFENSE	0	M	P	P	P	P	P	P	P	P		P				
ANY OTHER	3	M	M	M	M	P	P	P	P	P		P	M			
INDECENT EXPOSURE	5	P	P	M	M	P	M	P	P	P	P	M				
INTERNET POLICY VIOLATION	5	P	P	M	P	P	P	P	P	P	P	P	M			10
LARCENY:																
PETTY UNDER \$10	5	P	P	P	M	P	P	P	P	M	P	P		M		
GRAND OVER \$10	11	P	P	P	M	P	P	M	P	M	M	M		M		
LATE TO CLASS AND/OR SCHOOL:																
1 ST OFFENSE	1	P	M	P	P	P	P	P	P	P	P	P	P	P		10
LIBEL:																
STUDENT to STUDENT	11	P	P	M	M	M	M	P	P	M	P	M	M			6
STUDENT to STAFF	21	P	P	M	M	M	P	M	M	M	P	M			P	6
MISSING DETENTION	1	P	P	M	P	P	P	P	P	P		P	M			4
MISSING I.S.S.	2	P	P	M	P	P	P	P	P	P		P		M		4
MARIJUANA	21	P	P	P	M	P	P	M	M	P	M	M			P	2

M=MANDATORY P=POSSIBLE	POINTS	STAFF/STUDENT CONTACT	STAFF/PARENT CONTACT	ADMINISTRATION/STUDENT CONTACT	ADMINISTRATION/PARENT CONTACT	ADMINISTRATION/PARENT CONFERENCE	SHORT TERM SUSPENSION	LONG TERM SUSPENSIONS	RECOMMENDATION FOR EXPULSION	SEEK RESTITUTION	REFERRAL FOR LEGAL ACTION	SUS. OF EXTRACURRIC. ACTIVITIES	2 HOUR DETENTION	IN-SCHOOL SUSPENSION	ALTERNATIVE ED. PROGRAM	OTHER
MISCONDUCT ON SCHOOL VEHICLES:																
1ST OFFENSE	0	P	P	M	M	P	P	P	P	P		P				
2ND OFFENSE	1	P	P	M	M	P	P	P	P	P		P	M			
ANY OTHER OFFENSE	3	P	P	M	M	M	P	P	P	P		M		M		9
NARCOTICS\NARCOTICS PARAPHERNALIA	21	P	P	P	M	P	P	M	M	P	M	M			P	2
OBSCENITY:																
MINOR	3	M	M	M	M	P	P	P	P	P		P	M			
MAJOR	5	M	M	M	M	P	M	P	P	P	P	M		M		
PLAGIARISM AND CHEATING	0	M	M	P	P	P	P	P	P	P		P				5
POSSESSION/USE OF TOBACCO ON SCHOOL PROPERTY OR SCHOOL SPONSORED ACTIVITIES:																
1ST OFFENSE	6	P	P	M	M	P	P	P	P	P	M	M				3
ANY OTHER	6	P	P	M	M	P	M	P	P	P	M	M				3
PROFANITY:																
MINOR	2	M	M	M	M	P	P	P	P	P	P	P	M			
MAJOR	5	M	M	M	M	P	P	P	P	P	P	M		M		
POSESSION/UNAUTHORIZED USE OF: PAGERS, SCANNERS, CELL PHONES ELECTRONIC/AUDIO DEVICES	3	M	P	M	M	P	P	P	P	P	P	P	M			
ROBBERY:																
MINOR	5	P	P	P	M	P	P	P	P	M	P	M	M	M		
MAJOR	11	P	P	P	M	P	P	M	P	M	M	M				
PUBLIC DISPLAY OF AFFECTION	2	M	P	M	M	P	P	P	P	P	P	P	M			

M=MANDATORY P=POSSIBLE	POINTS	STAFF/STUDENT CONTACT	STAFF/PARENT CONTACT	ADMINISTRATION/STUDENT CONTACT	ADMINISTRATION/PARENT CONTACT	ADMINISTRATION/PARENT CONFERENCE	SHORT TERM SUSPENSION	LONG TERM SUSPENSIONS	RECOMMENDATION FOR EXPULSION	SEEK RESTITUTION	REFERRAL FOR LEGAL ACTION	SUS. OF EXTRACURRIC. ACTIVITIES	2 HOUR DETENTION	IN-SCHOOL SUSPENSION	ALTERNATIVE ED. PROGRAM	OTHER
SEXUAL HARASSMENT:																
1ST OFFENSE	5	P	P	M	M	P	P	P	P	P	P	M		M		
ANY OTHER OFFENSE	11	P	P	P	M	P	M	P	P	P	P	M		M		
SKIPPING SCHOOL/CLASS	2	P	P	P	M	P	P	P	P	P	P	P	M			
SLANDER	5	P	P	M	M	P	P	P	P	P	P	M		M		
STOLEN PROPERTY:																
1ST OFFENSE	5	P	P	M	M	P	P	P	P	M	P	P		M		
ANY OTHER OFFENSE	11	P	P	M	M	M	M	P	P	M	M	M		M		
THROWING A SUBSTANCE	5	P	P	M	M	P	P	P	P	M	P	P		M		
TRAFFIC VIOLATION ON SCHOOL GROUNDS:																
MINOR	3	M	P	P	M	P	P	P	P	P	P	P	M			7
MAJOR	5	P	P	P	M	P	P	P	P	P	M	M		M		8
TRESPASS	7	M	P	M	M	P	P	P	P	P	M	M		M		
WEAPONS (REAL OR LOOK-ALIKE)	21	P	P	P	M	P	P	M	M	P	M	M			P	

DEFINITIONS OF OTHER:

- 1 EVERY 3RD OCCURRENCE IS AN ADDITIONAL I.S.S.
- 2 REFERRAL TO SAP TEAM AND FOLLOW D&A POLICY
- 3 LOSS OF SCHOOL ACTIVITIES FOR A MINIMUM OF 10 CLASS DAYS*
- 4 MISSED EVENT IS RESCHEDULED AND ADDITIONAL DETENTION OR I.S.S. ADDED
- 5 GRADE REDUCTION BY TEACHER
- 6 WRITTEN APOLOGY
- 7 POSSIBLE LOSS OF DRIVING PRIVILEGES
- 8 LOSS OF DRIVING PRIVILEGES FOR MINIMUM OF 10 DAYS
- 9 SUSPENSION OF BUS PRIVILEGES
- 10 AS LISTED ELSEWHERE IN HANDBOOK

NOTE: STUDENTS WHO RECEIVE 21 OR MORE POINTS WILL AUTOMATICALLY BE PLACED IN THE DISTRICT'S ALTERNATIVE EDUCATION PROGRAM UNTIL AN EXPULSION HEARING CAN BE SCHEDULED.

***ACTIVITIES TO INCLUDE, BUT NOT BE LIMITED TO: ASSEMBLIES, EXTRA CURRICULAR EVENTS, SPORTS AND SPORTING EVENTS, PROM, GRADUATION, DANCES, ETC.**

***ANY EXCLUSION OF ACTIVITIES CONTINUES THROUGH THE WEEKEND/HOLIDAY UNTIL THE TERM HAS BEEN SERVED.**

DETENTION

After school detention will be held on designated days throughout the school year. This could be a one (1) or two (2) hour mandatory study time after the regular school day.

There are two (2) types of Suspension:

Short Term Suspension will last for three (3) to five (5) days

Long Term Suspension will last for six (6) to ten (10) days

SUSPENSION OF EXTRACURRICULAR ACTIVITIES

Any student scheduled to serve after school detention and/or ISD will not be permitted to participate in any school functions until the detention/ISD is served. This includes, but is not limited to practices, tryouts, games, contests, performances, dances, including the planning process, etc. Minimum of one week and/or until the discipline is served. No summer activities can be used to serve as time toward suspension of extracurricular activities.

Should school be canceled, for any reason, on the day of detentions and/or suspensions, then the detention or suspension is to be served on the next scheduled date.

Should the school year end before the penalty is complete, the violations will continue into the next school year.

Discipline for special education students will be governed by state and federal regulations.

DETENTION RULES AND PROCEDURES

1. Students scheduled for an after-school detention must report to the main office upon dismissal of classes.
2. No student serving after school detention will be eligible to ride the activity bus home after detention.
3. Students may only leave detention with the permission of the monitor.
4. Constant working is required. Bring all of your books, papers, pencils and working materials with you. You will not be permitted to go to your locker.
5. There will be one restroom break.
6. Desk and furniture will be checked before and after detention. Any vandalism will be repaired at the cost of the student.
7. Students must stay alert. Positively no sleeping or daydreaming.
8. Positively no talking permitted unless told to do so by the monitor. Raise your hand if you wish to talk. There shall be mutual respect between the monitor and student. Students should be respectful and courteous. Students who violate the no talking rule will be required to leave In-School detention and will have additional discipline added.
9. Students must complete all work assigned by your subject teacher and the after-school detention monitor. Once you start an assignment, complete it and then go to the next assignment.
10. All regular school rules and regulations will be in effect during detention.
11. Students will not participate in or attend any after school practices, activities, dances or events until their detention is served.
12. Failure to live up to any of the above rules and regulations will result in an additional after school being added to your detention.

- 1st missed detention will result in the student being required to make up that detention and will have an additional after school detention.
- 2nd missed detention will result in the student being required to make up that detention and will have an additional TWO after school detentions.
- 3rd missed detention will result in a one (1) day out of school suspension plus a parent meeting with administration.
- 4th missed detention will result in a one (2) day out of school suspension plus a parent meeting with administration including the superintendent.
- 5th missed detention will result in Alternative Education Placement.

If a student is sick/absent, he/she must make up their detention time by seeing the principal immediately upon returning to school. Excuse of illness must be accompanied with a medical slip on the first day after the scheduled detention. All suspension of extracurricular activities and dances will continue until detention is completed.

OTHER CLASSIFICATIONS

The Board recognizes that smoking presents a health hazard, which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the board. For purposes of this policy, “smoking” shall mean all uses of tobacco, including cigar, cigarette, electronic and/or vapor cigarettes, pipe, chewing tobacco and snuff.

Pupils are prohibited from smoking or using tobacco in any form on school property. No student shall possess or use any tobacco product in any school building or school vehicle at any time, or on the school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event or field trip.

Student violators will be disciplined according to the provision of Act 128, Section 10.1, subsection i:

1. **First Offense**: a violation shall be punishable by referral to the policy/district magistrate and the student and/or his parent will be responsible for fines and costs. Regardless of the magistrate’s decision, the student found using or in possession of tobacco will also be excluded from participation or attendance in extracurricular activities or events for a 10 day period from the date of occurrence. Also, the student will be assigned one (1) day out-of-school suspension. Should the school year end before the penalty is complete, the violation will continue into the next year.
2. **Second offense**: a violation shall be punishable by arrest and the student and/or his or her parent will be responsible for all fines and costs. Regardless of the magistrate’s decision, the student shall receive three days out-of-school suspension. Additionally, the student found using or in possession of tobacco will be excluded from participation or attendance in extracurricular activities or events for 10 days period from the date of occurrence. Should the school year end before the penalty is complete, the violation will continue into the next year.
3. Each subsequent offence shall also be subject to referral to policy and appropriate authorities and the student and/or parent will be responsible for fines and costs. Also, the student will be assigned three days of out-of-school suspension plus one additional day of detention for each additional occurrence. In addition, the student will be excluded from participation or attendance in extracurricular activities or events for 45 days from the date of occurrence. The violation will continue into the school year. Any employee who knowingly undermines this policy will be subject to reprimand and/or dismissal. As a reminder, those students involved in extracurricular physical activity are responsible for their own physical conditioning.

6642.1 The board prohibits smoking by professional employees, support staff and visitors in school building, on school grounds, on school buses, district owned vehicles or in any classroom, hallway or instructional area.

WEAPONS AND DANGEROUS INSTRUMENTS (218)

No student shall knowingly possess, handle, or transmit any knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, or other objects that can reasonably be considered a weapon or dangerous instrument in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event, or function before, during, or after school hours.

WEAPONS POLICY

The Northern Cambria School District requires that the weapons policy be adhered to pursuant to Act 26 of 1995 of the Pennsylvania School Code, Section 1317.

Possession of Weapons Prohibited

1. Any student who is determined to have brought a weapon onto any school property, or any school sponsored activity, shall be expelled for not less than one calendar year.
2. No student shall possess, handle or transport a weapon. The term “weapon” as defined as “firearm” (as defined in 18 U.S.C., Section 921, which is part of the Federal Criminal Code), and shall also include, but limited to, a knife, cutting tool, nunchuck, shotgun, rifle and any other tool or instrument capable of inflicting serious bodily harm.
3. The Superintendent or appointed designee shall in the case of an exceptional student, take all steps necessary to comply with the individuals with Disabilities Education Act, Public Law 91-250, 20 U.S.C. 1400 seq.
 - a. The term firearm means any weapons, including a starter gin, which will or is readily designated to or may readily convert to or expel a projectile by the action of an explosive, the frame or receiver of such weapon, any firearm or firearm silencer, or any destructive device.
 - b. Destructive device is defined, in part, as meaning any explosive, incendiary or poison gas bomb, grenade, rocket, mine or similar device.
4. Students who bring a copy of a firearm, knife, club, etc. to school or use to harm or threaten another individual will also be expelled for one year.
5. The district, through its administration, reserves the right to exercise discretion, in applying exceptions when appropriate on a case-by-case basis.

REPORTING

1. The office shall conduct a survey as necessary of all school entities. “Office” shall mean the Office for Safe Schools. “School Entity” shall mean any public school district, intermediate unit or area vocational-technical school.

2. All school entities shall report all incidents, acts of violence or possession of a weapon by any person on school property on a form provided by the office.

DRUG AND ALCOHOL AND ADMINISTRATIVE GUIDELINES (227)

PREFACE

This policy, including its rules, regulations, and guidelines is a coordinated effort by the Northern Cambria School district to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol and mind altering substances by members of its entire policy.

DRUG TESTING POLICY

The Northern Cambria School District through its adopted drug testing policy, reserves the right to test any student whose appearance and/or behavior is questionable. Said student shall be referred to the school nurse where they will be examined and, if the results of the examination warrant, a drug test shall be administered to said student. A student's refusal for testing shall be viewed as an admission of said student possessing, using or being under the influence of drugs, mood altering substances, or alcohol on school property and being uncooperative. Disciplinary action will be according to the drug policy. Results of the test given to cooperating students will then be referred to the drug policy for disciplinary action where necessary.

STATEMENT OF POLICY

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Northern Cambria School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mind altering substances by the entire student population. As an extension and in conjunction with the parent-student-teacher handbook, the following rules, regulations and guidelines shall be used by all district personnel when responding to drug, mind altering substances and alcohol related situations.

DEFINITION OF TERMS

Student Assistant Team – a multi-disciplinary team composed of school personnel to include teachers, administrators, school nurse and counselors. This team has been trained to understand and work in the issues of adolescent alcohol/drug use and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in the Northern Cambria School District Student Drug and Alcohol Policy.

LICENSED DRUG AND ALCOHOL PROVIDER

A licensed specialist with expertise in the area of alcohol and drug use along with the school based assessment

DRUG/MIND ALTERING SUBSTANCE/ALCOHOL

Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvent, glue, anabolic steroids, look alike substances and any capsule or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

DRUG PARAPHERNALIA

Includes any utensil or item, which in the school's judgment, can be associated with the use of drugs, alcohol or mind altering substances. Examples include but are not limited to roach clips, pipes and bowls.

POSSESSION

Possess or hold, without any attempt to distribute, any alcohol, drug or mind altering substance determined to be illegal or as defined by this policy.

DISTRIBUTING

Deliver, sell, pass, share or give any alcohol, drug or mind altering substance, as defined by this policy, for one person to another or to aid therein.

UNCOOPERATIVE BEHAVIOR

Resistance or refusal, verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative student behavior. Uncooperative student behavior also include the refusal to comply with the recommendations of the members of the Student Assistance Team.

Student Drug and Alcohol Policy

A drug/alcohol offense remains on record through a student's schooling. Should the school year end before the penalty is complete, the violation will continue into the next year. Suspensions from extra-curricular activities include participation or attendance at events from the date of occurrence.

SITUATIONAL CATEGORY	IMMEDIATE ACTION BY SCHOOL PERSONNEL	INVESTIGATION	NOTIFY PARENTS	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/REHABILITATION
1. A student volunteers information about personal drug or alcohol use and asks for help.	The student is referred to SAP team.	Collection of data by SAP team.	If student requests SAP services, only with the written consent of the student, unless there is a clear and immediate danger.	Not applicable.	Not applicable.	No discipline.
2. A student contacts a staff member in regard to the drug or alcohol use of another student.	Referral of student suspected of drug and alcohol use to SAP team.	Collection of data by SAP team.	If there is a clear and immediate danger and if data warrants it.	Not applicable.	Not applicable.	No discipline.
3. The possible use of drugs, alcohol, or mood-altering substance by a student is indicated, but there is no evidence of violation of law or school regulations.	Referral to SAP team.	Collection of data by SAP team.	If data warrants it.	Not applicable.	Not applicable.	No discipline.
4. The student has a drug, mood-altering substance, or alcohol related medical emergency.	The school nurse will be summoned immediately. All standard first aid procedures will be followed.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes, if the emergency indicated drug or alcohol use.	Analysis will be made by medical facilities and a report will be given to school and legal authorities.	Referral to the SAP team. If there is evidence of a Drug and Alcohol policy violation, see appropriate situational category.
5. A student possesses drug related paraphernalia on school grounds at anytime.	Paraphernalia is confiscated. Principal is summoned. Staff members write an anecdotal report of the incident.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes.	Confiscate for analysis and maintain for evidence.	Referral to the SAP team. Assessment by licensed drug and alcohol provider when evidence of drug & alcohol violation exists & compliance with its recommendations. Failure to abide with recommendations will result in a Board hearing. 1st offense--mandatory 3 days out-of-school suspension & 10 days suspension from extra-curricular activities. 2nd offense--5 days out-of-school suspension & 20 days suspension from extra-curricular activities. Additional offense--10 days out-of-school suspension & 180 days suspension from extra-curricular activities and referral to school board for expulsion hearing.
6. A student is found to be	Evidence is	The principal will	Yes, by phone.	Yes, and charges will be	Confiscate and give to	Referral to SAP team. Assessment by licensed drug and alcohol

in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending a school sponsored function and is a member of that function.	confiscated. The chaperone will contact the group advisor and principal. An anecdotal report of the incident will be written and submitted to the principal.	investigate the incident. This may include a search of the student, his/her locker, car & other possessions.		filed.	police for analysis.	provider & compliance with its recommendation. Failure to abide with recommendations will result in Board hearing. The student will be detained until a parent/ guardian can accompany the student home or the student will be accompanied home by the chaperone/police at parent's expense. Further discipline as provided by appropriate situational category.
SITUATIONAL CATEGORY	IMMEDIATE ACTION BY SCHOOL PERSONNEL	INVESTIGATION	NOTIFY PARENTS	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/REHABILITATION
7. A student possesses uses or is under the influence of drugs, mood-altering substances, or alcohol on school property at anytime. 1st offense-- Fully cooperative including full disclosure to authorities.	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug and alcohol provider & compliance with its recommendations. Failure to abide with recommendations will result in Board hearing. Ten days out-of-school suspension. Exclusion from extra-curricular activities for 20 days. The student will be detained until a parent/guardian can accompany the student home or the student will be accompanied home by the chaperone/police. The assignment of points shall be either 11 points or 21 points depending on the student being fully cooperative.
8. A student possesses, uses, or is under the influence of drugs, mood-altering substances, or alcohol on school property at anytime. 1st offense--uncooperative.	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug & alcohol provider and compliance with its recommendations. Failure to abide by recommendations will result in Board hearing. Ten days out-of-school suspension. Exclusion from extra-curricular activities for 45 days.
9. A student is caught again in possession, use, or under the influence of drugs, mood-altering substances or alcohol on school property at any time. 2nd offense	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Ten days out-of-school suspension 180 days exclusion from extra-curricular activities. Formal Board hearing for expulsion. Conditions for returning to school following an expulsion will be an assessment at a licensed drug/alcohol facility and abide by its recommendations. The student will be detained until a parent/guardian can accompany the student home or the student will be accompanied home by the chaperone/police.
10. A student is distributing or selling a drug, mood-altering substance, or alcohol on school property at any time.	Principal is notified. Staff member writes an anecdotal report of the incident. Police notified.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student,	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Same as number 9.

		locker, car, & other possessions.				
11. Student is found to be in possession, use or distribution of medication to include prescription or non-prescription on school property without approval.	Principal and school nurse will be contacted and medications confiscated.	Principal and school nurse will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.	Yes	No	Confiscated and kept in school health office.	1st offense--2 hour detention. 2nd offense--2 - 2 hour detention 3rd offense--Weekday and/or Saturday In-School Suspension
12. A non-student is found to be in possession using or distributing drugs on school property.	Principal will contact police.	Police will handle investigation from a legal point of view.	NA for non-students.	Yes	Substance will be turned over to the police.	NA for non-students. (To be handled by police.) Letter of trespass served on non-students.

BULLYING/CYBERBULLYING POLICY (Adapted September 16, 2008)

PURPOSE

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

DEFINITIONS

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

AUTHORITY

The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

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

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

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

1. Board's bullying policy
2. Report of bullying incidents
3. Information on the development and implementation of any bullying prevention,

intervention

or education programs.

GUIDELINES

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

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

EDUCATION

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

CONSEQUENCES FOR VIOLATIONS

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

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

ACTIVITY AND ATHLETIC ELIGIBILITY AND PARTICIPATION REQUIREMENTS

ACADEMIC (122)

Each sponsor or coach is expected to inform the students of his/her academic responsibilities and requirements for participation and to make periodic checks on the academic progress of his/her squad or team. Any significant change in the academic progress of the students should be brought to the attention of the Guidance Department. This is a professional responsibility of every sponsor or coach and should not be overlooked in the organizational program.

RULES GOVERNING ELIGIBILITY (122) FOR EXTRA-CURRICULAR ACTIVITIES

1. A physical examination is required of all athletic participants for each season.
2. Insurance - Athletics
3. P.I.A.A. - Athletics
4. Extracurricular program is part of our school program. Our first and foremost interest is the personal education progress of each student; thus it is mandatory that he/she maintain satisfactory grades.
5. Any student absent from school all day or who arrives after 8:30 a.m. without a doctor's excuse **WILL NOT BE** permitted to practice or participate in an activity or sport on that day. Students must be in attendance a full day in order to participate in extracurricular activities.
6. Extenuating circumstances, such as funeral, a doctor or dental appointment will be subject to the review of the middle school principal.
7. Each student has a responsibility to fulfill in representing Northern Cambria as a participant in any activity. Cooperation and personal honor are important.
8. Athletes must be passing four (4) credits to remain eligible and will be monitored by weekly checks.

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES (122)

To be eligible for competition, a student must pursue a curriculum defined and approved by the principal. This curriculum or its equivalent must be approved by and conform to the regulations of the State Board of Education and the law, as well as any local policies established by the Board. The following are the requirements to be eligible for participation:

1. Pupil must be passing four (4) full credits of its equivalent.
2. Eligibility shall be cumulative from the beginning of a grading period and be reported on a weekly basis to be turned in every Friday.
3. If a student is not eligible because of academic standards, he/she shall be ineligible from the immediately following Sunday through next Saturday,
4. In cases where a student's work in any preceding grading period does not meet the standard (passing four credits), said student shall be ineligible for the first day report card issued, except as follows:
 - a. At the end of the school year, the student's final credits in his/her subjects rather than his/her credit for the last grading period shall be used to determine his/her eligibility for the next grading period.
 - b. A student who attend summer school and correct his/her deficiencies shall be eligible.

RULES OF CONDUCT

1. Sportsmanship is a most important asset and one of the main reasons for sponsoring a complete activity program. The best in sportsmanship from students, coaches or sponsors is expected victory or defeat.
2. Conduct in school should be above reproach. Athletes are expected to be school leaders and examples. Failure to abide by school rules and regulations will lead to suspension of athletic eligibility.
3. Possession and use of tobacco in any form during school or at activities or practice will result in discipline response from the activity in accordance with the policy.
4. A student determined to be using or in possession of alcoholic beverages and/or drugs during school or at activities or practices shall be suspended from the activity in accordance with the policy.

CHAPTER 12. STUDENTS AND STUDENT SERVICES

STUDENT RIGHTS AND RESPONSIBILITIES

Sec.

- 12.1. Free education and attendance.
- 12.2. Student responsibilities.
- 12.3. School rules.
- 12.4. Discrimination.
- 12.5. Corporal punishment.
- 12.6. Exclusions from school.
- 12.7. Exclusion from classes—in-school suspension.
- 12.8. Hearings.
- 12.9. Freedom of expression.
- 12.10. Flag Salute and the Pledge of Allegiance.
- 12.11. Hair and dress.
- 12.12. Confidential communications. 1
- 2.13. [Reserved].
- 12.14. Searches.
- 12.15. [Reserved].
- 12.16. Definitions.

STUDENT RECORDS

- 12.31. General requirements.
- 12.32. Elements of the plan.
- 12.33. [Reserved].

SERVICES TO STUDENTS

- 12.41. Student services.
- 12.42. Student assistance program.

Authority

The provisions of this Chapter 12 issued under section 408.1 of The Administrative Code of 1929 (71 P. S. § 118.1) (Repealed), unless otherwise noted.

Source

The provisions of this Chapter 12 adopted July 26, 1974, effective July 27, 1974, 4 Pa.B. 1530; amended September 27, 1974, effective September 28, 1974, 4 Pa.B. 2075, unless otherwise noted.

Cross References

This chapter cited in 22 Pa. Code § 16.65 (relating to confidentiality); and 22 Pa. Code § 711.61 (relating to suspension and expulsion).

(336401) No. 408 Nov. 08

22 § 12.1 STUDENT RIGHTS AND RESPONSIBILITIES

Notes of Decisions

Construction of Regulations

In issuing these regulations, the State Board was acting within the field of education and was not exceeding the authority of the grant of legislative rulemaking power contained in section 1317 of The Administrative Code of 1929 (71 P. S. § 367). *Girard School District v. Pittenger*, 392 A.2d 261 (Pa. 1978).

The provisions of 22 Pa. Code §§ 12.1—12.15 (relating to student rights and responsibilities) are to be considered as in pari materia with 24 P. S. §§ 5-510, 5-511(a), 13-1317, 13-1318 and 13-1338. *Girard School District v. Pittenger*, 392 A.2d 261 (Pa. 1978).

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.

(2) The student is pregnant.

(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

(4) The student is an eligible student identified under Chapter 14 (relating to special services and programs)

Authority

The provisions of this § 12.1 amended under section 2603-B of the Public-School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.1 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (279556).
(336402) No. 408 Nov. 08

2008 Commonwealth of Pennsylvania

22 § 12.2

Cross References

This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school).

§ 12.2. Student responsibilities

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) 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 teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.

(4) Assist the school staff in operation a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

(12)

Authority

The provisions of this § 12.2 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.2 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (279556) and (293057).

(315951) No. 375 Feb. 06

22 § 12.3

§ 12.3. School rules.

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

Authority

The provisions of this § 12.3 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.3 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293057).

Notes of Decisions

Scope of Authority

The board of school directors exceeded its authority in adopting its “zero tolerance policy,” where the policy failed to provide the superintendent with discretion to recommend a modification to the policy’s 1-year expulsion requirement for possession of a weapon. *Lyons v. Penn Hills School District*, 723 A.2d 1073 (Pa. Cmwlth. 1999); appeal denied 740 A.2d 235 (Pa. 1999).

Sufficient Notice

The District’s distribution of its drug and alcohol policy in the student handbook provided to all students—of which Appellant student acknowledged seeing—satisfied any legal requirement as to notice of the District’s policy. *T. S. v. Penn Manor School District*, 798 A.2d 837 (Pa Cmwlth. 2002); appeal denied 812 A.2d 1232 (Pa. 2002).

§ 12.4. Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951— 963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

22 § 12.5 Authority

The provisions of this § 12.4 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.4 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293058).

§ 12.5. Corporal punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

Authority

The provisions of this § 12.5 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.5 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (293058).

Notes of Decisions

Teacher Disability

The pretermination procedures afforded a tenured school teacher, who, after being warned, continued to use excessive force on students in violation of the policy on corporal punishment, did not violate due process. *Kramer v. Newman*, 840 F.Supp. 325 (E. D. Pa. 1993); affirmed 16 F.2d 404 (3rd. Cir. (Pa.)).

§ 12.6. Exclusions from school

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

- (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.

(336403) No. 408 Nov. 08 22 § 12.6 51

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities

Education Act (20 U.S.C.A. §§ 1400—1482). (336404) No. 408 Nov. 08

2008 Commonwealth of Pennsylvania 2

2 § 12.6

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

Authority

The provisions of this § 12.6 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.6 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (295323) to (295324) and (286657).

Notes of Decisions

Alternative Instruction

Local school officials may determine the amount and type of alternative instruction necessary and appropriate in each case involving an expelled student. *Abremski v. Southeastern School District*, 421 A.2d 485 (Pa. Cmwlth. 1980).

Appeal; No Expulsion

Where the discipline imposed upon the student was three 15-minute after-school detention sessions, the student has no right to a hearing or appeal, as there is no such recourse provided by the regulations. *Schmader v. Warren County School District*, 808 A.2d 596 (Pa. Cmwlth. 2002); appeal denied 820 A.2d 163 (Pa. 2003).

There is no provision in the regulations for an appeal of a school board decision to suspend a student for 10 days or less. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001); appeal denied at 796 A.2d 987 (Pa. 2002).

Due Process Required

Expulsion is exclusion from school for a period of more than 10 days. Due process requires that a student subject to expulsion be afforded a hearing. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001). Where a student was expelled from school for approximately 30 days, due process required that the student be given a formal hearing. *Oravetz v. West Allegheny School District*, 74 Pa. D. & C.2d 733 (1975).

Expulsion Appropriate

None of the provisions of this section relating to expulsions provide that an expulsion decision, otherwise proper, cannot stand if the expelled student was also suspended for the same offense, and if the period of suspension exceeded the regulatory maximum, due to the failure, for undisclosed reasons, of a student to return to school for a three-day period following a suspension, *Porter v. Board of School Directors of Clairton School District*, 445 A.2d 1386 (Pa. Cmwlth. 1982).

(336405) No. 408 Nov. 08

22 § 12.7

In General

Regulations governing the types of offenses that would lead to exclusion from school may be published by individual schools rather than by the Board of Education itself. *Figueroa v. Thompson*, 1 Pa. D. & C.3d 266 (1975).

When the legislature did not delegate power over student conduct and discipline to the State Board of Education, the Board's regulations pertaining to such matters were invalid and unenforceable. *Howard H. v. Wentzel*, 372 A.2d 30 (Pa. Cmwlth. 1977).

Procedural Violations

Where defendant school district summarily suspended plaintiffs for a period in excess of 3 days and failed to follow notice and hearing procedures, those portions of the suspension served before proper notice and hearing were expunged from plaintiffs' records. *Mullane v. Wyalusing Area School District*, 30 D. & C.4th 179 (1997).

School Board Review

This regulation clearly provides that the decision to suspend a student for no more than 10 days is within the power of the principal. Thus, although the school board agreed to consider the issue of the students' suspensions, that special meeting was nothing more than a gratuitous gesture to the students and their parents. The board's acquiescence to hold the meeting was purely voluntary, and its affirmation of the principal's decision had no legal consequence. *Burns v. Hitchcock*, 683 A.2d 1322 (Pa. Cmwlth. 1996).

Smoking

School regulations which restricted student smoker's use of restrooms were not unconstitutional where they were not arbitrary, unreasonable or capricious. *Figuroa v. Thompson*, 1 Pa. D. & C.3d 266 (1975). Cross References This section cited in 22 Pa. Code § 711.61 (relating to suspension and expulsion).

§ 12.7. Exclusion from classes—in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

Authority

The provisions of this § 12.7 amended under section 2603-B of the Public School Code of 1949

(24 P. S. § 26-2603-B). (336406) No. 408 Nov. 08

2008 Commonwealth of Pennsylvania 22 § 12.8

Source

The provisions of this § 12.7 readopted February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (286657).

§ 12.8. Hearings

(a) **General.** Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) **Formal hearings.** A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(322331) No. 384 Nov. 06

22 § 12.8

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) **Informal hearings.** The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Authority

The provisions of this § 12.8 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.8 amended through February 24, 1984, effective February 18, 1984, 14 Pa.B. 657; 55 amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (286657) to (286658) and (295325).

Notes of Decisions

Appeal

Decision of school district hearing officer to transfer student to alternative school for disruptive students following informal hearing after student was suspended was not appealable local agency adjudication. *Tyson v. School District of Philadelphia*, 900 A.2d 990, 992 (Pa. Cmwlth. 2006). Since the discipline imposed was not expulsion, but rather more school, that is, 15 minutes of after-school detention for 3 days, there is no provision for appeal of that decision. *Schmader v. Warren County School District*, 808 A.2d 596 (Pa. Cmwlth. 2001); appeal denied 820 A.2d 163 (Pa. 2003).

(322332) No. 384 Nov. 06

2006 Commonwealth of Pennsylvania

22 § 12.9

A student subject to expulsion has the right to seek recourse in the appropriate court of the Commonwealth. *In re Appeal of JAD*, 782 A.2d 1069 (Pa. Cmwlth. 2001).

Due Process

Informal hearing process, following public school student's disciplinary suspension, was all process that was due to student; student was not expelled from school district and bringing the full process of judicial system within public school would overburden both the public school system and the courts. *Tyson v. School District of Philadelphia*, 900 A.2d 990, 992 (Pa. Cmwlth. 2006). Where the school board conducted a hearing at which the District's witnesses testified, and the student was represented by counsel who was given full opportunity to cross-examine the District's witnesses, that proceeding provided sufficient discovery to satisfy the requirements of § 12.8(b)(1)(i)— (ix). *J.S. v. Bethlehem Area School District*, 794 A.2d 936 (Pa. Cmwlth. 2002); appeal denied 818 A.2d 506 (Pa. 2003). Identical letters sent to a student and his parents, which provided that the

recommendation for expulsion was related to two incidents and specifically enumerated the facts surrounding the underlying incidents, complied with due process requirements, where the letters specifically enumerated the charges the school board was considering against the student.

Hamilton v. Unionville-Chadds Ford School, 714 A.2d 1012 (Pa. 1998).

Due process requirements must be observed in school hearings. Failure to notify the student of all charges pending against such student violates due process and a new hearing must be granted. *Yatron by Yatron v. Hamburg Area School District*, 631 A.2d 758 (Pa. Cmwlth. 1993); appeal denied 647 A.2d 906 (Pa. 1994).

Notice

Although parents were orally notified of hearing regarding son's suspension beyond 3 days, the additional 4 day suspension decided upon after the hearing was invalid because the school failed to give the parents written notice of the reasons for suspension, as required by subsection (c)(2)(i). *Mifflin County School District v. Stewart*, 503 A.2d 1012 (Pa. Cmwlth. 1986).

When the parent of a student received notice of a disciplinary hearing approximately 24 hours before the hearing was scheduled to commence, such notice was inadequate. *Minnicks v. McKeesport Area School District*, 74 Pa. D. & C.2d 744 (1975).

Procedural Violations

Where defendant school district summarily suspended plaintiffs for a period in excess of 3 days and failed to follow notice and hearing procedures, those portions of the suspension served before proper notice and hearing were expunged from plaintiffs' records. *Mullane v. Wyalusing Area School District*, 30 D. & C.4th 179 (1997).

Cross References

This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school); and 22 Pa. Code § 12.7 (relating to exclusion from classes—in-school suspension).

§ 12.9. Freedom of expression

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(336407) No. 408 Nov. 08

22 § 12.9

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(336408) No. 408 Nov. 08

2008 Commonwealth of Pennsylvania

22 § 12.10

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

Authority

The provisions of this § 12.9 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.9 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (295325) to (295326), (289657) and (288181).

Notes of Decisions

Clearly Established

Because of the procedural scheme promulgated by the school district, it is not “clearly established” that the plaintiff had a First Amendment right to circulate a petition. *Walker-Serrano v. Leonard*, 168 F. Supp. 2d 332 (M.D. Pa. 2001); judgment affirmed 325 F.3d 912 (3rd Cir. Pa. 2003).

§ 12.10. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Source

The provisions of this § 12.10 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520. Immediately preceding text appears at serial page (17774). § 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(315961) No. 375 Feb. 06

22 § 12.12

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

Authority

The provisions of this § 12.11 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B). Source The provisions of this § 12.11 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (288181).

§ 12.12. Confidential communications

(a) Use of a student’s confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Authority

The provisions of this § 12.12 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26- 2603-B).

Source

The provisions of this § 12.12 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (288181) to (288182).

Notes of Decisions

Confidential Communication

Conversations between an assistant principal and a student are not privileged and confidential under 22 Pa. Code § 12.12 (a) unless acting in the role of guidance counselor. In re McClellan, 475 A.2d

867 (Pa. Cmwlth. 1984). (315962) No. 375 Feb. 06
2006 Commonwealth of Pennsylvania

22 § 12.13. [Reserved]

§ 12.14. Searches

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Authority

The provisions of this § 12.14 amended under section 2603-B of The Public School Code of 1949 (24 P. S. § 26 2603-B).

Source

The provisions of this § 12.14 amended February 17. 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (288182).

§ 12.15. [Reserved]

Source

The provisions of this § 12.15 reserved February 17, 1984, effective February 18, 1984, 14 Pa.B. 520. Immediately preceding text appears at serial pages (17776) to (17778) and (34873) to (34874).

§ 12.16. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

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

Governing board—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Prekindergarten—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

(323757) No. 387 Feb. 07

22 § 12.31

School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services - Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 141401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, schoollinked, or coordinated services provided by locally available social and human services agencies.

Authority

The provisions of this § 12.16 issued under section 2603-B of The Public School Code of 1949 (24 P. S. § 26 2603-B).

Source

The provisions of this § 12.16 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658; amended December 15, 2006, effective December 16, 2006, 36 Pa.B. 7542. Immediately preceding text appears at serial pages (315963) to (315964).

STUDENT RECORDS

§ 12.31. General requirements

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
- (c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

Authority

The provisions of this § 12.31 amended under section 2603-B of the Public School Code of 1949 (24 P. S. § 26-2603-B). (323758) No. 387 Feb. 07

2007 Commonwealth of Pennsylvania

22 § 12.32

Source

The provisions of this § 12.31 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (288182) and (227273).

Cross References This section cited in 22 Pa. Code § 339.32 (relating to services).

§ 12.32. Elements of the plan

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

Authority

The provisions of this § 12.32 amended under section 2603-B of The Public School Code of 1949 (24 P.S. § 26 2603-B).

Source

The provisions of this § 12.32 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (227273).

Cross References This section cited in 22 Pa. Code § 339.32 (relating to services).

§ 12.33. [Reserved]

Source

The provisions of this § 12.33 reserved December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial pages (227273) to (227282) and (256349).

Notes of Decisions

Personal Files

In that notes taken by the school district psychologist during interviews with fourth graders were not maintained for his use in counseling the pupils, the confidentiality concept of guideline # 2.4

does not defeat the parents' right of access to the notes as was agreed prior to the interviews. *Parents Against Abuse in Schools v. Williamsport Area School District*, 594 A.2d 796 (Pa. Cmwlth. 1991).

Cross References

This section cited in 22 Pa. Code § 51.72 (relating to student).

SERVICES TO STUDENTS

§ 12.41. Student services (

a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(c) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §§ 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in the plan developed under § 4.13(c). A school entity shall make its student services plan available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

- (i) Federal and State funded school meal programs.
- (ii) Special Supplemental Feeding Program for Women, Infants and Children (WIC).
- (iii) Food Stamp Program.
- (iv) Pennsylvania Fresh Foods Program.
- (v) Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(382420) No. 503 Oct. 16 2016 Commonwealth of Pennsylvania

22 § 12.41

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P.S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child/children, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding the protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

Authority

The provisions of this § 12.41 issued under section 2603-B of the Public School Code of 1949 (24 P.S. § 26-2603-B); amended under sections 2603-B and 2604-B of the Public School Code of 1949 (24 P.S. §§ 26-2603-B and 26-2604-B).

Source

The provisions of this § 12.41 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658; amended December 15, 2006, effective December 16, 2006, 36 Pa.B. 7542; amended July 15, 2016, effective July 16, 2016, 46 Pa.B. 3815. Immediately preceding text appears at serial pages (323759) to (323760) and (371249).

Cross References

This section cited in 22 Pa. Code § 4.13 (relating to strategic plans). (382421) No. 503 Oct. 16

22 § 12.42

§ 12.42. Student assistance program

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P.S. § 15-1547(g) regarding alcohol, chemical and tobacco abuse program).

Authority

The provisions of this § 12.42 issued under section 2603-B of The Public School Code of 1949 (24 P.S. § 26-2603-B).

Source

The provisions of this § 12.42 adopted December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658; amended December 15, 2006, effective December 16, 2006, 36 Pa.B. 7542. Immediately preceding text appears at serial page (315967).