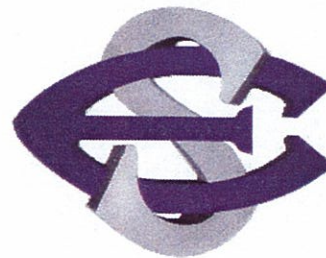


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**EAST
STROUDSBURG
AREA
SENIOR HIGH SCHOOLS**



**STUDENT HANDBOOK
2010-2011**

**East Stroudsburg H.S. North
HC 12 Box 690
Dingmans Ferry, PA 18328
Telephone (570) 588-4420
Fax (570) 588-4421**

**East Stroudsburg H.S. South
279 North Courtland Street
East Stroudsburg, PA 18301
Telephone (570) 424-8471
Fax (570) 420-8353**

**Building Administration
Mr. Steve Zall, Principal
Mrs. Carolyn Krotowski, Asst. Principal
Mr. Robert Presley, Asst. Principal
Mrs. Debby Padavano, Dean of Students**

**Building Administration
Mr. Michael Catrillo, Principal
Mrs. Dawn Dailey, Asst. Principal
Ms. Theresa Benjamin, Asst. Principal
Mr. David Evans, Dean of Students**

EAST STROUDSBURG AREA SENIOR HIGH SCHOOLS

Approved by:

Department of Education
Commonwealth of Pennsylvania

Accredited by:

Commission of Secondary Schools,
Middle States Association of Colleges and Secondary Schools

BOARD OF EDUCATION

Mr. Horace Cole, President
Mr. Donald Motts, Vice President
Ms. Audrey Hocker
Mr. James Brunkard
Mr. Robert Cooke
Mr. Douglas Freeman
Mr. Robert Gress
Ms. Bet Hays
Mr. Keith Karkut
Mr. William Searfoss
Mr. William Zacharias
Mrs. Patricia Rosado, Secretary

DISTRICT ADMINISTRATION/PERSONNEL

~~Dr. Rachael Heath~~ Mrs. Sharon S. Laverdure, Superintendent of Schools
~~Mrs. Sharon Laverdure~~, Assistant Superintendent for Personnel-Human Resources & Special Projects
Mrs. Irene Duggins, Assistant Superintendent for Curriculum and Instruction
Mrs. Patricia Bader, Business Manager ~~TBA~~
~~Mrs. Patricia Bader~~ Carolina Rodriguez, Assistant Business Manager
Mr. James F. Shearouse, Director of Maintenance
Mrs. Marialena Casciotta, Director of Pupil Services (K - 4)
Mrs. Kim Stevens, Director of Pupil Services (5 - 8)
Mrs. Lynda Hopkins, Director of Pupil Services (9 - 12)
Mr. Mark A. Brown, Director of Athletics and Activities
Mr. Eric Forsyth, Director of Administrative Services
Mr. Brian Borosh, Director of Instructional Technology
Mrs. Annelle Prefontaine, Director of Federal Programs and Grants/Virtual Academy
~~Mrs. Michelle Arnold~~, Assistant Director of Federal Programs and Grants
~~Mrs. Marianne Bridges~~ Mr. Paul Schmid, Director of Food Services
Ms. Kimberly Holcomb, Director of Transportation
Mr. Thomas Williams, Director of Custodial Services
Mrs. Araina Maynard-Freed, ACCESS Coordinator

EQUAL RIGHTS AND OPPORTUNITIES POLICY

The East Stroudsburg Area School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting Mrs. Sharon Laverdure, Title IX and Section 504 Coordinator, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.

EAST STROUDSBURG AREA HIGH SCHOOLS STUDENT-PARENT HANDBOOK

Education is a shared responsibility of home and school. This handbook will help to provide our students and their parents/guardians with pertinent school information and to answer some of the questions they may have regarding school life at the high school level. We trust that the information given will help the student make a successful adjustment to school experiences.

Further, although many Board of Education (Board) policies are mentioned throughout this handbook, and some are actually printed in their entirety within, all Board Policies are available to the public in school offices, in school libraries, at the East Stroudsburg Area School District Administration Center and on the school's website at www.esasd.net.

DISTRICT MISSION STATEMENT

East Stroudsburg Area School District, a diverse and rapidly growing community, nurtures within all students a commitment to excellence and life-long learning which prepares them to become creative, productive and responsible citizens in a continually changing and challenging world. East Stroudsburg Area School District... Creating the Future!

EAST STROUDSBURG AREA SENIOR HIGH SCHOOL – NORTH MISSION STATEMENT

Our mission is to educate the students of East Stroudsburg Area Senior High School – North by providing a diversity of experiences in a challenging academic environment so that our students aspire to high achievement and develop character, community spirit, intellectual curiosity, and a lifelong dedication to learning.

EAST STROUDSBURG AREA SENIOR HIGH SCHOOL -- SOUTH MISSION STATEMENT

East Stroudsburg Area Senior High School -- South, serving a diverse and growing student population, acts as a catalyst to prepare students to fulfill their innate potentials and become creative, productive and responsible citizens in a changing global community.

ALMA MATER – NORTH

Deep within the forest green,
Nature's wonders hide;
Rays of sunlight can be seen
Reflecting our school pride.
Mem-ories we hold fondly
Of years here and gone;
Our future's bright horizon,
Our success is at its dawn.

Visions deep within our hearts
Make our spirits soar!
Oh, with you our honor starts,
East Stroudsburg Area North!

ALMA MATER - SOUTH

The Purple and the White

Sons and daughters of East Stroudsburg
With songs and cheers draw nigh;
To praise our Alma Mater
Our glorious Eastburg High
No school excels East Stroudsburg
We glory in her might
Proud of these her colors:
The Purple and the White

CHORUS:

Then raise aloft that standard
And let its colors gleam
There's victory in those shining folds
And glory in its beam
For our dear Alma Mater
We'll battle for the right
True to these her colors:
The Purple and the White.

EAST STROUDSBURG AREA SCHOOL DISTRICT CALENDAR

The families of all students in the school district receive school district calendars each year. These calendars will be distributed to students through their homeroom teachers. Information regarding school holidays, activities, athletic contests, etc., is contained in the calendar. Additional information can be obtained by contacting the school office. School closings and cancellations may have an impact on any specific dates originally contained in the calendar.

ACCESS TO BOARD POLICIES

Board policies are available at school offices, in school libraries, on the school district website and at the Administration Center. Selected Board policies will also be distributed through student handbooks, school newsletters and other written communications provided students for delivery to the home. Key policies are listed in the back of the handbook for your reference.

STARTING TIME/ENDING TIME High School North/High School South

The school day begins at 7: 20 A.M. and ends at 2:30 P.M.

SIX-DAY CYCLE

District-wide, school schedules will revolve on a six-day cycle. Each day will be designated as Day 1, Day 2, etc. through Day 6. On each seventh school day, the cycle will repeat itself and begin again with Day 1. Any days lost to inclement weather or vacations are not included as instructional days in the cycle and the six-day cycle will continue without interruption.

A six-day cycle offers several benefits. The cycle ensures that subjects that may have been frequently missed in a traditional cycle on days when school is not in session, including holidays and cancellations due to inclement weather, will no longer lose

instructional time. A standard district-wide six-day cycle also eliminates the need for parents with children in different schools to track several schedules.

ATTENDANCE

COMPULSORY SCHOOL ATTENDANCE IN THE STATE OF PENNSYLVANIA

The "Compulsory School Age" in the Commonwealth of Pennsylvania is that period of the child's life from the time the child's parents elect to have their child enter school, which shall not be later than the age of eight, until the age of seventeen. Any child past sixteen years of age who holds a certificate of graduation from an accredited senior high school is not subject to its provisions. Attendance is deemed perfect when a student has no lateness to school or absences.

Irregular attendance at school is one of the most common causes of failure. Even though a student may try to "make up" what has been missed, it is almost impossible to duplicate the experiences which occurred as the class discussed the lesson. Please note that a maximum of ten cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days may require an excuse from a physician.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness;
2. Quarantine;
3. Recovery from accident;
4. Required court attendance;
5. Death in the family;
6. Impassable roads;
7. Weather so inclement as to endanger the health of the child;
8. Excused pursuant to a farm or domestic service emergency permit; and/or
9. Exceptionally urgent reasons such as affect the child, but which ordinarily would not include work at home.

The Board considers the following conditions to constitute unreasonable cause for absence from school:

1. Absent through parental neglect;
2. Illegally employed;
3. Appointments that are not of a health care or legal nature;
4. Visiting;
5. Hunting;
6. Oversleeping;
7. Missing the bus;
8. Days missed due to a non-approved family trip;
9. Working;
10. Taking a driver's test;
11. Shopping;
12. Truancy;
13. Failure to submit an acceptable written excuse submitted to the school within three (3) days after returning to school from the period of absence; and/or
14. All other reasons not listed as excused.

After 10 consecutive missed days, students may be dropped from the rolls. Students 17 or older, if still enrolled, must continue to attend school regularly. Chronic poor attendance may also lead to expulsion proceedings.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test or any other schoolwork given on that day.

ATTENDANCE POLICY

As per Board Policy No. 204, excessive absences are absences that exceed three (3) school days within each particular reporting period, excluding absences supported by acceptable written statements from a physician. Excessive absences will be established through the school's adherence to scheduled reporting periods at which time the school will determine those students with such absences. **Attendance is deemed perfect when a student has no lateness to school or no absences.**

Lateness to school (tardiness) will result in disciplinary consequences as per the school Code of Conduct. The following reasons for being late to school will not result in disciplinary action:

1. Illness and appointments verified by a written physician's statement;
2. Court appearances; and/or
3. Funeral for a family member.

Students who arrive late/tardy to school and do not report to homeroom or procure an authorized late slip from the school office will receive an administrative disciplinary referral and will receive disciplinary consequences as per the school code of conduct. Students will be considered as being unexcused absent for that time, in minutes, that they were not in attendance due to unexcused tardiness. Once enough minutes have been accrued to make up a school day, that time will be counted as a day of unexcused absence.



Whenever a pupil is absent from or late/tardy to school, the parent(s)/guardian(s) is/are required to send a written statement to the school listing the following:

1. Student's Name
2. Date of absence or tardiness;
- ~~2-3.~~ Reason for absence or tardiness; and
- ~~3-4.~~ Signature of parent(s)/guardian(s).

Such a written statement for the legal absence of their child must be submitted by parents/guardians within three (3) days from the date of the child's return to school. Failure to provide such a written statement can result in the absence being declared unexcused and/or unlawful. Three (3) unlawful absences can result in written notice of violation of the Compulsory Attendance Law and may result in prosecution pursuant to Section 1333 of the Pennsylvania School Code. Upon the issuance of a third (3rd) notification, the school district attendance officer will visit the home in order to review Act 29 with the student and/or his/her parent(s)/guardian(s). Following the receipt of the third (3rd) letter and the visit of the attendance officer, the school district may issue a citation for any subsequent unexcused absence(s). "Skipping" school is the act of not reporting to school without a reasonable excuse and without the knowledge of the parent(s)/guardian(s). Students participating in such things as "Senior Skip Day" and the like will be considered as skipping school, regardless of whether or not the parent(s)/guardian(s) have knowledge of the absence. Disciplinary consequences for such an absence will be assigned as per the school Code of Conduct. Repeated infractions of Board policy regarding attendance may constitute such misconduct and disobedience as to warrant the imposition of disciplinary consequences, which could include the suspension or expulsion of the student from the regular school program. All administrative action will be in accordance with the school Code of Conduct, as well as procedures set forth in Board Policies No. 204 and No. 218.

A student returning to school from an absence that is determined to be unexcused and/or unlawful will be required to make up any and all school work missed during the absence and will be provided at least one (1) day for completing such work for each day of absence.

Excusing pupils during school for the purpose of obtaining professional health services lies within the discretion of the school district, which requires that such services be rendered by state licensed practitioners.

CANCELLATION OF SCHOOL SESSIONS

Cancellation of school sessions because of inclement weather or other emergency conditions is usually announced over the following radio and television stations by 5:15 a.m.:

WVPO	840 AM	Radio
WSBG	93.5 FM	Radio
WODE (The Hawk)	99.9 FM	Radio
WEEX	1230 AM	Radio
WBRC-TV	Cable Channel 13	
WBRE-TV	Channel 28	Cable Channel 8
WFMZ-TV	Channel 69	Cable Channel 4
WNEP-TV	Channel 16	Cable Channel 7; Also on web site
WYOU-TV	Channel 22	Cable Channel 2
TSNN-TV	Tri-State News Network	

This information is also available at the school district web site: www.esasd.net Phone notification will also be made through our ConnectEd system. Please be sure to have current phone numbers and emergency contacts on file.

When weather conditions are adverse, the opening of school may be delayed for a period of time, and such notice will be given over the radio and television stations listed above. Students and parents should refrain from calling administration, faculty, or school.

LATENESS TO SCHOOL

Students are expected to report immediately to ~~Block~~ homeroom. If arriving after the late bell, students are to report to the front sign-in desk for a late pass. Anyone reporting after the late bell must report directly to the school office in order to sign in. Failure to sign in at the office may result in suspension.

Students, who are late to school for unacceptable reasons, will be subject to disciplinary action.

Students reporting late, with an excusable reason, must bring a written excuse at the time they sign in for the lateness to be considered excused. Excessive tardiness may be calculated into the accumulation of days for partial or full credit attainment.

Any student who arrives after 11:00 without a legitimate excuse, will not be eligible to practice or participate in an event or practice scheduled for that day.

Any student leaving early (prior to ½ day in attendance) will not be eligible to practice or participate in an event or practice scheduled for that day.

TARDINESS TO CLASS

Students are expected to report to all scheduled assignments punctually. Teachers will keep a daily record of tardiness. Whenever circumstances dictate that a student report late during any class period, a note from the previous period's teacher, the

nurse, or a building administrator must be presented upon arrival in class. Students not presenting a note are considered tardy to class without excuse. Late passes from the main office are issued only if the student was required to be there.

~~Individual teachers may establish their own rules regarding lateness to class.~~ Teachers will adhere to the School Code of Conduct as outlined in Appendix A on page 74 or may adhere to the general school policy for this infraction. Penalties for unexcused tardies to class shall be the same as those for unexcused tardies to school. Students who arrive to class 20 minutes or later, unexcused, will be given a class cut. These late cuts will be added into the unexcused absence total toward credit attainment.

EARLY DISMISSAL

All students who wish to be dismissed at a time other than the regular dismissal time or to be excused from academic classes must have the written permission from the parent/guardian. All requests must list the student's name, the date, state the reason for the early dismissal and bear the signature of the parent or guardian. Only requests in writing will be honored by the office. All requests must be approved by the principal or designee.

The note will be verified by checking the parent/guardian signature on file and/or by placing a telephone call to the number listed on the maintenance/emergency card.

Excusing pupils during school for the purpose of obtaining professional health services lies within the discretion of the school principal on behalf of the school district, which requires that such services be rendered by state-licensed practitioners.

For your child's safety, we will request that you present identification at the school office before picking your child up from school.

If a student is to be dismissed during school hours, he/she must present a note to the main office immediately upon arrival at school in order to receive a hall pass for dismissal. He/She must report to the school office at the appropriate time. Interrupting classroom instruction to remind a student of the arrival of a parent/guardian for pick-up is not conducive to the learning process. All requests must be approved by the principal or designee. For additional information, see Board Policy No. 204.1.

ABSENCE

Only students who are 18 years old and have established a separate residence and are not residing with their parents or legal guardian, may sign their own excuse notes.

Parents/guardians must call the attendance office whenever a student is absent from school. In the case of extended illness or prolonged absence (three or more days) parents should notify the school nurse to make ~~her~~ them aware of the nature of an illness or injury. Arrangements may be made at this time with the guidance office for assignments to be forwarded home. At least 24 hours notice is required.

PLEASE NOTE: Any student who is absent on the day of a final exam must present extenuating circumstances, in writing, to the school principal for approval. Otherwise, a grade of zero ("0") will be recorded for the exam. Refer to final exams section.

EXCUSAL FROM SCHOOL

Students wishing to be excused from classes must present a parental excuse to the office immediately upon arrival at school. Information on this excuse should include the following: full name of student, grade, date, REASON FOR EXCUSAL, time to be excused, parent's or guardian's signature, and phone number where parent may be reached for verification.

NO PUPIL, FOR ILLNESS OR ANY OTHER REASON, IS PERMITTED TO LEAVE THE BUILDING AT ANY TIME WITHOUT OBTAINING PERMISSION FROM THE ADMINISTRATION, NURSE, OR SCHOOL DESIGNEE AND SIGNING OUT IN THE MAIN OFFICE. Students not conforming to the above regulation will be subject to disciplinary action.

See Board Policy No. 204.1 for more information.

MEDICAL/DENTAL APPOINTMENTS

Written requests to be excused for appointments must be presented to the main office for approval immediately upon arrival to school. The request must state the specific reason, name of doctor, date, time of dismissal and must be signed by the parent. Telephone requests will be honored in emergencies only.

Pupils may be excused from school for DENTAL or MEDICAL APPOINTMENTS, providing a doctor's appointment card or written parental permission, with doctor's name, is presented to the main office BEFORE the appointment for administrative approval. Parents/guardians picking up students are to go to the main office. All students must sign out in the main office.

Upon return from the appointment, the student must return to the office to sign in. The student must return the original appointment request or other verifying document, with the time of arrival and departure from the appointment, signed by an authorized person at the place of the appointment. It is the responsibility of the student to present to the teacher of the missed or partially missed classes the slip from the office. Failure to do so may result in a class cut.

IT IS RECOMMENDED THAT AN ATTEMPT BE MADE TO ARRANGE ALL APPOINTMENTS DURING NON-SCHOOL HOURS.

FAMILY EDUCATIONAL TRIPS OR TOURS

As per Board Policy No. 204.2, at least ten (10) days prior to the beginning date of the proposed tour or trip, the student's parent(s)/guardian(s) shall submit to the building principal a written request for the excusal, on the Board-approved form, indicating the educational value of the trip or tour and the activities that will enhance the student's cognitive development and all other information as required by the form. A non school district sponsored educational trip or tour may not exceed more than five (5) days per trip or tour in any one (1) school year. Further, at the time of the request, the student must have earned, for the school term, a grade of "C" or above in at least two (2) core courses at the high school level. No approval of non school district sponsored educational trips or tours will be granted at the following times during the school year:

1. During the first or last five (5) days of each semester.
2. During the administration of achievement tests or statewide assessment tests; and
3. During the examination periods at the end of the first and second semesters.

One (1) request for such an absence must be completed for each student. In the event that the parent(s)/ guardian(s) disagree(s) with the decision of the building principal, an appeal may be made to the Superintendent for review. Any appeal sought prior to the beginning date of the student's requested absence will be considered. The Superintendent's decision is final.

The student is expected to complete all school work assigned during the approved absence and to return it at the completion of the trip. All other work, tests, etc. that were missed shall be completed within one (1) week.

Failure to obtain approval for an educational trip or tour, as outlined in board policy No. 204.2, shall result in any absence being recorded as unexcused and possibly unlawful.

NOTE: All absences are cumulative toward enforcement of the credit attainment policy.

COLLEGE VISITS

College visits are considered educational trips and are limited to three (3) total school days per Board Policy No. 204. Educational trip forms are available in the attendance office. Written verification must be obtained on college letterhead stating that the student was present. NOTE: All absences are cumulative toward enforcement of the credit attainment policy.

STUDENT SERVICES

GUIDANCE

Our basic concern in the guidance department is to seek to improve each individual's self-image. Our primary function is to promote emotional maturity in each student and, in cooperation with other professional staff, to promote the physical, intellectual and ethical maturity of each student.

Types of counseling available to students include:

- A. Individual Counseling
 1. Personal issues
 2. Scheduling
 3. College placement
 4. Career exploration
 5. Orientation
- B. Group Counseling
 1. College/career orientation
 2. College essay writing
 3. College interviewing

Students who wish to go to the guidance office should acquire a pass from the guidance office stating the date and time of appointment.

Guidance counselors have been assigned to students on alphabetical basis and special subgroups. These groupings should permit a student to remain with the same counselor all four years. The student's guidance counselor is listed on the student's schedule. Parents/Guardians who wish to make an appointment with the guidance counselor should call the Guidance Office.

TUTORING/REMEDIATION SERVICES

NATIONAL HONOR SOCIETY: The National Honor Society sponsors a tutoring service which is available to all students in grades 9-12 who need help with their academic subjects. Members of the National Honor Society serve as the tutors for the service. Tutoring is requested on an application form, which is used to document the who, how, when, and where of the process. The frequency for tutoring is determined by the need, the number of subjects in which tutoring is requested, and the availability of the tutor. The school guidance office serves as the location of applications for tutoring.

ASSISTANCE PROGRAM: This program offers an excellent opportunity for students in grades 9-12 to improve their grades and academic standing. The program is designed so that the student may gain the benefits of a strong foundation in the beginning and throughout the semester.

The academic assistance program is arranged to provide for the needs of remediation as well as academic enrichment. Teachers will be secured by approaching the departments to provide service for this program. Weekly sessions will be offered. Students interested in this program may pick up applications in the school guidance office or the main office.

EAST STROUDSBURG UNIVERSITY TUTORS: Education Majors from East Stroudsburg University meet their course requirements by providing ten (10) hours tutoring for students in grades 9-12. Applications for this program are distributed to the faculty at the beginning of each semester.

PA PACT GRANT EDUCATIONAL ASSISTANCE PROGRAM: After-school tutoring as well as in- school Math Edge and Reading Edge classes are provided to students through this State Grant Program. Funding for the 2010-2011 school year will be dependent upon State budget approval.

SUPPORT SERVICES AND PROGRAMS

S.A.F.E. (STUDENT ASSISTANCE FOR EAST STROUDSBURG): The student assistance (S.A.F.E.) core team is a group of specially trained educators who work with “at-risk students.” The Student Assistance Program across the state is mandated by Act 211 of the Pennsylvania Legislature. The S.A.F.E. core team takes referrals from teachers, students, support staff, and parents/guardians. Once a referral is made, the core team may invite students to attend support groups, develop a one-to-one mentor relationship with a counselor, or contact the appropriate county agency for help. All information collected about students is held in the utmost confidence. For additional information concerning the program or referrals to the program, please contact the Guidance Office.

CHARACTER DEVELOPMENT/CIVIC RESPONSIBILITY: The school will implement a Word of the Month and possible activities for each month throughout the school year, based upon virtues such as Responsibility, Respect, and Citizenship. Students will have input through Student Government, Public Speaking classes, National Honor Society, etc., as activities and challenges are offered during each month to illustrate and highlight each virtue. The goal of character education is to create a more caring and positive learning environment.

HOMEBOUND INSTRUCTION: Board Policy No. 117 provides instruction to students confined to home or hospital due to physical disability, illness or injury; or when such confinement is recommended for psychological or psychiatric, or disciplinary reasons. The program of homebound instruction provided each student shall normally not exceed five (5) hours per week.

To be eligible for homebound instruction, the school district requires that the school district-enrolled student meet the following criteria:

1. The student must be projected to be absent from schooling, as per the submittal of appropriate documentation, a minimum of ten (10) consecutive school days, unless extenuating circumstances warrant otherwise.
2. Applications for homebound instruction must include a copy of a request for such services by the certified physician, certified psychiatrist and/or certified psychologist, who is/are treating the student, certifying the nature of the illness or disability and the probable duration of the confinement.

A student on homebound instruction will not be permitted to visit school district property, except for educational purposes as previously approved in writing by the building principal and is not eligible to participate in co-curricular and/or extra-curricular activities sponsored by the school district during the period of homebound instruction. The *Homebound Instruction Request Form* must be completed by the parent/guardian and submitted prior to the commencement of homebound. This form is available from either the Guidance Office or Nurse’s Office.

Note: A student on homebound instruction may not be permitted to participate in any school activities, such as athletics, clubs, field trips, proms and senior activities, which include the senior class trip and graduation exercises.

HOME EDUCATION

The school district does not award a diploma or otherwise acknowledge the completion of a student’s education in a home education program. However, the home-schooled child can apply for a Commonwealth secondary school diploma from the Department of Education under existing State Board of Education regulations.

Home education students who wish to enroll in the school district will be placed in appropriate grades and/or classes for instruction as a result of an assessment process to be conducted by the school district, which could include assessment of the child’s home education portfolio, results of standardized testing, curriculum-based assessment, and other applicable forms of academic screening and assessment at the school’s discretion. At the secondary level, students who wish to obtain credit towards graduation must, in addition to the submission of the home education portfolio (including pertinent work samples and other applicable materials), pass subject-specific final examinations and/or other appropriate forms of subject-specific assessment as approved by the Superintendent.

Students in grades 9-12 who are properly registered as home education students with the school district may participate only in high school band and/or chorus programs in the high school serving the attendance area in which the student resides. Such participation is contingent upon criteria set forth in Board Policy No. 137.

Home education students are given the opportunity to compete for positions in extracurricular activities and interscholastic athletics in accordance with guidelines set forth in Board Policy No. 137. Such participation is limited to the school building the student would be assigned to if he/she were enrolled in the school district.

If a home education student enrolls in the school at any time, he/she must meet all graduation requirements/criteria as established by the school district in order to receive a school district diploma.

For additional information on home education, please see Board Policy No. 137 or contact the Office of Pupil Services at 424-8500.

HEALTH SERVICES

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.

Each student shall receive a comprehensive medical examination upon original entry into school in Pennsylvania, while in sixth grade, and while in eleventh grade. These examinations will be conducted by the designated school physician, except as may be otherwise provided for herein. Every school physician shall be assisted by a school nurse who shall be present during each examination.

The school district shall provide a program of dental hygiene services for children of school age. This program shall be approved by the Secretary of Health or designee. Dental screenings will be conducted by the school dental hygienist for students upon original entry in kindergarten or grade one, in grade three, in grade seven, and for new students in the district whose health records do not contain an adequate dental record. Fifth grade students, who have appropriate parent/guardian permission on file, may receive dental screenings at times as a follow-up to the dental program.

In lieu of the medical examinations and/or dental screenings and/or evaluations required as set forth above, any child of school age, or his/her parent/guardian, may furnish a medical or dental report examination made at the expense of the child/parent/guardian by a licensed physician or licensed dentist, and which report shall be on a form approved by the Secretary of Health and provided by the school district for this purpose. The in-lieu examinations shall be made and the report shall be furnished prior to the date fixed for the regularly scheduled examination or screening, but no earlier than twelve (12) months prior to the student's entry into the grade in which the regular examination or screening is required.

Each student will be given a vision test and will be measured for height and weight upon original entry into school and annually through grade twelve (12). Each student shall be measured, weighed and vision tested. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

Each student shall be tested for tuberculosis upon original entry into school and in grade nine (9); exceptions will be made if a waiver is granted by the Pennsylvania Department of Health.

Each student will receive a hearing screening upon original entry into school and in grades one (1), two (2), three (3), seven (7) and eleven (11). Children in special ungraded classes will be given a hearing screening yearly.

School district nurses shall conduct scoliosis screenings for students in grades six (6) and seven (7) and for those children who are eleven (11) and twelve (12) years of age and are in special ungraded classes.

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.

A student who presents a statement signed by the parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Teachers shall report to the school nurse or school physician any unusual behavior, changes in physical appearance, changes in attendance habits and changes in scholastic achievement or suspected deviations from normal growth and development, which may indicate impairment of a child's health and, in such case, as well as in the case involving school examinations, reveal conditions requiring health or dental care, the school nurse or school physician or dental hygienist shall, upon referral by the teacher or on his/her own initiative, advise a child's parent/guardian of the apparent need for a medical or dental consultation and/or examination. If a parent/guardian fails to report the results to the nurse or school physician, the nurse or school physician shall attempt to arrange a special medical examination for the child.

Recommendations as to medical, surgical or dental care shall be sent to each parent/guardian and to the family physician or family dentist on appropriate forms with instruction to the parent/guardian to consult their family physician or family dentist and to notify the school authorities of the action taken with respect to the recommendations.

School physicians or school nurses shall inform teachers of the health conditions of students which may affect behavior, appearance or scholastic performance.

If a parent/guardian informs school officials of financial inability to have a physician or dentist of his/her choice render recommended treatment or care, the school officials shall advise such parent/guardian of the possible availability of public assistance.

Parents/Guardians of students who are to receive physical and dental examinations shall be notified. The notice shall include the date and location of the examination and notice that the parent/guardian may attend or may have the examination conducted privately at the parent's expense. Such statement may also include notification that the student may be exempted from such examination if it is contrary to the parent's/guardian's religious beliefs.

Students who fail to complete and/or submit acceptable evidence of required medical examination or dental screening by APRIL 30 of the current academic year will be excluded from attending school beginning MAY 1 until acceptable proof of compliance is received, in writing, by the district, or until such students are exempted from such examination requirements for religious reasons by submission of an acceptable parental documented note.

The Superintendent shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

The Superintendent shall request an adequate health record from the transferring school for each student transferring into the school district.

The Superintendent shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

~~—A comprehensive health record is kept for each student in the school district. All school district students are weighed, measured and vision screened annually. Hearing testing is done annually for students upon original entry into school, in kindergarten through grade 3, grade 7, grade 11, and for all students with known hearing losses.~~

~~—According to the Pennsylvania Public School Code Section 1402e: "The school physicians of each district or joint board shall make a medical examination and a comprehensive appraisal of the health of every child of school age, (1) upon original entry into school in the Commonwealth, (2) while in sixth grade, (3) while in eleventh grade."~~

~~—Any child of school age may furnish school officials with a medical report of an examination at his/her expense by his/her family physician. Examinations shall be submitted prior to the date of regularly scheduled school examinations. School districts are allowed to accept reports of private physical and dental exams completed within one year (12 months) prior to a student's entry into the grade where an exam is required.~~

~~— Parents/guardians who choose to have their child examined in school by the school physician will be notified of the time and date of the examination. Parents/guardians are encouraged to be present during the examination. Parent/guardian notification of the state mandated physical examinations will be mailed to the home.~~

~~— Board Policy No. 209 states that: “Students who fail to complete and/or submit acceptable evidence of required medical examinations within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received.”~~

~~— Students who participate in the school district’s athletic programs are required by PIAA regulations to have a physical examination before participation. For fall sports, the physical must be done after June 1st. For winter and spring sports, the physical must be done no more than six (6) weeks prior to the beginning of each season’s practice. School athletic physical dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic physical exam form and a PIAA card completed by their family physician. This information must be submitted before a student is allowed to practice.~~

~~— Parents/guardians will be contacted if a referral to a physician is needed after school screenings. If a parent/guardian informs school officials of financial inability to have a physician render treatment or care, the school officials shall advise parent/guardian of the possible availability of public assistance.~~

ILLNESS -- FIRST AID

Students who become ill during the day shall secure a pass from their teacher and report to the nurse. Reporting without a pass is only permissible in the case of an emergency.

Non-emergency visits to the school nurse are to be initiated by the student before school, after school, or the first ten (10) minutes of the student’s lunch break.

A student who becomes ill and cannot secure the services of the nurse should report to the office. A student spending a class period or part of a class period elsewhere in the school building claiming they were sick, and not reporting to the nurse will be judged as “cutting” class.

In the event of an illness or injury whereby the student is to be sent home, the nurse will contact the parents and arrange for them or their designee to pick up their ill or injured child. It is then the parent’s responsibility to arrange for further care.

Any student, claiming illness, who leaves the building without the permission of the nurse, or the assistant principal, will be considered truant and will be subject to disciplinary action upon their return to school.

Any student who puts his/her head down during class and refuses to participate will be sent to the nurse for evaluation.

A student given permission to leave school because of illness must follow the normal routine for reporting as explained in the “Attendance” section.

Students should not be sent to school if they have a fever (temperature>100), and/or earache, severe headache, skin rash, severe cold or cough, nausea or vomiting, red inflamed eyes, body mites or head lice, or any communicable disease such as chicken pox or scarlet fever. Counseling and appraisal of students occur each time the student is seen regardless of reason. Those who are seen for reasons of illness or injury are evaluated and treated. If a student is sent home, parents/guardians are responsible for transportation. If emergency treatment is deemed necessary and the child is transported via ambulance, the parents/guardians are responsible for any cost involved.

BMI SCREENINGS

East Stroudsburg Area School District addresses its students’ health and wellness needs with a comprehensive approach that includes health screenings, physical activity, nutrition and education. Every year, the school nurses measure each student’s height and weight, which is a reflection of their growth. Along these lines, the PA Department of Health is requiring that this information be calculated as a BMI (Body Mass Index) percentile. BMI percentile is a ratio of height, weight, age and gender.

Healthy children come in all sizes and shapes, and BMI percentile is used as a guideline to help assess whether a student may be overweight or underweight. A high or low BMI percentile may be a sign of a potential health problem. For example, a student who is overweight may have an increased risk of developing heart disease or diabetes. Similarly, a student who is underweight may have an increased risk of heart problems, loss of bone mass, and anemia.

It is important to note that the BMI percentile is only a screening tool. Many factors, including sports participation, family history or stage of puberty, can influence the BMI percentile. Therefore, it is important that parents share the results with the student’s health care provider who can best evaluate that student’s overall health.

As with all student health information, any growth screening results will be kept strictly confidential. If anyone has any questions regarding BMI screenings, they should contact the school nurse.

USE OF MEDICATIONS

Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. If this is not possible, the parent(s)/guardian(s) may request school staff to administer medication at the scheduled time. Every effort should be made by the parent(s)/guardian(s) and their physician to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student’s school day and maximizing his/her participation in the learning process. Medication, including aspirin or other over-the-counter medications, will be administered only upon written order from a physician and in accordance with this policy. All requests shall be reviewed by the school nurse.

For purposes of school policy (Board Policy No. 210), medication shall include all medicines prescribed by a physician and any over-the-counter medicines.

The Superintendent, in conjunction with the certified school nurse, shall develop procedures for the administration and self-administration of students’ medications. Any student who wishes to carry an asthma inhaler, must submit a properly completed “Authorization to Carry/Self-Administer Prescribed Medication” form to the school nurse. In addition, the student must notify the school nurse immediately following each use of the inhaler. Abuse or misuse of the inhaler and/or failure to follow any Board policy related to the use of an inhaler may lead to confiscation of the inhaler, a loss of privilege to carry the inhaler, and

appropriate disciplinary consequences.

All medications shall be administered by the school nurse or designee, or self-administered by the student upon appropriate written authorization, which includes the use of the applicable school district forms.

All school district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

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

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

An "Authorization for Medication During School Hours/School Activities" form must be completed by the physician and signed by the parent(s)/guardian(s) before medication can be given in school or at school-related activities. In the absence of this form, there must be a written order from the physician and a note from the parent(s)/guardian(s) requesting administration of the medication. The school nurse may accept a verbal order from the student's physician only in a life threatening situation.

The "Authorization for Medication During School Hours/School Activities" form should include:

1. Name of student.
2. Date.
3. Diagnosis.
4. Medication, dosage, time schedule and duration.
5. Special conditions to observe.
6. Physician's signature, address and phone number (fax number, if possible).
7. Signature of parent(s)/guardian(s).

The following guidelines shall be followed when storing or dispensing medication:

1. Medication must be in a properly labeled container (by the physician or pharmacy).
2. Parent(s)/guardian(s) are requested to bring all medication to school.
3. Medications are kept in a designated locked area in the nurse's office or, when necessary, in the refrigerator.
4. Unused medications are to be picked up by the parent(s)/guardian(s) no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the close of the school year.
5. The school nurse has primary responsibility for the administration of medication including:
 - a. Reporting to physician and/or parent(s)/guardian(s).
 - b. Conferring with the physician and/or parent(s)/guardian(s).
 - c. Informing, when appropriate, school staff regarding a student's medication requirements.
 - d. Administering and recording of medication data.
6. Written documentation of the administration of medication will be kept. These records will include the student's name, the name of the medication, the dosage, the time and date of dispensations, and the signature of the person administering the medication.
7. The nurse may refuse to administer any type of medication. The parent(s)/guardian(s) will be notified of this action.
8. In the absence of the school nurse, the principal is responsible for the administration of medication.
9. If it is necessary to administer emergency medication, the school nurse can administer only those medications for which the chief school physician or individual student's physician has authorized standing or emergency orders.
10. Parent(s)/Guardian(s) are responsible for informing the school nurse and/of any change in the health and/or medication of students. When changes occur, the parent(s)/guardian(s) must return a new medication order form to the nurse. Medication, including over-the-counter medications, will be administered only upon written order from the physician.
11. All medications must be kept in the nurse's office. Students are not allowed to carry medications with them unless a physician's order states that they must do so and all appropriate paperwork has been completed and necessary approvals have been gained. Violations may be considered for appropriate disciplinary consequences.
12. Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the school nurse will be considered to be in violation of the school district's controlled substances policy (Board Policy No. 227) and will be subject to the disciplinary action as set forth therein.
13. The district will incur NO liability for the use of unauthorized drugs or medications.
14. This policy is in effect for all school district sponsored activities and field trips.

Hold Harmless Clause

The school district, in consideration of dispensation of prescription drugs by the school staff who are employed by said district, hereby covenants and agrees to hold harmless and indemnify all school staff against any and all claims, damages, expenses, attorneys' fees, suits, cause or causes of action in law or equity or any place howsoever which may be brought against any of such school staff because of any negligent act or omission done or not done by such school staff in connection with said dispensation.

This policy is a directive of the Board; school staff acting pursuant to this policy are acting within the scope of their employment.

The "Field Trip Medication Administration Form" must be completed by parent(s)/guardian(s) when a staff member is responsible for medication administration to a student during a field trip or other school district sponsored activity.

In cases where the parent/guardian requests that their child be permitted to carry/self-administer medication as per the order of the physician, the medication must be in a properly labeled pharmacy container and the parent/guardian must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The parent/guardian must also acknowledge that the East Stroudsburg Area School District has no legal responsibility to ensure that the medication is taken or

when the above-named student administers his or her own medication and bears no responsibility for the benefits or consequences of the administration of the medication.

FIELD TRIP MEDICATION ADMINISTRATION

Please remember...NO MEDICATION OF ANY KIND can be dispensed/given to your child on a school trip without a written order from a physician. An "Authorization for Medication During School Hours" form must be completed by the physician and signed by the parent/guardian before medication can be given in school. In the absence of this form, there must be a written order from the physician and a note from the parent/guardian requesting administration of the medication. If the appropriate written authorization is already on file with the school nurse, it is not necessary to submit a physician's order for a one-day field trip. For an overnight field trip, an "Authorization for Medication During School Hours" must be completed by the physician and signed by the parent or guardian for medications that are needed. **All medications must be packaged in original pharmacy containers.**

Students are not permitted to carry medication with them, either prescription and/or over-the-counter, at any time.

DENTAL EXAMINATIONS

Students are required to have on file a report of dental exams upon original entry (kindergarten/first grade/ transfer), third grade, seventh grade and as new students when their records do not contain adequate dental reports. Students are encouraged to provide reports of private dental exams which must be reported on forms approved by the Secretary of Health and provided by the school. The school dental hygienist, with parental permission, is available to provide a dental screening and prepare the required report.

Students who fail to complete and/or submit acceptable evidence of required dental exams within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received as per Board Policy No. 209.

PENNSYLVANIA'S CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

To meet our legal obligation to inform all students of the Children's Health Insurance Program (CHIP), a copy of the CHIP brochure has been included in all student handbooks. For students and/or parents/guardians whose language used at home is Spanish, we have ordered additional brochures in Spanish.

For a child whose language used at home is neither English nor Spanish, CHIP has set up a "Language Line" which parents/guardians can call to receive CHIP information in their language. The CHIP "Language Line" number is (800) 986-KIDS.

INSURANCE

At the beginning of the school year all students are given brochures to bring home offering the parent/guardian the opportunity to purchase the following types of insurance:

1. School Time Accident Coverage
2. Full Time 24-hour Accident Coverage
3. Dental Accident Coverage

If you decide to purchase the insurance, fill out the information, send the required amount due and mail directly to the insurance company. **DO NOT SEND THE FORM TO SCHOOL.**

The parents or legal guardians of all interscholastic athletes are required to execute the following documents prior to the student being allowed to try out for or participate in any sport:

1. PIAA Parents' Certificate
2. Parental acceptance of Student Accident Insurance - Parents can accept Student Accident Insurance coverage by properly completing the application form and paying the required fee. Parental refusal of the opportunity to purchase Student Accident Insurance can be demonstrated in writing and/or by not returning a completed Student Accident Coverage Application form. Failure to return a completed application form by the applicable deadline shall be considered as a refusal of such coverage

The East Stroudsburg Area School District provides interscholastic sports insurance to cover all school district athletes competing in interscholastic sports from grades 7 thru 12. The coverage will also include the band and cheerleaders while practicing for or participating in an interscholastic event.

All accidents must be reported in writing to the nurse within 72 hours of the accident. Forms to be completed can be obtained from the school nurse.

INSURANCE PROCEDURES FOR BUS ACCIDENTS

All owners of motor vehicles in the commonwealth of Pennsylvania are required by law to purchase and maintain automobile insurance. The laws relating to automobile insurance coverage are compiled in the Pennsylvania Motor Vehicle Financial Responsibility Law of 1984- commonly referred to as the "PA No Fault Law".

First party benefits are a mandatory coverage. This is a basic no-fault type of medical insurance for your own medical bills. The minimum required by law is \$5,000. Regardless of who is at fault for the accident, the medical bills will be paid through your First Party benefits coverage. Using this coverage will not affect your rates or premiums in any way.

If there should be a case when you as the parent or guardian do not have car insurance, the laws states that any resident relative in the household who carries automobile insurance would file the medical bills. If no one in the household carries automobile insurance- the medical bills should be filed with: **bus contractor / school district.**

The Priority of Benefits is the order in which auto policy provides benefits to the injured party.

First	The insurer providing benefits to the "insured" as a named insured.	<i>Student has own auto policy and is a named insured under that policy.</i>
Second	The insurer providing benefits to the "insured" as a family member who is not a named insured under another policy providing coverage under the Act.	<i>Student is covered under parents policy, whether or not old enough to drive, as a "resident relative". If the medical bills go above the policy limit- they will have to submit to health insurance. There is no recourse beyond this step.</i>
Third	The insurer of the "motor vehicle" which the "insured" is "occupying" at the time of the accident.	<i>The Vehicle the student occupies at the time of the accident- which is school district / bus contractor.</i>

First party benefit coverage cannot be stacked between priority levels. Once coverage under the first applicable policy has been exhausted, claimant may not seek additional first party benefits from other policies at lower levels.

ACADEMICS

COURSE SEQUENCE

No student may enroll in the next grade level of courses unless he/she has passed the current grade level class. The only exceptions to this will be during the fourth year of high school, wherein seniors, with the principal's approval, may take two (2) different grade levels to meet graduation requirements, or as per a student's IEP or GIEP.

DROP-ADD POLICY

The dropping and adding of courses occurs on a limited basis. A parent/guardian may request a change in course level in a core subject by making an appointment with the student's guidance counselor and signing a waiver of responsibility if such a change is not recommended by the school. In this case, the recommended course is "dropped" and the student/parent-requested course is "added" based on seat availability.

Seniors will be given priority regarding available seats for desired courses when making changes to their schedule. Changes in a schedule shall be accomplished through a written request to the student's counselor and must receive the approval of the building administrator.

Students may not be permitted to drop or add elective classes after scheduling process has been completed.

When a student drops a core course within the first nine (9) days of the semester, that course will not appear on the student's transcript. After nine (9) days, the student will receive a "W" (if no grades had yet been recorded), a "WP" (if the student had been passing the course at the time of withdrawal), or a "WF" (if the student had been failing the course at the time of withdrawal). After the first progress report has been issued (approximately 23 days into the semester), student-initiated dropping of a class is no longer an option.

All students in grades 9 and 10 are expected to carry a minimum of 7.5 credits in addition to Health and Physical Education. Students in grades 11 and 12 are advised to carry a minimum of five (5) full credits in addition to Health and Physical Education. Failure to maintain the minimum credit requirement may result in the student being ineligible for academic awards and the Honors Reception.

ACADEMIC PROFICIENCY & CREDIT GRADUATION REQUIREMENTS

To be graduated from the East Stroudsburg Area School District, a student shall (1) demonstrate mastery of the academic standards enumerated in Chapter 4 and, (2) satisfactorily complete a graduation project and (3) meet proficiency on the PSSA math and reading test as outlined below:-

— Students must successfully master the content embedded in the high school (9-12) planned courses which are incorporated from the Chapter 4 academic standards.

Content mastery and performance of the academic standards shall be deemed successful when a student can demonstrate achievement of the academic standards at the 65% level or better. These criteria will be developed as the planned courses are reviewed in conjunction with the established curriculum review cycle.

Satisfactory completion of an IEP shall also constitute mastery of student performance outcomes for special needs students.

ACADEMICS

The Commonwealth of Pennsylvania and the East Stroudsburg Area School District share responsibility for establishing academic standards, programs, and assessments that provide for each student's academic success. Each student is responsible for attaining the knowledge and skills necessary to become a creative and productive citizen.

The East Stroudsburg Area School District Board of Education requires all students to demonstrate proficiency in the Pennsylvania System of School Assessment (PSSA) tests for mathematics and reading in order to qualify for a high school diploma. Each student will be accountable for demonstrating academic proficiency in one of the following ways:

- A score of proficient or better on the PSSA Math and Reading Assessments in grade 11.
- A score of proficient or better on the PSSA senior year make-up tests in Math and Reading.
- Demonstrate proficiency on the assessments, which are part of an individual test prep plan. All students who are not proficient on the PSSA Math and Reading tests must participate in a mandatory school district test prep program.

One of the following assessment strategies may also be used to demonstrate the proficiency requirement necessary to qualify for a high school diploma:

- Passing grade on the National Occupational Competency Testing Institute (NOCTI) (applicable components of the assessment) or other MCTI approved assessment which demonstrate competency in the vocational/technical student's chosen career pathway.
- Successful completion of academic Individualized Education Program (IEP) goals and objectives by students with disabilities.
- Proficiency demonstrated on other standardized tests or school district assessments comparable with the PSSA assessment) as approved by the Superintendent.

—To qualify for a diploma from East Stroudsburg Area High Schools, all grade 12 students must accumulate a minimum of 28.0 credits. Course requirements are described below.

COURSE REQUIREMENTS

Students must complete the following minimum subject requirements:

<u>Subject</u>	<u>Credits Required</u>
English	4.0
Math	4.0
Science	4.0
Social Studies	4.0
Computer Literacy	1.0
Physical Education	1.0 6
Health	0.75 6
Driver's Education	0.25
Humanities	2.0
Family & Consumer Science	.5
<u>Electives</u>	<u>6.5</u> 1
TOTAL	28.0 credits

COURSE PLACEMENT CRITERIA FOR GRADE 9

Honors Level Placement Criteria

Criteria #1: Grade 8 students recommended for an Honors level course in Grade 9 must currently be assigned to a grade 8 section designated as section one on the team.

Criteria #2: Grade 8 students must have maintained a cumulative grade average of 85% or higher in the subject area being considered for an Honors level course in grade 9.

Criteria #3: The student's grade 8 teacher(s) must recommend the assignment of the student to an Honors level course in grade 9.

Criteria #4: Students must demonstrate a proficient or advanced level of performance on the PSSA Reading and/or Mathematics assessments.

College Preparatory Level Placement Criteria

Criteria #1: Grade 8 students recommended for a College Preparatory level course in grade 9 must currently be assigned to a grade 8 section composed of students ranked as two/three.

Criteria #2: Grade 8 students must have maintained a cumulative grade average of 85% or higher in the subject area being considered for a College Preparatory level course in grade 9.

Criteria #3: The student's grade 8 teacher(s) must recommend the assignment of the student to a College Preparatory level course in grade 9.

Criteria #4: Students must demonstrate proficiency on the PSSA Reading and/or Mathematics assessments. Students performing in the basic range on the PSSA may be considered for assignment to a College Preparatory level course if all other criteria indicate the potential for the student to be successful in the College Preparatory level course.

Note: A student requesting consideration for placement in a higher level track in the subsequent year must maintain a cumulative average of 90% or higher in the subject area, as well as receive the recommendation of the current teacher.

STUDENT TRANSCRIPTS

(As Applied to Grades 9 through 12)

The student transcript is the permanent record that documents each student's grades and credits. It includes selected demographic information, yearly attendance, cumulative grade point average, class rank, extra-curricular activities participation, and standardized test scores from tests like the PSSA, PSAT and SAT. Parent/Guardian permission must be secured for the school to release an official transcript to other institutions. An official transcript that is printed on bonded paper with the school seal and the signature of a certified school official must be sent directly from our school to another educational institution.

GRADUATION PROJECT

Students shall successfully complete a student project in an area of concentrated study ~~during the being completed by the end of their~~ junior year of high school under the direction of the school principal. The projects shall incorporate the following guidelines:

1. The student may choose his/her project theme with the approval of the teacher/advisor and shall be guided throughout the effort by a teacher/advisor.
2. The student must demonstrate through the project the ability to apply, analyze, synthesize, and evaluate information.
3. Upon completion of the project, the student will present it to an appropriate audience as approved by the teacher/advisor. The presentation shall be interactive in that the audience may ask questions of the student.
4. The teacher/advisor shall determine proficiency of the project using a district approved rubric.
5. The project may be undertaken by an individual or group of students if approved by the teacher/advisor.

PROMOTION POLICY

The issuance of a graduation diploma is contingent upon the satisfactory completion of credits as outlined by the Pennsylvania Department of Education and the East Stroudsburg Area School District Board of Education. The promotion from grade to grade is contingent upon the student completing enough credits in each grade to be on target for graduation at the completion of one year in grade 12.

The credit totals listed below are to include all those credits earned in all courses. Any required course(s) failed and not made up through summer school must be repeated the following school year before the next grade level of instruction is taken.

Note: Students are eligible to attend summer school if they have a 55% or higher for final averages.

The minimum credit requirements listed below are necessary to be considered a member of the class indicated.

	<u>Minimum Credit Requirement</u>
Grade 10	6.0
Grade 11	12.0
Grade 12	19.8 20.0

GRADING POLICY

The following information pertains to numerical grading.

1. All courses will use a numerical system of grading.
2. Any grade average below 65.0% will be considered a failing grade.
3. Any student who is absent on the day of a final exam must produce a doctor's excuse for the absence. Otherwise, a grade of one ("1") will be recorded for the exam.
4. The final course grade consists of the grade earned by the student and the final exam, with the final exam, if required, being worth 1/9 of the grade.
5. A student may receive a notation of "I" on his/her report card indicating that required work was not submitted. A student has one (1) school day for each day of absence to make up incomplete work, except in extenuating circumstances.
6. Alphabetic and numeric grade equivalents are listed below for grades 9 - 12:

A	90 – 100	W	Withdraw
B	80 – 89	WP	Withdraw Passing
C	70 – 79	WF	Withdraw Failing
D	65 – 69	M	Medical Excuse
F	Any grade less than 65	IT	Insufficient Time
I	Incomplete	CD	Credit Denial

O	Outstanding
S	Satisfactory
U	Unsatisfactory

HONOR ROLL

The following criteria shall be used in determining eligibility for the school honor rolls:

1. "High Honors"—A student attains high honors by having a marking period average of 92% or better with no grade lower than 80% in any subject as well as no "U," "I," or "WF."
2. "Honors"—A student attains honors by having a marking period average of 86% or better with no grade lower than 80% in any subject as well as no "U," "I," or "WF."
3. Determination of academic honor standing will be made by the guidance department and administration at the end of each marking period. Honor standing will be noted on the student's report card. All subjects (except Driver's Training) are calculated in the average for the honor roll determination.

Averages will be re-calculated once an "I" is made up and a new grade is assigned.

HONORS RECEPTION/AWARDS BANQUET

GENERAL CRITERIA

1. Awards will be based on the first three marking periods of this school year. This is a current class rank, not the cumulative rank as seen on the student report card.
2. Students must have all three marking period grades earned from approved work done at or through an East Stroudsburg Area School District high school.
3. Department awards will be determined by comparing students from the First Semester with those taking the same course in the Second Semester based on their overall performance (percentages, grades, and other criteria) during the first nine weeks of the semester.
4. Students who attempt to complete two years in one will compete with the graduating class in which they are enrolled.
5. Work taken by a student during the summer, for whatever reason and by whatever method, will be counted as being taken the school year in which the course was failed.
6. Students must carry a minimum number of 7.5 credits on campus for each of the three marking periods (5.6 for seniors).
7. Homebound instruction, vo-tech instruction are counted in the overall average. However, satellite credits and other work taken off campus may not be counted in the overall average.

NATIONAL HONOR SOCIETY

CRITERIA

All members of the National Honor Society (NHS) are selected for membership by the faculty. Seniors are eligible to apply for membership at the end of the first marking period of the school year. Juniors are eligible to apply for membership at the end of the second marking period for the school year. All successful candidates must satisfy the following criteria:

1. Scholarship - A cumulative weighted grade point average of 4.0 or better at the end of the marking period that a student first becomes eligible.
2. Leadership - Participation in two or more full time in-school and/or out-of-school activities in the prior two school years. A full time activity is defined as one that meets daily during a season or regularly throughout the school year. Out-of-school activities should be consistent with the NHS criteria of service,"----volunteers dependable and well-organized assistance ----participates in church groups; scouting; services for the aged, poor, or disadvantaged."
3. Character - This is probably the most difficult criterion for membership to define. Generally, the student who possesses worthy character:
 - Takes criticism willingly and accepts recommendations graciously.
 - Exemplifies constantly desirable qualities of personality (cheerfulness, friendliness, poise, stability.)
 - Upholds principles of morality and ethics.
 - Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
 - Demonstrates the highest standards of honesty and reliability.
 - Shows courtesy, concern, and respect for others.
 - Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
 - Has powers of concentration and sustained attention as shown by perseverance and application to studies.
 - Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
 - Takes an active role to rid the school of bad influences or environment.
4. Responsibilities - If selected for membership, the NHS student must maintain the same standards of scholarship, leadership, service, and character. NHS members are expected to attend meetings regularly and participate in the NHS Tutoring Program. In addition, each member is expected to participate in an individual or group project that benefits the school or community.
5. Dismissal - Students may be dismissed from the National Honor Society if they fail to maintain the standards in any of the criteria listed above. Violations of the Code of Conduct, NHS rules of conduct, and the law are inconsistent with membership in the National Society Honor Society and could result in dismissal.

CORRESPONDENCE STUDY

Correspondence courses, completed by the student at his/her own expense, may be used, with prior approval of the school principal, to earn graduation credit. The school principal will, after consulting with the student's guidance counselor, determine whether approval of correspondence courses will be granted. The principal will consider the student's individual achievement record, the appropriateness of the course offering, and other relevant circumstances. For more information, see Board Policy No. 118.

HOMEWORK

In addition to regular class work, outside assignments are an essential ingredient in most courses. All students are hereby notified that homework completion is one of their obligations to meet the minimum requirements for successful completion of a course.

Generally, when a teacher assigns homework, he/she is looking to:

- Promote good study habits;
- Develop a sense of responsibility and independence;
- Help the student master a skill;
- Enhance and stimulate the student's creativity;
- Encourage the student to learn new concepts;
- Make sure the student understands what has been taught;
- Inform parents/guardians of what their sons/daughters are learning in the classroom;
- Provide practice and reinforcement of skills;
- Broaden areas of interest through enrichment; and/or
- Encourage parent/guardian and child interaction.

To meet these objectives, the student, the parent(s)/guardian(s), and the school must look upon homework as important and necessary. Cooperation and communication between the home and school are essential if homework assignments are to make a significant contribution to your child's education. The time you share with your child on these assignments will be beneficial to you both.

Upon the day of return from an absence, students are responsible to check with their teachers for work missed.

When a student is absent or expecting to be absent from school for any extended period of time due to illness, parent(s)/guardian(s) should contact the school for homework assignments. At least twenty-four hours' notice is necessary to process requests. The student/parent/guardian is responsible for making arrangements to pick up the homework at the school's Main Office.

Please see Board Policy No. 130 for more information.

REPORT CARDS/INTERIM PROGRESS REPORTS

Each semester, all students will receive an interim progress report in addition to a report card. Interim progress reports and report cards are usually mailed to parents/guardians approximately seven (7) school days after the close of each report period. Refer to school calendar for specific dates for end of marking period. School closings may have an impact on end of marking period dates.

<u>TYPE OF REPORT</u>	<u>CLOSE OF REPORT PERIOD</u>
Progress Report	23 rd day
Progress Report	67 th day
Progress Report	112 th day
Progress Report	157 th day

If you do not receive a report, please call the Guidance Office. A new report will be mailed to you or you may be asked to pick up the report at the school. The interim reports contain information regarding students who may be failing or in danger of failing, as well as those students who have improved their work or maintained appropriate progress.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences for high school students will be held on the following dates:

Thursday, Tuesday	October _____ 22, 2009 <u>October 12, 2010</u>	12:00 PM - 5:00 PM and	6:30 PM - 8:30 PM
Thursday,	March 11 <u>10</u> , 2010	12:00 PM - 5:00 PM and	6:30 PM - 8:30 PM

INCOMPLETE COURSE REQUIREMENTS

Students whose required work for any marking period is not complete when due may be given an incomplete ("I") on their report card.

Students receiving grades with the notation of incomplete "I" will be given a specified deadline to complete the work, not to exceed five school days, except in extenuating circumstances. Any extenuating circumstances must be presented to the school principal for approval.

FINAL EXAMS

Students who for any reason have not taken a scheduled final examination shall, upon submitting a doctor's excuse, receive an exam grade of incomplete "I". Any other extenuating circumstance must be presented in writing to the school principal for approval. Any student who misses a final exam must make arrangements to take it within five school days from the end of the semester. Students who cannot furnish a doctor's excuse or do not obtain the principal's approval shall receive a grade of zero "0".

STANDARDIZED/NORMED TESTING

Standardized test scores are one source of information used to assess student academic achievement and progress. Teachers, counselors, and administrators use standardized and/or normed test scores and information, as well as a variety of other curriculum-based assessment information, to assess the student's educational program. Board Policy No. 213, "Assessment of Student Progress", can be obtained from your child's school office.

The following standardized/normed tests are administered to students as part of the school district program:

Grades 9, 10 and 11

Test: NWEA (Northwest Evaluation Association) MAP (Measures of Academic Progress)

Purpose: To assess student progress in mathematics and reading.

Grade 11

Test: PSSA (Pennsylvania System of School Assessment)

Purpose: To assess student progress in mathematics, reading, writing, and science.

DISSECTION POLICY

The science department has a dissection policy that encourages students to participate in dissection activities. However, for students who do not wish to participate in dissection, alternatives are available upon the written request of the parent/guardian. See the science teacher at the beginning of the course to discuss any concerns.

INDEPENDENT STUDY

Any independent study must be student-initiated, and the approval of the applicable faculty member, the department chairperson, the guidance counselor and the principal must be obtained. The student works under the direction of the faculty member and pursues an approved topic or project through a well-planned outline. The work required for one credit in independent study is equal to or greater than the required one credit in another major academic subject. Independent study may be taken for a maximum of one credit and may be taken with a maximum of five other majors. For more information, please see Board Policy No. 118. The parameters set forth in this section or in Policy No. 118 shall not be applied to on-line courses taken in accordance with Board Policy No. 118.1.

SCHOOL-TO-CAREER OFFICE

The School-to-Career Coordinator provides career-related services and work-based experiences to students. Programs offered to our students include: Job Shadowing, Internships, Career Field Experience, Career Pathways and general employment opportunities. More information can be obtained at the Guidance Office.

CAREER FIELD EXPERIENCE (SENIORS ONLY)

The school district offers a program, through the School-to-Career Office, which gives high achieving senior students a career-related, compensated, supervised, work-based educational experience with local employers. The program entitled "Career Field Experience" is designed for the highly motivated student who is in good standing for graduation, and has developed an interest in a particular career field. Specific eligibility requirements include: (a) must be listed as a graduating senior; (b) must possess a 3.0 or above cumulative G.P.A.; (c) must exhibit a good attendance history; (d) must have a sufficient number of credits to graduate without counting any credits earned through the Career Field Experience Program; (e) must obtain written parental permission; (f) is able to provide his/her own transportation to and from the job site. The placement site where the student receives his/her training should be related to the student's current career objective.

Selection for this program is dependent upon student interest, a screening process utilizing the above criteria, and the availability of career-related work opportunities in the community. Every effort will be made to obtain meaningful employment for the student; however, placement is not guaranteed due to the fact that demand may exceed the number of available openings.

COURSE AUDIT

Students may choose to enroll in a course on an audit basis under the following conditions:

1. Space is available.
2. The grade for the course will be LO (Listening Only).
3. Audited courses cannot be used for credit toward graduation.
4. Permission of the parent/guardian, teacher, guidance counselor, and principal is required. The teacher will inform the guidance office.
5. Students enrolled for audit are expected to meet all course requirements.
6. Once enrolled as an audit, the course cannot be considered for credit or any grade other than LO or W (Withdrawn).
7. Students may be withdrawn from an audited course at the request of the teacher.

COLLEGE COURSES FOR CREDIT

Any student who wishes to use a college course for credit must receive the prior approval of his/her counselor, department chairperson of the subject under consideration, and the principal. Application forms are available in the Guidance Office.

There are three restrictions concerning college courses for credit:

1. A student may not use a college course to substitute for a required course without prior approval of the administration. Such approval will be granted only in unique and/or extenuating circumstances.
2. A college course is not considered an honors level course.
3. A college course will not count toward class rank, G.P.A. or honor roll.

EARLY GRADUATION

Early graduation requires sufficient credit accumulation and permission of the parent/guardian, guidance counselor, and principal. The decision to graduate early must be initiated by the student, who must make an appointment with the guidance counselor and complete the necessary paperwork. Parental consent is also required.

MONROE CAREER AND TECHNICAL INSTITUTE

All students permitted to enroll in the Monroe Career and Technical Institute (MCTI) remain under the express jurisdiction of the East Stroudsburg Area School District and are therefore subject to all policies, rules, regulations and procedures thereof. This includes traveling to and from the MCTI. The means of transportation/vehicle and MCTI property, programs, and activities are considered an extension of the East Stroudsburg Area School District. The total MCTI program is an integral part of the East Stroudsburg Area School District's over all educational program.

SELECTION

The following criteria may be used to select students to attend the MCTI:

1. Academic achievement
2. School attendance
3. Attitude, behavior, and interest
4. Accuracy and neatness of a formal application

ATTENDANCE DURING SCHOOL DELAYS

In the event of a school delay, morning (AM) MCTI students will be notified by their home school of reporting procedures. These students will eat during the ~~5th lunch~~ designated lunch period as identified by administration. The afternoon (PM) MCTI students will follow their regularly scheduled time and have lunch at the MCTI.

REMOVAL

Attending the MCTI is contingent upon a satisfactory academic, attendance, and/or disciplinary record at the home school or the MCTI.

TRANSPORTATION

All MCTI students are expected to ride the school buses between the East Stroudsburg Area Senior High Schools and the MCTI unless a driving permit is issued by the MCTI and/or East Stroudsburg Area Senior High Schools. Students may not ride as passengers in vehicles with students who have been issued permits without administrative permission. This is granted only when accompanied by a parental note for a legitimate purpose.

In order to enforce this policy, East Stroudsburg Area Senior High Schools administration reserves the right to:

1. Remove students from the MCTI for unauthorized driving or unauthorized carrying of passengers.
2. Remove students from the MCTI for being a passenger in a vehicle regardless if the driver has permission to drive or not.
3. Remove students from the MCTI for disciplinary actions on the bus.

The first offense may result in a one (1) day In-School Suspension. The second offense may result in a three (3) day In-School Suspension with loss of all driving privileges (both East Stroudsburg Area Senior High Schools and MCTI). A third offense may result in removal from the MCTI for the school year and loss of credit.

SENIOR WORK RELEASE (12th GRADE ONLY)

Senior work release is designed to help students develop attitudes and skills necessary for satisfactory adjustment to adult life. **This program is not for academic credit and is available only to twelfth grade students with parental permission.**

Senior work release is an off campus experience for students who have fulfilled their educational requirements in only a portion of the school day. Students who wish to participate in the senior work release must make an appointment with their counselor during the month of May and must obtain the approval of the school principal.

In order to qualify for work release, students must satisfy one of the following:

1. Be enrolled in a community college, technical school or college course.
2. Be assigned to a career shadowing or internship experience.
3. Be engaged in a school approved work study program.
4. Be employed in a part-time position after school.
5. Be assigned as a volunteer tutor in a school district elementary setting

Special permission for early dismissal/late arrival will be granted ONLY under the following conditions for those students in grades 12:

1. The student is employed on a regular basis and this employment is necessary to the economic condition of the family or special needs.
2. All academic and extracurricular requirements for the day or days in question have been fully met. In this regard, students are required to fulfill ALL school requirements including attendance at assembly programs which are considered a part of the educational program.
3. The following steps must be taken prior to granting approval:
 - a. A signed letter from the employer must be submitted to the school which specifies the student is regularly employed and working papers must be completed.
 - b. A definite statement by the parent that it is understood that the student employee must meet all school requirements prior to the dismissal. This statement must be in writing and dated.
4. Students, parents/guardians, employers, etc., must understand that the privilege of work release waiver will be revoked immediately if there are any violations of the stipulated agreement or if the student fails to maintain satisfactory academic grades or if the student is under disciplinary correction.

Students must sign out or in each day on the provided form in the school office. ANY STUDENT SIGNING OUT MUST LEAVE THE SCHOOL GROUNDS IMMEDIATELY.

Any senior work release student who is assigned an internal suspension (ISS) will be required to remain in school the entire day.

DIVERSIFIED OCCUPATIONS (D.O.)

The Diversified Occupations (D.O.) Program is a 12th grade work-study program that is designed to combine classroom instruction with on-the-job training in a career area of the students' choice. Students are responsible for finding part-time or full-time employment with a local employer. Students are encouraged to find jobs that are directly related to the career field they wish to pursue after graduating from high school.

The classroom instructor and the employer grade students. The employer's grade accounts for 50% of the student's overall D.O. grade. The other 50% of the student's grade will be earned in the classroom. Since class meets only twice a week, it is critical that the student attends class on the scheduled meeting dates.

D.O. students should understand they:

- Are required to work at least 3 days Monday-Friday during hours that the instructor is available for visitation.
- Are required to work a minimum of 15 hours per week.
- Are responsible for transportation to and from work.
- Cannot be self-employed or work as a subcontractor.
- Must be legally employed (on-the-books) and covered by workers compensation.
- Are obligated to attend class on a regular basis and successfully complete the required course work.

Any D.O. student who is assigned an internal suspension will be required to remain in school for the entire day.

SENIOR RELEASE PROGRAM

A senior student is eligible for early release only if he/she has a senior year schedule that will complete all graduation requirements and if the parent/guardian gives permission for the student to be released early from school. Transportation must be provided by the family or student in order for the student to be released from school. Senior release begins only after Block 3. If there is a school delay, the student must remain until Block 3 ends. If it is decided that it is better for the student to remain in school, upon parent request with administrative approval, or with administrative approval, an area will be provided to which the student must report. Seniors are not to remain on school property once they are excused. They must leave the building within five (5) minutes after their last class, unless they have received specific permission to remain from a teacher or administrator.

This privilege may be revoked under any of the following circumstances:

1. Failure in any subject on a report card.
2. Chronic tardiness for school and/or class.
3. Chronic disciplinary infractions.
4. Failure to leave school property within five (5) minutes after the student's last scheduled class without prior administrative approval.
5. Infraction of a school rule or regulation.
6. Transporting other students from school without prior administrative approval.
7. Must have senior proficiency requirements (Math Edge 12, [Reading Edge 12](#) or Study Island) complete.

***** PLEASE NOTE: IDENTIFICATION WILL BE PROVIDED TO SENIORS WHO ARE ELIGIBLE FOR EARLY RELEASE ~~WILL BE ISSUED AN ID CARD.~~ STUDENTS MUST CARRY THIS CARD WITH THEM AT ALL TIMES AND BE PREPARED TO SHOW IT WHEN ASKED FOR IDENTIFICATION.**

GENERAL STUDENT INFORMATION

ACTIVITY BUS

Only students with approved activity bus passes signed by their coach and/or club advisor will be allowed to take the activity bus. Student identification badges will also be required (pending board approval.) The activity bus is not to be used by students who deliberately choose to miss their regular school bus. A security guard/advisor/coach will be present to monitor students getting on this bus.

Incidents of student misbehavior on activity buses will be treated in the same manner as are other bus incidents and will count towards the cumulative and progressive disciplinary measures assigned all bus incidents. In cases of severe incidents of misbehavior on the activity bus, the privilege of riding the activity bus may be immediately withdrawn.

ARTICLES PROHIBITED ON SCHOOL GROUNDS

Articles which are considered hazards to the safety of others or which could interfere in some way with the educational process are prohibited in school. Articles included in this category are incendiary devices, playing cards, toy guns, water pistols, sling shots, yo-yos, cameras, radios, tape players, video or digital devices including DVD and CD players, IPODS, walkman, MP3 players, or any other communication device, headphones, video games, walkie-talkies, paggers, beepers, laser pens and pointers, lighters, food and drink in halls, wireless email or text messaging devices, any other communication devices, etc. Student violators run the risk of disciplinary actions. Articles of this nature will be confiscated and returned only to the parent or guardian.

The use of personal communication devices by students during the school day (7:10am-2:45pm) ~~is in school district buildings, on school district property~~ is prohibited.

~~Also, the~~ The possession and use by students of any device that provides for a wireless, unfiltered connection to the internet is prohibited. Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes ~~while on school district property or while during the school day. Inappropriate use of communication devices, while on school property and/or while~~ a student is engaged in a school sponsored activity, ~~unless expressly authorized in advance by the building principal or designee.~~ is prohibited and will result in disciplinary consequences.

Prohibited items or items used inappropriately can be confiscated and, as per Board Policy No. 237, only returned to a parent/guardian. **Furthermore, school is not responsible for prohibited items which are lost, stolen, or damaged.**

ASSEMBLIES AND ASSEMBLY ETIQUETTE

Assembly is an important phase of our school life. Our assemblies provide opportunities to learn, entertainment, guidance instruction, and an opportunity to develop poise and confidence through participation in programs. There will be no regularly scheduled assembly periods.

Students and teachers are assigned seats in assembly. Enter in a quiet, orderly manner, and keep conversation to a minimum. Immediate attention must be given to the person(s) in charge.

Assembly is a place for students to practice courtesy. Hand clapping is a way of showing appreciation. Crude forms for noisemaking, such as whistling or shouting, will not be tolerated. Students should conduct themselves in such a manner so that they cast a positive reflection on their own reputation, and that of the school.

All students must attend assemblies, unless excused by the principal or his/her designee.

Upon being called to an assembly program, via the intercom, the students should proceed to the auditorium/ gymnasium directly without stopping at their locker or the lavatory. Upon entering the auditorium, the students should proceed to the front row and fill each row completely. They will be assisted by faculty monitors, who will insure that all seats in each row are occupied.

Students who fail to report to the assembly will be considered as "cutting class" and will receive appropriate disciplinary action.

BULLETIN BOARDS

All material to be posted on the Student Bulletin Board shall have attached the name of the student or the student group sponsoring the material. The name of at least one person of a student group, who may be contacted immediately, shall be included.

All material to be posted on the Student Bulletin Board must be approved and signed by the school principal or his/her designee. Items must be submitted at least one (1) week in advance of the proposed posting date. It is the responsibility of the sponsoring group to remove material in a timely fashion.

The school district may require that a disclaimer be included on any materials to be displayed, posted or distributed on school property prior to any display, posting or distribution. Signs, posters, or advertisements displayed in areas other than on Student Bulletin Boards will be removed.

The school district reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected expression, as well as to stop unprotected student expression when it occurs. The school district also reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program shall be established.

For more information, please see Board Policy No. 220.

BUS CONDUCT

All students of the school district share in the responsibility to provide a safe, efficient and wholesome atmosphere on the school district buses. The bus is a viable extension of the school in law, in expectation and in fact. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with

established standards for classroom behavior. It is very important that all students cooperate fully with the bus drivers. RIDING THE SCHOOL BUS IS A PRIVILEGE AND NOT A RIGHT. Misconduct by bus passengers will result in having transportation privileges withdrawn. The school district reserves the right to suspend disruptive students from bus transportation. SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL, unless the infraction is of a serious nature, in which case a school suspension may be assigned in addition to the bus riding suspension.

It is the intent of the Board of Education (Board) to provide safe, efficient transportation of its students. To this end, the school district, in collaboration with bus contractors and drivers, has formulated these regulations designed to promote acceptable behavior on the part of students. The Board and school administrators will fully support both bus contractors and drivers in the conduct of their duties of providing for the safe and efficient transportation of students. Equally, school bus drivers and administrators are enjoined to implement fully the provisions of this regulation and to apply the same regarding student suspension in a consistent, equitable and fair basis.

Audio and/or video surveillance may occur on any school property or transportation vehicle at any time. Written notice is posted to inform students and others of this possibility. Please see Board Policy No. 226.1 for more information.

The school district cannot and does not sanction nor condone the use of physical force in the discipline of students except in those cases where it is reasonable for purposes of self defense, to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the protection of property or in preventing bodily harm to others in accordance with Board Policy No. 218.

Bus drivers shall report any infraction of the bus policy to the building principal or assistant principal immediately following the run on which an infraction of regulation occurs. Morning infractions would be given to the principal by the end of the school day, while afternoon infractions must be in by noon the following day. Disciplinary steps shall be taken by the school principal and/or his/her designee in accordance with the regulations and consequences hereto attached. Such disciplinary procedures shall take effect the next school day or as soon as the parent/guardian is notified.

Parent(s)/Guardian(s) of students suspended from the bus are responsible for transportation to and from school. A bus suspension may or may not be accompanied with a school suspension. Students suspended from bus privileges are not permitted to remain on school property after the close of the normal school day.

Parent(s)/Guardian(s) will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

Parent(s)/Guardian(s) are responsible for their child/children meeting the bus schedule and their safety to and from pick-up points. Students must be at their assigned bus stop at least ten (10) minutes before their scheduled pick-up time. The bus will not wait for those students who are regularly tardy or who wait for the bus inside their homes.

Students are to get on and off the bus only at their designated stops.

Students must report all injuries that occur on the bus or getting on and off the bus to the driver immediately, no matter how slight.

All students will be assigned seats by the bus driver and will obey the driver's seating instructions.

No pets or any objects which would block the aisles or emergency door exits are allowed on the bus.

BUS REGULATIONS

It is the policy of the school district **NOT** to allow students to ride school buses other than the bus or buses initially assigned by the transportation department.

The East Stroudsburg Area School District transportation system is not to be used to transport students to a friend's house, to a job site, etc. If a true emergency exists, a note from the parent/guardian stating the nature of the emergency is to be brought to the administrator assigned to the student's grade level. This note will be verified, and if approved, a special bus emergency pass will be issued to the student to be used that day only. The student is to give the special bus emergency pass to the bus driver.

Any infraction of the following bus regulations is considered a safety hazard and the student will be subject to disciplinary action. **In addition, any student who uses school transportation is expected to be in first block on time. Failure to do so will result in disciplinary action being taken including, but not limited to, losing bus privileges.**

1. Students must cooperate with and obey the orders of the driver at all times.
2. Students will not throw or project paper, water or other objects on the bus or out the windows or doors.
3. Students will not use profane language, tobacco, matches, food and drink on the bus.
4. Once a student boards a bus, the student must remain seated while on the bus until the bus stops at his/her destination. Heads, hands and feet must be kept inside the windows at all times.
5. There will be no fighting, pushing, tripping or shouting at any time on the bus.
6. Students will not willfully destroy clothing or any other property of another student or any part of the bus.
7. A student will not aggravate or provoke other students on the bus.
8. There will be no weapons or dangerous objects which could be misconstrued as weapons brought on the bus.

The school principal has an important responsibility with respect to pupil transportation. Health and safety factors are of primary concern. Pupil behavior on the school bus is the school principal's responsibility since infractions are to be referred to his/her office. Any student causing a disorder on the school bus will be reported by the driver. The principal will work in cooperation with parents, students, the transportation director and the bus driver. **A STUDENT WHO BECOMES A DISCIPLINE PROBLEM ON THE BUS WILL BE DEPRIVED OF THE PRIVILEGE OF RIDING ALL BUSES USED BY THE SCHOOL DISTRICT AS FOLLOWS:**

Previous Warning	Student spoken to by the driver regarding appropriate bus behavior
1 st Offense	Verbal warning; notifying student that next offense will result in a bus suspension
2 nd Offense	One-day bus suspension <u>One-day of after school suspension</u>
3 rd Offense	Three-day bus suspension <u>Two-days after school suspension</u>
4 th Offense	Five-day bus suspension <u>One-day of ISS</u>
5 th Offense	Ten-day bus suspension <u>Three-day bus suspension</u>
6 th Offense	Twenty-day bus suspension <u>Five-day bus suspension</u>
7 th Offense	<u>10 day or P</u> permanent bus suspension through the end of the school year

THE SCHOOL PRINCIPAL IS AUTHORIZED TO MOVE DIRECTLY TO THE ANY OFFENSE WHEN A CRIMINAL OFFENSE OCCURS SUCH AS ASSAULT, DRUG-RELATED OFFENSES, DESTRUCTION OF PUBLIC PROPERTY, POSSESSION OF WEAPONS, AND SIMILAR ACTS. IN THIS INSTANCE, THE STUDENT WILL BE DISCIPLINED IN ACCORDANCE WITH THE DECISION OF THE SUPERINTENDENT OF SCHOOLS.

A copy of each pupil misconduct report, with appropriate action taken, must be filed in the pupil's discipline folder.

This procedure for bus discipline is followed in order to provide the safest means of transportation. The procedure provides the student with a chance to correct his/her own behavior and a chance for the parent(s)/guardian(s) to aid in the correction of the problem. If these two means fail, the school principal or the superintendent may be obliged to remove the student(s) from the bus in order to help protect the other passengers.

CAFETERIA

The school district, guided by Public Law 108-265, will offer only food and drink items that follow the federal and state nutrition guidelines. This includes items served as part of the National School Lunch Program or the a la carte line. For more information, please see the school district website at www.esasd.net for the Wellness Policy No. 246 and accompanying Administrative Regulations 246-AR & 808-AR.

These are the ~~2009-10~~-~~2010-11~~ school year **breakfast** prices:

High School Student Breakfast	\$ 1.30 <u>1.35</u>
Ala Carte Milk	\$.45 <u>.50</u>
Reduced Price Meal	\$.30

These are the ~~2010-09~~-~~2010-11~~ school year **lunch** prices:

High School Student Lunch	\$ 2.20 <u>2.25</u>
Ala Carte Milk	\$.45 <u>.50</u>
Reduced Price Meals	\$.40

Prices are subject to change.

Also:

- Lunch will be served during Block 3. All students must report to their assigned lunch period on time unless in possession of a signed pass. Failure to do so will be dealt with as a class cut.
- Lunch periods have a time duration of thirty (30) minutes each. Remaining time will be spent in quiet conversation and/or study.
- Students are to report to the cafeteria at the beginning of their scheduled lunch period. Students reporting tardy to lunch must be in possession of a signed pass. All others will result in disciplinary action.
- When directed, students will line up inside the cafeteria for the food service lines for all lunch periods.
- Students observed "cutting the line" will be sent immediately to the rear of the line. Under no circumstances will any student, or group of students, be given preferential treatment, in this regard, unless an emergency situation exists, and it is permitted by building administration.
- During lunch, quiet conversation will be permitted. Boisterousness, loudness, or throwing things will not be tolerated and appropriate disciplinary action will be taken. The throwing of food/objects will be considered as a severe incidence of student misconduct and the student(s) involved will receive an out-of-school suspension.
- Students returning to class from the cafeteria are expected to be on time to class.
- Students are NOT allowed to purchase teacher lunches, NOR deliver lunches to the teachers, NOR have "fast food" delivered to the school.
- Students are not allowed to bring glass bottles into the school building before, during, or after school hours.
- In all matters regarding the conduct during the cafeteria lunch hours, the assistant principal may be consulted.

CELL PHONES

Students who possess a cell phone shall:

- not use cell phones during school hours (7:10am-2:~~45~~30pm);
- keep the cell phone in an area that is not visible to others or securely placed in school lockers; and
- keep the cell phone turned off during school hours (7:10am-2:30pm).

Failure to adhere to these rules may result in confiscation of the phone by school staff and a conference with the student prior to returning the phone. Such conference could include a parent, and parents may be required to personally retrieve the confiscated phone from the school. A student's refusal to turn over the phone to school staff shall be considered an act of insubordination towards that staff member, with the student receiving applicable disciplinary consequences as per the student Code of Conduct. Furthermore, school is not responsible for cell phones which are lost, stolen or damaged.

1 st Offense	Phone taken and given back at the end of day
2 nd Offense	Phone taken, parent contacted and must pick up and sign for the phone
3 rd Offense	Phone taken, parent pickup and student is disciplined according to tier system will receive an <u>ISS.</u>

CHEATING /PLAGIARISM/FORGERY

Cheating and plagiarism of any type will result in failure of the evaluation or paper/project for the person cheating and possibly the person providing the information voluntarily. Failure of the course for the marking period is possible in extreme cases. (See Suspension Procedures).

A student who forges a parent/guardian, teacher and/or administrator's note will be given a disciplinary consequence.

CIVIL DEFENSE DRILL

1. The signal and instructions, depending on the circumstances and conditions, may be given in the following manner:
 - a. intercom system
 - b. written notices to all teachers
 - c. oral notices to all teachers and students by office staff
2. Doors and windows are to remain open.
3. Absolute silence is required so that verbal instructions may be given.
4. Gym classes should report to the locker rooms.
5. The all-clear signal will be given on the intercom system or by the office staff.

CLASS CUTTING

Students are required to attend all scheduled classes, study halls, and lunch, unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class may result in a grade of zero for all work missed, a denial of school privileges, and a school suspension. The policy on cutting will be strictly enforced. Class cuts may be added to previous cumulative absences which could cause possible credit loss for individual subjects.

Attention Monroe Career and Technical Institute (MCTI) students: The shuttle buses to the MCTI leave promptly at the same time each day. It is each student's responsibility to be on the bus on time. **Any student who misses the bus to the MCTI must report directly to the main office.** Anyone missing the bus and not reporting to the main office will be suspended from school and will be reported to the MCTI for cutting. It is also considered a cut at the home school.

CLASS OFFICERS (GRADE LEVEL)

ELIGIBILITY:

All eligibility forms must be signed by the administrator in charge of the student's current grade level. The following criteria are adhered to for officers or candidates to become officers:

1. Academic: In order to be eligible as an officer, the student must maintain a "C" or 2.0 average.
2. Attendance: The student must have no significant attendance problems. Any student who has missed more than 10% of the days that school has been in session for reasons other than extended physician verified illness may become ineligible as an officer or a candidate to become an officer.
3. Discipline: The student must meet behavior standards. Any student who accumulates a total of three (3) or more in school and/or out-of-school suspensions or any bus suspension may become ineligible as an officer or a candidate to become an officer.

A student cannot run for Class Officer and Student Government Officer at the same time. The student must choose between the two positions.

CODE OF CONDUCT

Effective discipline serves two purposes. First, it helps prevent the recurrence of a particular misbehavior. Second, it is a learning experience for the student, permitting him or her to see why certain rules have been made and why they must be followed.

Our school disciplinary policy, at a minimum, has three objectives in mind. They are:

1. Preserving the kind of environment needed for effective teaching and learning.
2. Addressing inappropriate conduct in a consistent way that corrects students' behavior while keeping them in school whenever possible.
3. Using out-of-school suspension or expulsion as a last resort, and in instances whereby a student's misconduct is of a serious or pervasive nature and/or when the education and/or health, safety and welfare of students is significantly affected.

For these objectives to be met, the student must learn basic discipline guidelines from both the school and the home. Discipline must be looked upon as important and necessary by the student, the parent/guardian, and the school.

The Code of Conduct identifies examples of unacceptable student behaviors and cites the disciplinary action violators can expect. However, this list is not all-inclusive, and final decisions regarding disciplinary consequences are at the discretion of the administration.

For more information, please see the Code of Conduct in the back of this handbook and Board Policy No. 218.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

PURPOSE: The purpose of this association is to establish better communication between the student body, faculty and administration; to develop leadership qualities and organizational skills within the membership and student body; and to promote the general welfare of the school and community.

POWER AND DUTIES: The powers and duties of this association shall be to act as a barometer of the student opinion, discuss any concerns of the student body and to initiate action, promote involvement in school activities, maintain a coordinated schedule of activities, promote community involvement and positive relations, sponsor student activities, and organize and promote general and special elections.

MEMBERSHIP: Membership in this association shall consist of two categories, executive membership and general membership. Executive membership includes duly elected Student Government Association officers, duly elected class officers, and club presidents or their designee. General membership includes duly elected homeroom representatives (semester term) and members at large.

ELIGIBILITY:

All eligibility forms must be signed by the administrator in charge of the student's current grade level.

1. Academic: In order to be eligible as an officer, the student must maintain a "C" or 2.0 average.
2. Attendance: The student must have no significant attendance problems. Any student who has missed more than 10% of the days that school has been in session for reasons other than extended physician verified illness may become ineligible as an officer or a candidate to become an officer. Student Government Officers, Class Officers and Club Presidents must maintain satisfactory attendance as outlined by the Class Advisor.
3. Discipline: The student must meet behavior standards. Any student who accumulates a total of three (3) or more in-school and/or out-of-school suspensions or any bus suspension may become ineligible as an officer or a candidate to become an officer.

A student cannot run for Class Officer and Student Government Officer at the same time. The student must choose between the two positions.

DESTRUCTION OF PROPERTY

Students should attempt to keep the campus, buildings and furnishings clean at all times.

Students who are apprehended for defacing the building, grounds, or equipment, or willfully destroying school property or the property of District employees in any way, shall be immediately suspended from school for a period of three (3) days. With an informal hearing, the amount of suspension could be increased for a period of up to ten (10) days. At the end of the suspension period, the student, parents and/or guardians will receive a bill for all damages. In extreme cases or a repetitious offender, a request for a hearing before the school board for expulsion and/or referral to law enforcement authorities may be initiated.

DISRUPTIVE BEHAVIOR

Disruptions ~~Disruptive behavior that impedes the learning of self and/or others, or in-in class, or in~~ any other areas in and around school, will result in immediate disciplinary action. Any student who has multiple suspensions and continues to chronically violate regulations may be referred to the School Board for expulsion-school administration for Administrative Review.

DISTRIBUTION OF LITERATURE, LEAFLETS AND NEWSPAPERS

Any printed material or expressive paraphernalia that students wish to distribute in the schools must be first submitted to the principal of the school. Material must be submitted at one (1) week prior to the anticipated distribution. The material, as submitted, must bear the name of the sponsoring organization and the name of at least one individual who can be contacted immediately. All material must be approved by the principal or his/her designee prior to distribution. The school district may require that a disclaimer be included on any materials to be displayed, posted or distributed on school property prior to any display, posting or distribution. Students will not be permitted to be absent from any class to distribute materials.

For more information, please see Board Policy No. 220.

DRESS CODE

It is our belief that the dress of students is one of the factors which determines their general behavior and attitude. The school has an obligation to encourage the proper standards of dress among students.

Student dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and during school activities. Student dress should not be extreme, and it must not be in any significant way distracting to the educational activities/environment of the school. Please see Policy 221 for detailed information.

DRUG AWARENESS

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution, the school should strive to prevent drug abuse.

As per Board Policy #227, "drugs" shall mean:

- all dangerous controlled substances prohibited by law
- all "look alike" drugs
- all alcoholic beverages
- tobacco and tobacco products, except as used in accordance with Board Policy No. 222 on smoking
- any drug paraphernalia
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy #210

The Board prohibits the use, possession, or distribution of any drug:

- during school hours
- on school property
- at any school sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected. See Board Policy No. 207 for further information.

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

Please see back of handbook for a chart of administrative regulations (No. 227-AR) regarding controlled substances.

EMERGENCY CARDS

Emergency cards are sent home with each student on the first day of school. It is very important that the emergency card be completed in full and returned to school the next day. It is imperative to have two local emergency contacts on the emergency card. In case of a change in telephone numbers or other information, it is crucial to notify the school as soon as possible. Space is provided on the emergency card to indicate any health problems of which the school should be aware. Emergency card information is vital to the student's welfare. Students who do not return an emergency card promptly may be subject to disciplinary action. IF YOU MOVE TO ANOTHER LOCATION WITHIN THE SCHOOL DISTRICT, YOU MUST REPORT TO THE SCHOOL'S OFFICE TO COMPLETE A CHANGE OF ADDRESS FORM. YOU WILL BE REQUIRED TO SHOW TWO (2) FORMS OF PROOF ADDRESS. CHANGING YOUR ADDRESS ON THE EMERGENCY CARD ALONE WILL NOT SATISFY THIS REQUIREMENT.

EMERGENCY/FIRE DRILL

EMERGENCY/FIRE DRILL PLAN

Regulations covering fire drills have been posted in all classrooms. Students should be aware of these instructions:

- All doors and windows must be closed when the room is vacated.
- During a fire drill there must be quiet and order. The object of the drill is not necessarily to see how quickly the building can be evacuated, but rather how orderly, completely and efficiently.
- Teachers and pupils should at all times be alert for exits which have been blocked. In such an event, another prescribed exit for a group should be selected.
- Attendance will be taken during all drills.

In the event that a fire drill occurs during the change of classes, all students and staff shall report to the stadium area. Students are to report to the teacher of the class they had prior to the fire alarm. Attendance will be taken.

EXTRACURRICULAR ACTIVITIES PROGRAM

The high school offers a wide range of extracurricular activities available to all students. Some activities carry with them specific entrance requirements. In some instances, the specific activities are supplemental to the academic program. Students should contact group advisors/coaches for further information.

A list of extracurricular activities is available in the school office.

EXTRACURRICULAR ELIGIBILITY

Participation in extracurricular activities is dependent upon the student's maintaining an appropriate academic standing in his/her class work. Any student not passing the equivalent of two credits of subjects a semester will be declared ineligible for further participation until passing averages have been re-attained. Participation in athletics requires the students passing a pre-season physical examination also. Student-athletes are reminded that they may not participate in the same sport during the same season as an individual or as a member of the team outside of the school program (P.I.A.A., Section IA).

Academic eligibility will be monitored on a weekly basis. Any student who has been deemed academically ineligible may be at practice only for the purpose of maintaining proper conditioning or the like. He/she may not participate on any team, in skill work, in concerts/performances, or in competition during the period of ineligibility. Said ineligibility period will last for one full week (Monday through the following Monday morning).

It must be emphasized that students involved in extracurricular activities carry a great responsibility in representing the school wherever they are. The manner in which they carry themselves determines, in good measure, the reputation of our programs.

FIELD AND CLASS TRIPS (INCLUDES SENIOR CLASS TRIP)

Field and class trips constitute an important part of the academic program. Many departments engage in field and class trips as a means of enriching the curriculum and providing students with experiences that go beyond the classroom. The following criteria have been established as a basis for student participation on all field and class trips.

Field and class trips will be approved by the principal and the assistant superintendent for curriculum and instruction. As per Board policy and administrative regulations, the staff member requesting the field trip will provide detailed information regarding the purpose of the field trip, its connection to the curriculum and the expected outcomes for students, and a statement of procedures to be followed by staff members prior to and during all trips.

When field trips are scheduled on Saturdays, departing before school hours, or returning after school hours parent(s)/guardian(s) are responsible for transportation to and/or from school. In these cases, punctuality is most important.

Student participation in field and class trips is based on the following criteria:

1. Academic eligibility - Students may be required to maintain a "C" or 2.0 average, dependent upon established trip guidelines.
2. Students must have no significant attendance problem. Any student who has missed more than 10% of the days in the marking period prior to the trip or who has accumulated more than three unexcused absences may be ineligible for field and class trips.
3. To participate in field and class trips students must meet behavior standards. Any student who accumulates a total of three (3) or more in-school and/or out-of-school suspensions or any bus suspension may be ineligible for field and class trips. Teachers are required to consult student discipline records prior to any trip.
4. For all after school trips, the student must report to school prior to 11:00 AM in order to participate in the trip.
5. Exceptions to these criteria would be considered if the field or class trip is part of the curriculum or if permission is granted by the principal.
6. Guidelines established by Board Policy No. 121 will be followed.
7. Student obligations from previous ESASD school years must be fulfilled prior to participating in field and class trips.

FIGHTING

All students, no matter what the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the professional staff of the school.

Any student who engages in fighting will be suspended from school. In cases when it is possible to determine the identity of the aggressor, a more severe penalty may be issued to that student. Aggressor is defined as the student who makes the initial physical contact. Verbal or racial harassment is not an excuse to initiate physical contact. Both students will be suspended for fighting and may be issued citations for disorderly conduct.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

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

FOREIGN EXCHANGE STUDENTS

The Board of Education of the East Stroudsburg Area School District may admit foreign exchange students into the schools of the school district. The school district has express limitations and requirements as per the admittance of foreign exchange students into its schools. For more information on this subject, please see Board Policy No. 239.

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; and/or interferes with another's rights. Student assemblies or group meetings that are to be held during school hours or to take place on school property must have prior approval from the principal or his/her designee.

The school district reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected expression, as well as to stop unprotected student expression when it occurs. The school district also reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program shall be established.

For more information regarding student expression, including protected and unprotected speech, as well as the distribution and posting of materials, please see Board Policy No. 220.

HALL DECORATIONS AND PLACARDS

Placards announcing athletics, school plays, school dances, car washes, student contests, etc. will observe the following standards:

1. No placards larger than 14" x 18".
2. One placard per bulletin board.
3. No placards in classrooms.
4. No placards on floors.
5. No placards may be placed before having been checked by the advisor as to its wording, spelling, and thought expressed, and teacher having signed the placard. The principal/assistant principal must sign all placards before they may be placed in the school.
6. No placard shall be placed that violates decency or good taste. No written announcements of a commercial nature may be posted. The administration reserves the right to remove any placards not meeting these requirements.

HALL LOCKERS

The administration acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property. Therefore, students will be assigned a hall locker and combination lock. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. Students must present their ID when requesting information about their assigned locker.

ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF THE EAST STROUDSBURG AREA SCHOOL DISTRICT. AS SUCH, STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY REGARDING THEIR LOCKERS. THE ADMINISTRATION HAS THE RIGHT TO SEARCH LOCKER CONTENTS AT ANY TIME.

Each student receiving a combination lock and/or assigned a locker number will be required to sign a consent and release acknowledging that he/she has been informed of the rules related to lockers, understands there is no expectation of privacy in his/her locker, and consents to a search upon reasonable suspicion of misconduct.

Students are to keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or school district regulations, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

Students are discouraged from storing items of great value in lockers due to the potential for theft and vandalism.

Students are responsible for maintaining the condition of the locker issued to them and for reporting any problems to the office immediately. Students will be assessed appropriately for repair or replacement for acts of vandalism, graffiti, or other damage.

If a lock needs to be replaced, students must purchase a school lock in the amount of \$5 at the Main Office. Only school-issued locks are permitted on lockers. Personal locks will be removed.

HALL PASSES

For lavatory use when class is in session, students must secure a color-coded hall pass from their teacher and sign out/in on the designated form.

For all other errands when class is in session, students must secure a hall pass from their teacher and sign out/in on the designated form. No hall passes may be issued the first twenty minutes of block one and the last twenty minutes of block four except for extreme emergencies.

There will be no group passes. Each individual student must carry his/her own pass.

Chronic abuse of hall passes will result in the student receiving a disciplinary consequence.

ID CARDS

Each student shall be provided with an identification (ID) card on an annual basis. This card shall be carried and displayed by the student at all times while he/she is on school property or attending any school - sponsored event. The card remains the property of the school, must not be defaced and must be surrendered, upon request, to any high school staff member.

An ID card may be required for the following:

1. Admittance to school events (dances, athletics, etc.)
2. Admittance to the library and checkout of materials
3. Lavatory use
4. Bus admittance
5. Senior Release
6. Other (to be determined)

ID Consequences – Students will report to the main office:

1st offense: receive their back-up id, notation in the "id binder", be asked to return the back-up id at the end of the day to the main office, and receive a documented verbal warning on a referral.

2nd offense: same as 1st offense, ~~but~~ and -assigned a class consequence ~~1 day after school detention~~

3rd offense: same as 1st offense, ~~but~~ and assigned an after-school detention ~~1 day in school suspension~~

4th offense: same as 1st offense, ~~but~~ and assigned two days of after-school detention ~~2 days in school suspension~~

5th offense: same as 1st offense, ~~but~~ and assigned a one-day ISS ~~1 day out of school suspension~~

6th offense: same as 1st offense, ~~but~~ assigned 2 days out of school suspension and subject to administrative

discretion.
7 or more offenses: same as first offense, but assigned 3 days out of school suspension

IMMUNIZATIONS

East Stroudsburg Area School District requires written proof of immunizations prior to student entering school. Pennsylvania State Immunization Law requires that children in ALL grades (K – 12) need the following vaccines:

- Three (3) doses of Tetanus
- Three (3) doses of Diphtheria
- Three (3) doses of Polio
- Two (2) doses of Measles with first dose on or after first birthday
- One (1) dose of Mumps
- One (1) dose of Rubella (German Measles)
- Three (3) doses of Hepatitis B

Exceptions to the above requirements must be discussed with the school nurse. If a student receives immunizations at any time, a physician's note stating immunization(s) received and the date of the immunizations must be submitted to the school nurse so school records can be kept current.

LAVATORY PRIVILEGES

1. Students will be issued a lavatory pass at the discretion of the classroom teacher. The use of hall pass privileges will be closely monitored. Students are to use the lavatory facilities closest to their classroom. All lavatory passes are color-coded.
2. Special/medical needs can be taken care of through the nurse's office, or if the nurse is not available, through the main office.
3. Students who abuse the use of their lavatory privileges may be placed on restricted movement for a specified period of time and may be assigned detentions and/or suspensions.

LEAVING BUILDING WITHOUT PERMISSION

No student, for illness or any other reason, is permitted to leave the building without proper permission. Violators may be suspended and driving privileges may be suspended temporarily or permanently.

The principal or his/her designee shall not permit a pupil to leave school in the custody of anyone other than the person or persons in position of *in loco parentis*.

Please see Board Policy No. 204.1 for more information.

LIBRARY

Students are encouraged to use the library as a quiet place for study, leisure reading, or computer work. To that end, the following library etiquette guidelines have been established.

The library is open during the regular school day. The library closes on early dismissal days. The library is available at specified times for photocopy use, computer access, to obtain study hall passes, sign-out materials, return materials, take care of overdue obligations, etc. Building administration requires that ALL students report to first period for homeroom and has instructed the library personnel NOT to have students in the library at this time.

East Stroudsburg Area School District photo identification cards (student ID) are required for signing out library materials. If you do not have a student ID you must contact the high school main office to make arrangements. Students may be requested to show student ID to receive study hall passes.

Library patrons should be quiet, orderly, and courteous. Food and beverages are not permitted in any of the research or computer areas. In compliance with building policy, headgear should not be worn in the library. Card or game playing is not permitted. No walkman, CD players, IPODs, MP3 Players, cassette players, beepers, cell phones or laser pens are allowed in the library. In accordance with building policy the library staff is required to remove such items to the main office.

1. Students in the library researching an assignment with a classroom teacher are requested to remain in the areas reserved by the faculty member until the end of the period and/or block.
2. Students remain in the library during the period. Emergency time-stamped passes will be issued should a student need to leave the library. At the request of the building administration, students utilizing the library from study hall are not to leave the facility unless it is an emergency. Students in the library with a classroom teacher may sign-out of the facility at the discretion of the classroom teacher. The teacher is responsible for providing a written pass, and the library will provide a sign-out sheet and hall board pass.
3. Students are requested to remain in the assigned area until the bell sounds, indicating the end of the period.
4. Students are to return copies of magazines to the periodical shelves and newspapers to the proper racks before the end of the period.
5. When exiting the library, students are encouraged to push in table chairs, and leave the area in an orderly fashion.
6. The library is equipped with a security system. Should the alarm sound when exiting the library, the library patron is expected to report to the front desk. Library personnel will assist the patron in checking for materials that may have not been correctly signed out of the library.

Visit our library web site – Choose “Libraries” on the sidebar of our district ESASD web page. Search curriculum content databases, our interactive Web Collection Plus, which offers our print collection as well as Internet links to educational web sites for all of your research needs. Need help on writing research papers or creating bibliographies? Look no further than “Research Papers, MLA & More”. “Read for Fun” includes great suggestions for books to read, magazines to browse, and Internet links to popular teen sites. “Career and Colleges” will access our great career center guidance program, COIN, for needed information on careers and colleges. Learning Express Library provides practice tests for SAT’s, college entrance exams, military entrance exams, and many others. Through our web site you can link to our local public library and the popular state funded programs, Access PA and Access Power. Our “Library Floor Plan” is posted to illustrate what is available in our center and where located. In the virtual world, doors are open 24/7 – drop by anytime!

Visiting the Library

Study Hall Use

Students may access the library for one period of study hall daily. Prior to going to study hall students should stop by the library and obtain a laminated library study hall pass. Each of the ten periods has a special pass for that period. After registering in the library for a pass, report to study hall. After attendance is taken, sign-out of the study hall using the numbered library pass and report directly to the library, bringing the library pass with you. Check-in at the front desk.

Research Only

There are occasions when library access is limited. “Research Only” indicates that library usage will be available only for students who have research needs which necessitate utilizing library materials and/or equipment and at the discretion of library personnel.

Small Groups

Students may be sent to the library from the classroom with a signed pass from the classroom teacher. Building administration requires each student to have his/her own pass rather than a group pass. The teacher is requested to phone the library prior to sending students.

Large Groups

Teachers utilize research request forms with the librarian when the entire class is brought to the library for research. Prior approval from the librarian is necessary.

Restricted Library Use

In most circumstances the library can service study hall library patrons as well as groups of students utilizing the library for research projects. Depending on the size of each class and the type of research needed, the librarian may have to adjust the number of seats available for study hall patrons. Should the library facility be reserved for one or more periods by a large group activity (i.e. Math Test, School Testing Site, etc.) all other library usage by students and staff will be restricted.

Overdue/Lost Materials

1. Students will be charged for overdue, lost and/or damaged materials. Cost of materials is charged at cost of book at the time of purchase. Alliance Plus is the guideline text.
2. Notices will be issued via the student’s first period class on a bi-monthly basis.
3. All students are required to show photo ID prior to signing out material. Unless materials in question are located in the library, all students will be held responsible for overdue and/or lost materials. Notices may be sent home at the end of second, third and fourth quarter.
4. Students who have outstanding obligations are not permitted in the library during study hall periods until all obligations have been cleared.
5. The above regulation (#4) pertains only to study hall visitation by student patrons. No student is restricted from the library when his/her class is working on a particular research project. Student patrons are also able to utilize the library before homeroom and after school until closing.

Overdue fines are charged as follows:

Regular
|
materials

— Overnight/pamphlet
————— “Access PA” ———

\$.05 per item (school days only)
\$.25 per item (school days only)
\$2.00 daily per item (materials on loan to student from another library in the state of PA)

Honor Society Tutoring

Those students who request tutoring from a member of National Honor Society should notify the library personnel that they require a study hall pass for tutoring needs. The Honor Society members need to present their Honor Society Card and sign-in when they arrive for the tutoring session.

Senior Release

1. Students who have been granted “senior release” must report to the main office and register before they will be permitted to remain in the building.
2. When reporting to the library students must show their senior release student ID card at the front desk and sign-in.

3. "Senior release" patrons should utilize the library as a quiet place for study and/or computer work.

Student Discipline

Student patrons, from time to time, exhibit behavior that is not appropriate for the library environment and/or abuse their library privileges. For those instances, in addition to consequences as per the school Code of Conduct, the following guidelines have been established:

1. Verbal warning.
2. Serious or repeated infractions may result in a six-day cycle exclusion from the library.
3. Further serious or repeated infractions may result in additional six-day cycle exclusions from the library and/or the loss of library privileges.

Taking a library pass to sign out of study hall and NOT report to the library may result in loss of library pass usage for the remainder of the semester.

LITTERING

Littering inside and/or outside of the building is prohibited. Violators may be subject to disciplinary actions.

LOST AND FOUND

Any item found should be taken to the main office. Students who have lost articles should check at the main office to see if they have been returned.

NON-RESIDENT STUDENTS

When a resident of the school district takes a non-resident child into his or her home, for that child to receive a free public education, there are guidelines set forth in state law (24 P.S. § 13-1302) and Board Policy that must be met. For example, the resident must read, properly complete, sign and submit form No. 202-AR (sworn statement) assuring the school district that he or she receives no personal compensation for keeping the child, takes responsibility for the child in educational matters and assumes all attendant obligations, and intends to keep and support the child continuously and not merely through the school term. The resident is informed that, by completing these documents, he or she is legally bound by the terms of the law and any violation could result in legal action including legal fees, collection fees, and fines set by a court of law.

The school district requires certain proof that the conditions set forth in these documents are being met. Such proof must include at least one (1) of the following three types of substantiation that this condition is being met.

- Copy of a Federal or State income tax return which lists the child as a dependent of you, the resident, or
- Copy of health insurance policy/card/statement listing child as eligible for services, or
- Documentation that the child's parent(s) has been deployed for active military duty.

Any documentation is only valid during the school year in which it was completed. New documentation must be completed each school year. For further information, please see Board Policy No. 202, No. 202-AR, or call the Office of Child Accounting at (570) 424-8500 x 1122.

PHOTOGRAPHING AND VIDEOTAPING

During the school year, videotaping and/or taking pictures of students may be done by local newspapers, television stations, clubs, and parent-school association representatives. Should you object to your child's picture being taken and/or his/her being videotaped, please notify your child's building administrator in writing. Every effort will be made to exclude your child from such activities once your written request has been received. However, in the case where a student is a member of a school-sponsored extracurricular activity at which the public, including members of the news media, is invited to attend, provided any entrance fees and/or other entrance requirements have been met, the parent(s)/guardian(s) may not prohibit the photographing and/or videotaping of any participant, including their own child. Parent(s)/Guardian(s) who have an objection to such photographing and/or videotaping are advised to withdraw their child from participation in such activities. Please refer to Board Policy No. 911 for further information regarding this subject.

PHYSICAL EDUCATION - RULES AND REGULATIONS

1. Each student is required to change and participate in class for daily credit.
2. Each student is required to wear clothes that are appropriate for co-ed physical activity and are other than what the individual wore to school. Appropriate clothes include: tee shirt, shorts, sweat shirt, sweatpants, warm-ups and sneakers with non-marking soles. Students are expected to dress appropriately for gym class, which will include outdoor activities. Students are encouraged to monitor the weather to determine appropriate dress.
3. Students must report to the locker room before the bell. Punctuality to class is imperative. Being late to class three (3) times will result in disciplinary consequences and could impact a student's participation grade.
4. Each class will consist of attendance, warm-up, skill lessons, if needed, and a core activity. This varies depending upon the activity.
5. For the safety of the student and others, jewelry shall be removed or appropriately covered prior to participating in PE class. All jewelry should be placed in a secure area.

6. During a swimming unit, if an exemption has been requested in writing and granted by the principal due to a student's inability to participate, the student will be placed into an alternate or adaptive PE class. Exemptions shall be renewed annually.
7. Students who do not participate in class may not bring any book bags or schoolwork to class.
8. During physical activity, students shall not make fun of other students for whatever reason. Refusal to listen to teacher warnings in this regard will result in disciplinary consequences.
9. All zeros, classes missed due to internal/external suspensions, and unexcused absences must be made up or they will count as zeros. See Physical Education teacher for absence policy.
10. A student may make up a class during his/her study hall, after school, or during a prearranged time. S/he may not make up a gym class during a core class.
11. Varsity athletes are expected to participate in class.
12. Grading will be a daily score based on a rubric system.
13. Some tattoos, body piercing and/or hair treatments may prevent participation in class.

PREVENTION OF "MASS CUT DAY"

On any day when 15% or more of a class is absent, members of that class who are absent illegally/unexcused will forfeit privileges for the following:

Privileges for Freshmen, Sophomores and Juniors

1. Attendance at dances -- including the prom.
2. Library passes.
3. Early dismissal permits for work.
4. Assemblies (students will be assigned to a quiet study).
5. Attendance at Athletic Awards ceremonies
6. Attendance at Academic Awards ceremonies
7. Others.

Privileges for Seniors

1. All of the above.
2. Attendance/participation in Senior class activities.

PROHIBITION OF ANABOLIC STEROIDS

The use of anabolic steroids, Human Growth Hormone (HGH) and other performance enhancing substances by all students is prohibited, is considered a violation of Board Policy No. 227, and shall result in disciplinary consequences as per the Code of Conduct and No. 227-AR.

PROJECTILES

The throwing or projecting of items on school district property is prohibited. Student violators will receive a suspension.

PROM

One of the highlights of the school year is the Prom. It is held off campus and is a formal affair. This is a school-sponsored activity, and all participating individuals are subject to all school regulations.

In order to participate in the Prom, all students must meet discipline and attendance standards:

1. No more than six (6) days of internal and/or out of school suspension throughout the entire school year.
2. No more than nine (9) unexcused days of absence in either semester. Exceptions will be made for cases of documented severe illnesses or other extenuating circumstances. Only the principal or his/her designee can grant these exceptions.
3. No more than nine (9) unexcused tardies to school and/or to class in either semester.
4. Student obligations from previous ESASDs school years must be fulfilled prior to permission being granted to attend the prom.

All Prom guests must be between the ages of 14 to 20 years of age, with the exception of an East Stroudsburg Area School District student who may be 21 years of age. Guests must be enrolled in grade 9 or above.

East Stroudsburg Area School District students who attend an alternative placement setting or are on homebound instruction will not be permitted to attend the Prom as either a student or a guest.

Students and/or guests who display inappropriate behavior will be removed from the Prom. Appropriate disciplinary action will be taken as soon as school reconvenes.

At High School South and North, only seniors and their guests, who meet eligibility requirements, may attend.

RESTRICTIONS ON LEAVING SCHOOL PROPERTY BY STUDENTS

Students are not permitted to leave school property without prior permission from the school office. The principal or his/her designee shall not permit a pupil to leave school in the custody of anyone other than the person or persons in position of *in loco parentis*. Please see Board Policy No. 204.1 for more information.

SCHOOL DANCES

Regulations pertaining to the conduct of school dances are the same as the regulations of any school activity with the following additions:

1. Students absent from school may not attend a dance scheduled on the same day of their absence unless permission is granted by the principal, assistant principal, or designee. Students externally suspended from school are prohibited from attending dances.
2. At all times, there must be adequate lighting during the course of the dance.
3. There must be six chaperones, three of which must be faculty (at least one male and one female teacher), one custodian and three school district police officers or security on duty for each dance. The cost for the above personnel may be charged to the sponsoring activity.
4. Dances are closed to the general public. Only students currently enrolled in the high school sponsoring the dance will be admitted to that dance. Students may be required to present identification. No outside guests will be permitted, with the exception of the Prom.
5. The organization sponsoring the dance shall ensure that all equipment, scenery, etc. is removed immediately following the dance so there is no interference with the normal school day or other activities requiring the use of the area in which the dance was held.
6. For all school-sponsored dances (on or off the school premises), once students and guests have entered the building for the dance, they may not be allowed to leave and return.
7. No student or guest will be permitted to enter a dance after one-half of the time has elapsed.
8. Students attending the dance are not permitted to wander around the building.
9. Dances will not be scheduled during weeknights when school will be in session on the following day.
10. Dances will not be scheduled during times that school is in recess as per the school calendar.

SKATEBOARDS

Students shall not roller-blade, roller-skate, skateboard or act similarly on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. Shoes with wheels are also prohibited. For purposes of this ban, school grounds shall include all school buildings, parking lots, walkways, paths, playgrounds, playing fields and stairwells leading to school building entrances.

SCHOOL RULES AND REGULATIONS

The heart of reasonable thought on discipline involves the development of attitudes, ideals, responsibility, and understanding by the student that will eventually result in self-discipline as an adult. Discipline is also character education in that it develops worthy standards and habits of conduct. It is not something added to the educational work of the school; rather, it is the most important characteristic of the school's program. Students grow in character as they come to understand more fully the consequences of their decisions and act in accordance with that understanding.

If students are expected to function in a competitive society, they must be given an opportunity to make decisions. Within any decision-making process, mistakes will be made. We expect students to make mistakes. We also expect them to learn from these mistakes. Any action taken to correct behavior is therefore intended to improve attitude and subsequent behavior, not to be vindictive. Maximum education occurs when there is a proper balance between control and freedom. By control, we do not mean rules arbitrarily conceived and summarily administered, but rather a well-reasoned approach built on the experience of a professionally trained staff capable of utilizing responsible student participation.

This, however, does not mean that there are no absolutes. We insist upon courtesy, honesty, and a respect for the rights and feelings of others--not only to students, but to the professional and support staff as well. If these absolutes are violated or other rules and procedures are willfully disregarded, it becomes necessary to correct such behavior.

It is the responsibility of the parents/guardians to provide the proper guidance in the home. Such guidance should insure the student's compliance with the regulations and respect for the *in loco parentis* authority granted to the faculty and administration by section 1317 of the Pennsylvania School Code. If this influence over character development and responsibility is neglected, the task of the school becomes more difficult. Parents/guardians cannot evade the important role that they play in the behavioral development of their children, since they are by nature the first and most important teacher in the child's formative years.

SCHOOL SAFETY AND SECURITY

To help maintain a safe learning environment, we ask that all staff, students and parents keep external doors closed and secure at all times. Doors may not be kept ajar or propped open. For further questions, please contact our Chief of School Police, Frederick Mill, at 570-424-8500 x 3403.

SCHOOL VISITATION

The involvement by parents/guardians and other adults in school affairs and the lives of children is welcomed and encouraged. The school district must also ensure safety, security and order in the schools. Parents/Guardians have no inherent or specific right to visit classrooms. Such a right shall only be conferred at the discretion of the Superintendent. The visitation of classrooms by persons other than school employees while a class is in progress may lead to disruption of the learning process.

- All visitors must report to the building's main office or to the designated school greeter to register before proceeding to their destination in the building, regardless of whether prior approval for the visit has been given.

- Picture identification may be requested *in exchange for a school district visitor's identification badge, which must be visibly worn at all times while on school district property.* All visitors will be escorted to their destination by a school employee.
- If the visitation is for a parent/guardian or teacher-initiated conference concerning the parent/guardian's child, it must be scheduled in advance with the teacher. Upon arrival at the school, the person(s) visiting the school for such a purpose must register at the office of the school principal or other authorized area, where instructions will be provided, prior to proceeding to the conference site. Upon leaving, visitors must inform a school representative in the office of the school principal or other authorized area, logging out in the same manner as registered. If the visitation is for any other purpose, arrangements must be made in advance through the office of the school principal.
- No visitor may confer with a student in school without the prior approval of the school principal and knowledge of the parent/guardian unless the visitor is the student's parent/guardian.
- No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Superintendent.
- A written request for approval must be submitted to the school principal prior to any classroom visit. No such visit shall occur without the approval of the school principal. Visits shall be limited in time at the discretion of the school principal.
- Please request a copy of Board Policy No. 907 for further information.

SEARCHES

School officials reserve the right to conduct searches of student lockers, school property, student possessions, student vehicles and their persons when officials have reasonable suspicion that controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items is/are in the possession of a student and/or is/are being concealed by a student.

- Student lockers are school property which is loaned to students for their convenience. Students are not only encouraged to keep their assigned lockers clean and orderly, but also secured against incursion by other students. No student may use a locker as a depository for controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items which threaten the health, safety, and/or welfare of those in the school setting and/or the setting itself. Student use of lockers is expressly conditioned upon the student's acknowledgement that the locker belongs and remains the property of the school.
- School officials are authorized to inspect a student's locker by random and/or periodic searches when the decision by a school official is reasonable given all the circumstances present at the inception of the search and the search itself is reasonably limited in its scope to the objective which initially prompted the search.
- School officials may search a student's locker and seize any controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items.
- Prior to a locker search, a student may be notified and given an opportunity to be present (the student's presence is not mandatory). However, where school officials have a reasonable suspicion that the locker contains controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items which pose a threat to the health, welfare and safety of those in the school setting and/or the setting itself, the student's locker may be searched without prior warning.

General inspection of school property with trained dogs may be conducted when deemed necessary. For more information, see Board Policy No. 226.

SHOW OF AFFECTION

We realize that no matter what your age, caring for others and showing affection is important to you. However, public displays of affection are not appropriate in a high school setting. We believe that there is nothing wrong with a simple show of affection such as holding hands. However, kissing and close physical contact in a public school is not acceptable behavior. Violators may receive disciplinary actions.

SMOKING, TOBACCO USE AND CLEAN AIR POLICY

Tobacco use or possession by pupils is prohibited in school buildings, on school buses, vans or other vehicles and on property owned by, leased by, or under the control of a school district. Act 128 of 2000 also provides that all persons, including students, employees and visitors, are prohibited from using tobacco in any form in school buildings, on school buses, vans or other vehicles and on all property owned by, leased by, or under the control of the school, and at school-sponsored events held off school premises. For further information please see Board Policy No. 222.

STUDENT DRIVING

The privilege of student driving will be extended to students on a first-come, first-served basis, beginning with seniors. The following rules apply to all students:

1. The high school registration of a Motor Vehicle Form must be completed, including required information. Students must present a valid driver's license, state vehicle registration card, and make/model of vehicle.
2. Each student who registers his/her particular vehicle will be asked to pay for parking tags. These tags are to be displayed on the rear-view mirror of their vehicle. **Students who fail to display this tag will run the risk of disciplinary consequences, which will include a documented verbal warning for the first offense and a \$5 per-day school issued district parking summons for each additional offense.**

3. All vehicles driven to school by students must be parked in the stadium parking lot unless designated otherwise by the assistant principal. Parking is permitted only in the spaces provided.
4. Cars are not to be moved during the day unless permission is obtained from an administrator.
5. Students are expected to report to school on time. Any student driver who is chronically tardy, absent, or cutting classes may have their driving privilege revoked.
6. Any indication of unsafe, reckless or discourteous driving may result in suspension and/or revocation of driving privileges.
7. Students are not permitted to sit in cars for any reason, especially to smoke. The student is expected to vacate and lock his/her vehicle upon arrival at school and to report into the building.
8. Students who park on the school's property not designated for student parking are subject to the Trespass Laws of the State of Pennsylvania and possible disciplinary consequences, which could include the vehicle being towed at the owner's expense.
9. Speed limits, as posted, and other driving laws of the state of Pennsylvania are in effect. NOTE: The speed limit in parking lots and driveways is 10 MPH.
10. The parking lot is off limits to students during the school day.
11. The school is not responsible for theft or vandalism to automobiles or their contents.
12. Parking off school property, illegally, may result in actions taken by private property owners and NOT the schools and/or possible citation or arrest for violation of PA Motor Vehicle Code.

The school considers the use of a motor vehicle to be one of the most serious responsibilities assumed by students in the school. Therefore, all rules are expected to be obeyed and will be strictly enforced. Any violation of the above regulations may result in the loss of the privilege of driving to school and possible arrest for violations of the PA Motor Vehicle Code.

STUDENT RECORDS POLICY NOTICE

The Board of Education (Board) of the East Stroudsburg Area School District (District) recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. It is the intent of Board Policy No. 216 to insure the privacy rights of both parent(s)/guardian(s) and eligible children in the collection, maintenance, release and destruction of these records.

The District shall permit the parent(s)/guardian(s) of a student or an eligible student, who is or has been in attendance in the District, to inspect and review the education records of the student. However, there is a limitation on the right to inspect and review any post-secondary level records that may be in the file of a student. The District will comply with a request to review records within a reasonable period of time (not to exceed 45 calendar days) after the request has been made and shall be in the presence of the principal or designated agent for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

1. The right to a response from the District to reasonable requests for explanations and interpretations of the record; and,
2. The right to obtain copies of records (for a fee) from the District where failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records.

It is presumed by the District that either parent/guardian of the student or the eligible student has authority to inspect and review the education records of the student at the school in the child's attendance area unless the District has been provided with appropriate evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

Data included in the educational records includes directory information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, the following information relating to a student: the student's name, address, telephone number (with the exception of unlisted telephone numbers), e-mail address, photograph, date and place of birth, major field of study, grade level, most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor rolls and awards received, the most recent previous educational agency or institution attended by the student and other similar information. A written record of this information, or microfilm copy of the same, including grade level completed and year completed, will be maintained at least 100 years after a student attains age 21.

The District shall obtain the written consent of the parent(s)/guardian(s) of a student or eligible student before disclosing personally identifiable information from the education records of the student, other than directory information. Consent is not required where the disclosure is to the parent(s)/guardian(s) of a student who is not an eligible student or the student himself or herself.

However, the District may disclose personally identifiable information from the education records of a student without written consent of the parent(s)/guardian(s) or the student or the eligible student if the disclosure is:

1. To other school officials, including teachers, guidance counselors, nurses, and I.U. personnel within the District who have been determined by the District to have legitimate educational interests or are providing instruction or services to students, including persons under contract with the school board to perform a special task.
2. To officials of another school or school system or post-secondary schools in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34. Parents may request a copy of the records sent.
3. Subject to the conditions set forth in 99.35, to authorized representatives of:
 - a. The Comptroller General of the United States
 - b. The Attorney General of the United States
 - c. The Secretary of Education
 - d. State and local educational authorities

4. To the Attorney General of the United States or to his or her designee in response to an *ex parte* order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g)(5)(B) and 2331 of title 18, US Code, which does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an *ex parte* order.
5. To State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974. This subparagraph applies only to statutes which require that specific information be disclosed to state or local officials and does not apply to statutes which permit but do not require disclosure. Nothing in this paragraph shall prevent a state from further limiting the number or type of state or local officials to whom disclosures are made under this subparagraph.
6. To state and local authorities if the information concerns the juvenile justice system (including records needed to provide educational services).
7. To organizations conducting studies on behalf of the educational agency or institution to develop, validate or administer predictive tests, administer student aid programs or improve instruction.
8. To accrediting organizations to carry out their functions.
9. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
10. To the parents of a student who is not an "eligible" student (i.e., 18 years of age) or to the student.
11. To comply with a judicial order or lawfully issued subpoena in which it is ordered that the existence or contents of the subpoena or institution's response is not to be disclosed.
12. To comply with a judicial order or lawfully issued subpoena; provided that, under 99.32, the educational agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order or subpoena in advance of compliance.
13. To appropriate parties in a health or safety emergency, subject to the conditions set forth in 99.31 (a)(10) and 99.36, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
14. Information designated by the District as "Directory Information".
15. In connection with a District disciplinary proceeding involving the student.
16. To the District's insurance carriers and legal counsel, and/or their agents, employees and representatives in connection with existing or anticipated claims, litigation or other proceedings involving the student; provided, however, that such disclosure shall be subject to the condition that any such third parties will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student unless otherwise required by law.

When providing records to certain officials identified above, the District will make a reasonable attempt to notify the parent(s)/guardian(s) of the student or the eligible student of the transfer of the records at the last known address of the parent(s)/guardian(s) or eligible student. The District will not provide any further notice of transfer of records of a student to a school in which a student seeks or intends to enroll, since a statement will be provided to parent(s)/guardian(s) of students and eligible students in its annual notice dealing with directory information stating that records will be released to such school without further notice.

The District will disclose personally identifiable information from the education records of a student who is or has been in attendance in the District if the information has been designated as directory information and parent(s)/guardian(s) of students and eligible students have been informed annually of the intent of the District to release such information. Information as indicated above will not be released if parent(s)/guardian(s) and eligible students have informed the District in writing within (30) days of receiving the annual notice that personally identifiable information is not to be designated as directory information with respect to the student. Annual notice is given through the District calendar, in student handbooks, and in the District newsletter.

For the purpose of enforcing the law, maintaining school safety and creating, maintaining and releasing records in connection with law enforcement purposes, and pursuant to the Family Educational Rights and Privacy Act, the Superintendent or proper school officials, as designated by the Superintendent, may release records and information created and maintained for law enforcement purposes, such as incident reports, files, notes and memoranda, without the consent of students or parents.

If an educational agency or institution and a parent or student are involved in a legal action against each other, the educational agency or institution may disclose to the court, without a court order or subpoena, the educational records that are relevant to the case.

The District, since it receives federal funds, is required to provide to military recruiters, upon request, access to and contact information on secondary students (name, address and listed telephone number). Access must be the same as would be provided to higher education institutions and prospective employers. A parent/guardian or student can request that the information not be released without prior written consent.

Complaints regarding violation of rights accorded parent(s)/guardian(s) and eligible students with respect to student records are to be submitted to the appropriate school office in writing. All complaints will be investigated and responded to in writing within a reasonable period of time. If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the following:

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

Questions regarding the above information or requests for a copy of the records policy may be referred to the Office of Child Accounting, (570) 424-8500 x 1122.

STUDENT RIGHTS AND RESPONSIBILITIES-- REGULATIONS AND GUIDELINES

It is the responsibility of the student to:

1. Be at school daily, except when excused, and to be on time for all classes and other school functions;
2. Dress and groom him/herself so as to meet established standards of safety and health, and so as not to cause disruption to the educational process.
3. Cooperate with school staff in matters relating to the health, safety and welfare of the school community and the protection of school property.
4. Exercise proper care when using public facilities and equipment.
5. Be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them.
6. Assist the school staff in operating a safe school for all students enrolled therein.
7. Be aware of and comply with state and local laws.
8. Make all necessary arrangements for making up work when absent from school.
9. Assume that, until a rule is waived, altered or appealed, it is in full effect;
10. Avoid inaccuracies in student newspapers or publications;
11. Avoid the use of indecent, offensive and/or obscene language; and
12. Pursue and attempt to complete satisfactorily the course of study prescribed by state and local school authorities.

For more information, see Board Policy No. 235.

STUDENT USE OF THE BUILDING

The policy on student use of the building is as follows:

1. All exit doors, except Main Entrance, will be secured at 3:00 p.m.
2. Students not engaged in a professionally supervised activity will clear the building at dismissal time. Students not participating in a professionally supervised activity who find it necessary to remain in the building must have WRITTEN permission from the office to do so. Student violators will be subject to disciplinary actions.
3. All activities assigned after school or at any other time MUST be supervised by a responsible staff member.
4. School facilities (e.g., gymnasium, auditorium, etc.) are available for community use, pending approval by the Board. Any community group requesting such facilities must submit a "USE OF FACILITY" form to the school principal as per Board Policy No. 707, adhering to all stated timelines.
5. The school district provides police patrols of the school complex during those times when school is closed. Any unauthorized person or persons apprehended inside school buildings at closed times will be prosecuted in accordance with the law.
6. Staff members supervising after school activities will confine their students to the area of activity.
7. This policy shall apply to all persons or groups wishing to use the gymnasium, auditorium, cafeteria, or other school facilities.

STUDENT VISITATIONS

Student visitations and guests are not permitted unless there are extenuating circumstances. These circumstances must be presented in writing by the parent/guardian to the administration. A visitor's form must be completed 24 hours in advance of the requested visit. Please note that circumstances such as: "No one will be home" and/or "(the visitor) would like to see the school," etc. are not considered extenuating.

~~STUDY HALLS~~

~~The study hall period is to be used for the preparation of assignments and for necessary research work in the library. All study halls are supervised by school personnel and should at all times have an atmosphere conducive to study.~~

~~The following regulations apply to all study halls:~~

- ~~• All students will remain with their assigned study hall monitors. There will be no moving to another section.~~
- ~~• No fundraisers.~~
- ~~• No food or drink allowed.~~
- ~~• No electronic games, video or audio devices, or any other prohibited item(s).~~
- ~~• Students must remain in study hall with their assigned study hall monitor.~~
- ~~• The room should be checked for general good housekeeping at the end of each period. All papers should be removed from the floor BEFORE the study hall is dismissed.~~
- ~~• If a student wishes to use the library, he/she should report for a library pass before school or between classes. He or she is to report directly to the study hall on time and show the monitor his/her library pass, BEFORE reporting to the library. Be certain to sign out on the attendance sheet provided by the study hall teacher.~~
- ~~• Students who wish to go to the guidance office must have a pass from the guidance office noting the date and time of appointment. These appointments must be secured PRIOR to the student's study hall period.~~
- ~~• Students requesting to go to the lavatory will be excused ONE AT A TIME from any given study hall location.~~
- ~~• Study halls are just what the name implies. Study periods provide valuable time for students to do assignments without interruptions. Each student will be assigned a seat and is expected to be prepared to work quietly. No card playing/games will be allowed, with the exception of chess as determined by the guidelines of the Mountain Valley Conference.~~
- ~~• No ball playing or horseplay.~~

TELEPHONES

Public pay telephones may be available to students. Students must secure a pass from their teacher, present the pass to the main office secretaries, receive permission to use the telephone and then secure a pass from the office staff to return to class in a timely fashion.

TEXTBOOKS AND EQUIPMENT

Textbooks and equipment are the property of the school district. The student is totally responsible for the same numbered book which was issued to him/her and must pay for its loss or damage as well as the loss and/or damage of any other equipment issued. Outstanding obligations may result in the loss of privileges for driving, field trips, end of the year activities, prom and/or the-filing of charges with the District Magistrate.

TRANSPORTATION

All times of pickup and return of students are approximate. Parents/Guardians are responsible for having their children at the bus stop on time as well as ensuring their children are properly arranged for upon their return to the bus stop at the end of the school day.

Transporting items: Students may transport on school buses, vans and other vehicles those items, including musical instruments, school projects, book bags, athletic gear and other purposeful items that can be held comfortably in the student's lap without encroaching on the aisle space and/or adjacent student seating space. Such items shall not be placed on unoccupied seats or on the floor except as designated by the school bus driver. Musical instruments meeting this criterion are flutes, clarinets, oboes, trumpets, alto saxophones and violins.

Individual arrangements must be made in advance for large musical instruments (e.g. viola, trombone, French horn and the bassoon), athletic gear and other purposeful items. Prior notification must be made to the bus driver at least twenty-four (24) hours in advance of an anticipated need.

Items that are not permitted to be transported on school buses, vans and other vehicles include exceedingly large musical instruments (e.g. tuba, tenor sax, drums, baritone sax, bass clarinet, cello, stand-up bass, etc.), skis, ski poles, snowboards, skateboards, golf clubs, items of a fragile nature (including all glass objects) and/or any other object that cannot, at the discretion of school personnel, be held comfortably in the student's lap or transported safely.

Students will NOT be permitted to ride school buses other than the bus or buses initially assigned by the Transportation Department. Primary transportation will be designed to transport students to and from the school or schools assigned from their place of residence within the school district or from a day-care provider specified by the parent or guardian prior to the start of the school year. Students identified as "walkers" will NOT be permitted to ride the school buses to and/or from the assigned "home" school. There will be NO exceptions to this policy except under the following circumstances:

1. A parent or guardian changes residence during the school term (includes court-ordered dual custody situations);
2. A student was mistakenly assigned to an incorrect bus or buses at the start of the school term;
3. A parent or guardian changes day-care providers;
4. A student is reassigned to a new school because of the required educational program; or
5. An emergency develops relating to the family of the student where no one would be at the residence to send the student to school or to receive the student at the end of the school day and there is no other parent or guardian arrangements that can be made for safe transportation other than by school bus. (An "emergency" is defined as death in the family or unanticipated medical condition.)

This policy has been developed and will be used to gain a consistent level of operation from one school to another within the school district; to help insure the safety of all students assigned to the various schools within the school district; and to have a more accurate method for identifying the location of students during the times of school bus transportation.

VIOLATIONS OF THE LAW

The following offenses are of a nature that their commission represents a violation of the law and violators could be subject to civil and/or criminal penalties:

- A. Physical assault upon any adult or student;
- B. Possession or use of a deadly weapon;
- C. Vandalism of school property or school district employee property;
- D. Arson or false alarms;
- E. Bomb threats;
- F. Controlled substance abuse (See Board Policy No. 227);
- G. Extortion;
- H. Theft;
- I. Fighting;
- J. Smoking; and/or
- K. Commission of any other act punishable under the Pennsylvania Crime Code.

The appropriate civil or local law enforcement authority will be notified upon the occasion of any of the above offenses. In addition, appropriate disciplinary action will be instituted by the school as determined by the administration. Other student offenses will be dealt with as the need arises. Disciplinary actions may include citations for disorderly conduct.

WEATHER ALERT

In the event of a weather alert emergency (i.e., tornado), faculty and staff will be directed to:

1. Remain in their classrooms and seek shelter, or
2. Move to locations in the building for shelter.

If directed to remain in their classroom areas, students should be directed to stay away from windows, remove all items from desks or work areas and, if necessary, seek cover under or behind desks or other furniture.

If directed to move to another area of the building, students and teachers will follow the established procedures.

- Evacuations will be completed in phases.
- Radios must be taken for communication purposes.
- Close all classroom doors.
- Stay clear of windows and doors.
- On command take protection positions – seated on floor, back against wall, head down, hands and arms protecting head.
- No class should remain in portable classrooms – report to main hallway.

WITHDRAWALS OR TRANSFERS FROM SCHOOL

Requests for withdrawals or transfers by students must be initiated by parents/ guardians in the guidance office. If the request is granted, the student will be issued a *Student Withdrawal* form. The student must request the teacher of each class or study hall from which the student is withdrawn to sign the form. The student has one (1) day to complete the signing of the transfer form and to return the completed form to the Guidance Office.

All books and other school property provided the student must be returned or paid for prior to the culmination of a transfer. Any school property not returned to the school may result in the filing of charges with the District Magistrate. Any financial obligation must be paid by money order, certified check or cash.

If the student is transferring to another school, student records, including a transcript, will be sent by this school when a request is received from the school to which the student has been transferred.

When transferring a child from one school to another within the East Stroudsburg Area School District or when changing address, but remaining in the school district in the same attendance area as the school the child currently attends, a *Student Registration Form* must be obtained from the school the student has been attending and completed prior to that student being enrolled in another school. Proof of the new residency must also be submitted. In each case, busing arrangements cannot be changed for any new address more than two (2) days prior to moving.

Note: No transportation can be provided to or from a new address until the form is completed and has been received in the transportation office.

ATHLETICS

ATHLETIC PRE-SEASON REQUIREMENTS

Students who participate in the school district's athletic programs are required by PIAA regulations to have a physical examination before participation. **P.I.A.A. Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) paperwork** – This packet includes personal and emergency information, a parental permission form, health history and a physician's physical examination form. The physical examination form (Section 4) requires that a licensed physician of medicine evaluate the student-athlete before the first sports season of the particular year in which the student-athlete chooses to participate and, should the athlete remain injury-free, parents would only be required to fill out Section 5 of this packet to be eligible to participate in subsequent sports during that school year (June 1st through May 31st), without a second (or third) physical examination. (Should the student-athlete sustain an injury, the student-athlete must then be re-examined by a licensed physician of medicine, who must fill out Section 6 of the CIPPE packet.) School athletic physical dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic physical exam form and a PIAA card completed by the family physician. This information must be submitted before a student is allowed to practice and/or participate.

ATHLETIC AWARDS

There will be only one chenille letter awarded to a student for the entire year and only one of its type to be awarded to the student throughout his/her high school career. The student who participates in a second or third year of competition on the same level and earns his/her varsity letter will be awarded a certificate indicating his/her accomplishments. All seniors who have been awarded a varsity letter in their senior year will be presented a plaque indicating their service to the athletic program. Certificates of athletic achievement will be awarded to participants in sports at the junior varsity and freshman levels.

RETURN OF ATHLETIC EQUIPMENT

All students who are issued athletic equipment must return this equipment to the head coach of the sport at the conclusion of the season. All obligations for the return of equipment must be met before being eligible to participate in any interscholastic activity in the future.



ALCOHOL AND DRUGS

Any athlete who violates the school district's Controlled Substances Policy No. 227 will not participate in athletic practices for thirty-five (35) school days or athletic contests for forty-five (45) school days on a first offense. Ineligibility will begin on the day the offense is verified by school officials. Should the student-athlete participate in a counseling program, approved by the school and at parent expense, and comply with any recommendations made, non-participation will be reduced to twenty-five (25) school days for contests and fifteen (15) school days for practice. Failure to seek counseling or to comply with recommendations will result in enforcement of the forty-five (45) school days penalty. A second offense will result in non-participation in athletics for a period of one calendar year commencing on the day the offense is verified.

STUDENT ATHLETES

The student-athlete represents his/her high school both on and off the playing field or court. He/she is expected to model appropriate behavior at all times as well as to maintain appropriate academic standing. The following regulations apply to all student-athletes in every sport.

To remain eligible for athletic competition, student-athletes must meet the academic standards established by the P.I.A.A.

Additionally, all student athletes are expected to abide by the rules of conduct stated in the code of conduct, athletic handbook and Board policies. Violations of school rules may result in disciplinary action that affects participation, and student-athletes shall adhere to the following:

1. Students who are assigned detention will serve detention on the assigned day, regardless of practice or event schedules.
2. Students assigned internal or external suspension will not be allowed to practice or participate in athletic events while
3. suspended.
4. External suspensions are in effect once a student has left school on the day the suspension has been imposed, unless
5. otherwise indicated. Any student whose period of suspension spans a weekend may not participate in weekend athletic contests, events or practices.

RULES AT ATHLETIC EVENTS

As a member of the Mountain Valley Conference, the school district is firmly committed to the belief that athletic competition is a vital part of our educational program.

The Mountain Valley Conference expects its member schools to exhibit only the highest standards of sportsmanship. To this end, all member schools have agreed that:

1. **NO BOOKBAGS ARE PERMITTED AT ATHLETIC EVENTS.**
2. No alcoholic beverages and/or tobacco products or use thereof are permitted at any athletic contests.
3. Players, coaches, and fans are asked to refrain from the use of foul, abusive and/or abrasive language.
4. The throwing of objects onto the playing area is strictly prohibited.
5. Home and visiting spectators are asked to remain in designated areas.

In addition, the school district has set forth specific guidelines for conduct at all sporting events as follows:

1. Profanity of any type directed at anyone will be cause for immediate removal from the playing area. This includes group cheers that are of a less-than-desirable nature.
2. Insults directed at either opponents or officials will also lead to expulsion from the playing area.
3. All fans are to keep off the gym floor during intermission.
4. No one will be allowed to leave the gym and return during a varsity contest. This will be allowed only before the game starts and during half-time.
5. Any kind of liquid refreshment must be consumed outside of the gym.
6. Anyone intoxicated or exhibiting behavior unbecoming a sports fan will be ejected from the playing area.
7. It is expected that all fans will extend every possible courtesy to our opponents. for example, remaining silent while an opponent's basketball player is attempting a foul shot.
8. According to P.I.A.A. guidelines, noise makers and signs are not allowed in a gym during any athletic contest.
9. At any time that it becomes necessary due to lack of compliance with these rules by a large number of fans, the playing area will be cleared of spectators (without refund of admission price), and the contest will be concluded in closed session.
10. Anyone who is ejected from the gym/playing area due to lack of compliance with any of these rules will not be granted a refund.

Please see Board Policy No. 123 for more information.

DISCIPLINE

DISCIPLINARY ACTIONS

Denial of Privileges: School privileges are earned, and can be denied as a consequence for improper behavior. The length of denial can be dependent upon the nature and/or frequency of the infraction and the previous disciplinary record of the student.

After-School Detentions: Both teachers and the administration may assign detentions. The number of detentions can depend upon nature and/or frequency of the infraction and the previous disciplinary record of the student.

AFTER-SCHOOL DETENTION PROCEDURES

1. DETENTION MUST BE SERVED ON THE DAY FOR WHICH IT IS ASSIGNED.
2. Students may take a late bus, if available, or will be required to get their own transportation home.
3. All students, who are required to stay after school to make up time or work, will be given at least 24 hours notice so they may make arrangements for transportation.
4. Failure to report for a detention can result in an internal suspension (ISS). Repeated offenses will result in out of school suspension (OSS).
5. A student must attend a scheduled detention unless prior administrative approval has been obtained.
6. Students who are absent from school on the day of an assigned detention must make up the detention on the day of their return to school. If there is a problem with this date, arrangements for alternate dates of make-up detentions must be made with the assistant principal on the day of the student's return to school. Failure to take detention upon return to school without prior approval can result in the disciplinary actions outlined above in item number 4.
7. Detentions take precedence over any clubs or activities, including athletics. Work and school activities are not acceptable excuses for not reporting to detention.
8. A student serving detention MUST report on time and MUST have school work to do. Sleeping or "loafing" will not be tolerated and will result in additional disciplinary consequences.
9. No food or drink is allowed in the detention room.

SUSPENSION PROCEDURES

The principal or designee may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days. Attempts shall immediately be made to notify the parent/guardian when the student is suspended. Prior to the suspension, the student shall be given notice of the reasons for which s/he is being suspended and an opportunity to be heard by the administrator. However, prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened.

An informal hearing with the principal or designee shall be offered to the student and parent(s)/guardian(s) when a suspension is assigned that exceeds three (3) school days. In cases whereby students with disabilities who qualify for Chapter 14 or Chapter 15 services face suspension, the school district will follow all state and federal laws and guidelines. For a listing of some offenses that could result in suspension, please see the Code of Conduct in the back of this book. For more information regarding suspensions and expulsions, please see Board Policy No. 233.

IT IS THE RESPONSIBILITY OF A STUDENT WHO HAS BEEN SUSPENDED TO OBTAIN WORK MISSED. HE/SHE WILL BE ALLOWED THE SAME NUMBER OF SCHOOL DAYS IN WHICH TO COMPLETE THE CLASSWORK, EXAMINATIONS AND OTHER MISSED ASSIGNMENTS, AS THE NUMBER OF SCHOOL DAYS FOR WHICH HE/SHE WAS UNDER SUSPENSION. IF SCHOOL IS CLOSED FOR INCLEMENT WEATHER OR OTHER EMERGENCY THE DAY OF THE ASSIGNED SUSPENSION, THE STUDENT'S SUSPENSION WILL CARRY OVER TO THE NEXT SCHOOL DAY.

STUDENTS WHO RECEIVE ANY TYPE OF SUSPENSION (IN-SCHOOL OR OUT-OF-SCHOOL) WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION. HOWEVER, STUDENTS RECEIVING IN-SCHOOL SUSPENSION (ISS) WILL BE REQUIRED TO ATTEND ANY SCHEDULED AFTER-SCHOOL DETENTION. NO STUDENT, DURING THE TIME OF OUT-OF-SCHOOL SUSPENSION (OSS), MAY ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY.

Note: Any student whose period of suspension spans a weekend may not participate in weekend extracurricular contests, events or practices.

IN-SCHOOL SUSPENSION (ISS) PROCEDURES

Students receiving ISS will report to the ISS room promptly at the beginning of homeroom each day of their assigned suspension. The ISS monitor will take attendance. Students will be required to remain in the ISS room until dismissal. The only legitimate excuse for a student not reporting to, or being dismissed from ISS, will be determined by a building administrator. Students may carry their lunch on days of suspension or order a bag lunch from the cafeteria. Lunch orders will be taken by the ISS monitor.

1. Students absent from school during any of the days assigned to ISS will report to the ISS room immediately upon their return to school.
2. Failure to report to ISS without prior administrative approval will result in out-of school suspension.
3. Students who are tardy to school on days of assigned suspensions must still report to ISS after registering in the office signing in at the front desk.
4. Students are instructed to bring all their textbooks and a pencil and paper to the ISS room immediately. It is the responsibility of the student to obtain work from his/her teachers prior to the assigned suspension. Assignments will be provided by their assigned teacher when possible. These assignments will be returned to the respective teacher by the student ISS teacher the next day the student is in class. Only school-approved materials will be permitted in the room. Students who fail to bring appropriate work to do or materials to read will be provided with assignments. Students will be provided with additional instructional material if time permits. Students will receive the appropriate credit for work completed in the ISS room.
5. No talking or other form of communicating is allowed in the ISS room except when the student is addressed by a staff member. Students are required to be courteous and cooperative at all times. Disruptions will not be tolerated.

6. Students cannot leave the room for any reason unless they are escorted by the nurse, a counselor, a security officer, or an administrator. Each student will be given lavatory privileges in the morning and in the afternoon for five (5) minutes duration. Lavatories closest to the ISS room must be used. This means no loitering in the halls. Students may not use lavatories during the change of classes. Students will be escorted to and from the lavatories by the ISS monitor.
7. Students are responsible for the condition of their work area(s). No forms of vandalism and/or graffiti will be tolerated.
8. No sleeping or putting heads on desks is allowed.
9. No gum chewing is allowed.
10. No eating or drinking is allowed until the designated lunch time. Students may bring their own lunch (including drink) to school or purchase a bag lunch from the school cafeteria. No glass bottles are allowed in the ISS room.
11. Students may not leave their seats unless permission is granted by the monitor.

ANY ISS BUS INFRACTIONS OCCURING DURING THE LAST MONTH OF SCHOOL MAY BE CARRIED OVER TO THE NEXT SCHOOL YEAR.

VIOLATION OF ANY OF THE ABOVE REGULATIONS WILL RESULT IN ADDITIONAL DISCIPLINARY ACTION. STUDENTS RECEIVING EXTERNAL SUSPENSION FOR VIOLATING ANY OF THE ABOVE REGULATIONS MAY NEED TO RE-SERVE THEIR IN-SCHOOL SUSPENSION.

For more information, please see Board Policy No. 233.

OUT-OF-SCHOOL SUSPENSION (OSS) AND EXPULSION PROCEDURES

Out-of-school suspension for up to three (3) school days: The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. This shall be the responsibility of the principal or his/her designee suspending the student. The reason for the suspension shall also be stated in written correspondence to the home. If possible, parents are contacted immediately by phone prior to the suspension.

Out-of-school suspension for from four (4) to ten (10) school days: This type of suspension shall be reserved for serious and/or persistent infractions of school rules. This suspension may require the parent(s)/guardian(s) to visit the school for a conference or participate in a phone conference with the appropriate school administrator prior to re-admittance. Sometimes, because of the need for further investigation, some suspensions from school may initially be for five school days or less. Then, after reviewing the evidence and considering the nature of the offense, that suspension may be extended to up to ten school days. In this event, the principal or his/her designee must offer an informal hearing to the student, parent, or legal guardian. The student/parent(s)/guardian(s) would be given written notice of the reason(s) for suspension and the student shall be given an opportunity to question any witnesses present. The student could speak on his/her behalf.

Expulsion (exclusion from school beyond ten (10) school days): Such action results only from Board action preceded by a recommendation from the school principal to the superintendent. The student is given a due process hearing in front of the Board in accordance with Chapter 12 of the PA School Code.

Due Process Hearing: Students will be afforded all appropriate elements of due process if they are to be expelled from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

A formal hearing may be held before the Board or a duly authorized committee of the Board, preferably composed of no fewer than three (3) members of the Board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

In the case of a formal hearing, the following due process requirements are to be observed:

- Written notification of the charges;
- Sufficient notice (at least three days' notice) of the time and place of the hearing;
- The right for the hearing to be public or private and to be represented by counsel;
- The right to know the names of witnesses, receive copies of their written statements, and to request that witnesses appear in person and answer questions;
- The student's right to testify and produce witnesses on his/her behalf; and
- A written or audio record of the hearing. The student is entitled, at the student's expense, to a copy of the transcript.
- The hearing shall be held within 15 school days of the notice of charges, unless a delay has been mutually agreed upon.
- Notice of the right to appeal the results of the hearing.

NO STUDENT, WHILE ON OUT-OF-SCHOOL SUSPENSION/ EXPULSION, IS ALLOWED TO ATTEND AND/OR PARTICIPATE IN ANY SCHOOL-SPONSORED ACTIVITY, NOR MAY HE/SHE BE PRESENT ON SCHOOL DISTRICT PROPERTY AT ANY TIME. FAILURE TO ABIDE BY THIS REGULATION MAY RESULT IN A CITATION FOR TRESPASSING.

ANY SERIOUS INCIDENT IMPACTING THE HEALTH, SAFETY, AND WELFARE OF THE STUDENT BODY THAT LEADS TO AN EXCLUSION DURING THE LAST MONTH OF SCHOOL MAY BE CARRIED OVER TO THE NEXT SCHOOL YEAR.

External suspensions are in effect once a student has left school on the day the suspension has been imposed unless otherwise indicated. For more information regarding suspensions and expulsions, please see Board Policy No. 233.

REDIRECTION OF STUDENTS

Corporal punishment for disciplinary purposes is prohibited. However, in the course of redirecting students who are disruptive to the learning process, school district employees may, in accordance with the PA School Code and Board Policy No. 218, within the scope of their employment, use such amount of force and restraint as is reasonable and necessary:

- to quell a disturbance (e.g., for direct defiance of a reasonable request, to cease obscenities or abusive language directed at another person, etc.);
- to obtain possession of weapons or other dangerous objects;
- for the purpose of self-defense; and/or
- for the protection of persons or property.

Note: Teachers and school authorities, with assistance from others, if necessary, may physically remove a student from an area when the student's behavior is seriously disrupting the school's program and/or threatening the health, safety, and welfare of students.

PUBLIC AWARENESS NOTICE

NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN THE EAST STROUDSBURG AREA SCHOOL DISTRICT

In compliance with state and federal law, notice is hereby given by the East Stroudsburg Area School District (District) that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly being in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness/visual impairment
3. Deafness/hearing impairment
4. Developmental delay
5. Mental retardation
6. Multi-disabilities
7. Neurological impairment
8. Other health impairment
9. Physical disability
10. Serious emotional disturbance
11. Specific learning disability
12. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programming, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech and language. You, as a parent, may request screening and evaluation at any time, whether or not your child is in the District's public school program. Requests for screening and multidisciplinary evaluation are to be made in writing to the principal of your child's school or to the Special Education Department, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301.

If a pre-school child is suspected of being eligible for early intervention, evaluation and services are provided through the Colonial Intermediate Unit #20. Information can be obtained by calling (610) 252-5550 and asking for the preschool department.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), you may contact in writing the school principal or the Special Education Department at (570) 424-8500.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the Special Education Department in writing or by telephone at the above location.

CHAPTER 12 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 education services and programs).

§ 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 processes.
 - 4) Assist the school staff in operating 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.

§ 12.3. 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.

§ 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.

§ 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.

§ 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.

- 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).
 - 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).

§ 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.

§ 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.
 - 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.

§ 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.
- (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).
 - (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.

§ 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.

§ 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.
- (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.

§ 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.

§ 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.

§ 12.15. [Reserved].

§ 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.

Pre-kindergarten—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.

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.

- 1) 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.
- 2) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

§ 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.

§ 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.

§ 12.33. [Reserved].

§ 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(a), (b), (d), (e) and (f) (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 pre-kindergarten program shall address its pre-kindergarten program in its strategic plan.

(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 pre-kindergarten 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.
 - 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, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding 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.

§ 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).

CHAPTER 15 ANNUAL NOTICE

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

These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact:

Special Education Office
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg PA 18301
(570) 424-8500

CHAPTER 16 ANNUAL NOTICE

In compliance with Chapter 16, Special Education for Gifted Students, notice is hereby given by the East Stroudsburg Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of locating and identifying students who are thought to be gifted.

If you believe that your school-age child may be gifted, processes for screening and evaluating the child and determining the child’s eligibility are available to you at no cost, upon written request. You, as a resident parent/guardian, may request a screening and evaluation at any time, whether or not your child is in the school district’s public school program. Requests for screening and gifted multidisciplinary evaluation are to be made in writing to the principal of your child’s school or to the Special Education Department, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301.

For further information regarding the rights of parents/guardians and children, provision of services, evaluation and screening (including purpose, time and location), you may contact the building principal or the Special Education Department at (570) 424-8500, Ext. 1902.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The school district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information regarding these policies and procedures, as well as the rights of confidentiality and access to educational records, you may contact the Special Education Department in writing or by telephone at the above location.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our 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 parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The East Stroudsburg Area School District will enact policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of

each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 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.

Questions regarding this information and/or its related Board Policy No. 235, its contents and related procedures should be directed to the Superintendent's Office at (570) 424-8500. Parents/eligible students who believe their rights have been violated may file a complaint with:

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

ANNUAL INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION

The East Stroudsburg Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places.

We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school district will use the least toxic products possible. Applications will be made only at times when students, staff, and residents do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the school district in writing, indicating both your current mailing address and phone numbers. You may also include your e-mail address if you would like to be notified electronically. In either case, you must notify the school district by January 1 of each year.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has registered. Exemptions to this notification include disinfectants and anti-microbial products; self-contained baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

The notification registry will be updated each year through the process outlined in this notice. Questions may be directed to:

Mr. James Shearouse, IPM Coordinator
50 Vine Street
East Stroudsburg, PA 18301
570-424-8500, Extension 1820
Fax: 570-420-8384
E-mail: shearouse@esasd.net

103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The school district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and/or disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

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

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

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent for Personnel as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position,

office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support – Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
5. Student Evaluation – Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

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

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

Complaint Procedure – Student/Third Party

Step 1 – Reporting

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

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

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

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

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

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

Step 3 – Investigative Report

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

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

Step 4 – District Action

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

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

Appeal Procedure

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

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the school principal who conducted the initial investigation.

Equivalence Between Schools

The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.

Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis.

The Board understands that equivalence between programs and schools shall not be measured by:

1. Changes in enrollment after the start of the school year.
2. Varying costs associated with providing services to students with disabilities.
3. Unexpected changes in personnel assignments occurring after the beginning of the school year.
4. Expenditures on language instruction education programs.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

The district shall develop administrative regulations to implement this policy and shall maintain record documenting compliance that are updated biannually.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

113.2 BEHAVIOR MANAGEMENT

The Board recognizes the importance of maintaining an orderly school environment that will afford all students an opportunity to achieve academically in a manner commensurate with their ability levels. To this end, the Board realizes that appropriate, effective behavior management techniques may at times need to be instituted in order to maintain a safe school environment that is conducive to the learning process. Thus, the Board enacts this policy to ensure that school district staff use appropriate behavior management techniques and that, for each eligible or thought to be eligible student who exhibits behavior problems which interfere with his/her ability to learn, the IEP team develops a plan that provides for an appropriate program of behavior management. The purpose of this policy and its implementing guidelines is to ensure adherence by all staff to the requirements of state and federal law as they exist at the time of the adoption of this policy and its implementing guidelines and as they may from time to time be amended and interpreted by the courts and various administrative agencies.

The Board intends that the application of behavior management rules and procedures be applied to students with disabilities in a nondiscriminatory manner and in full compliance with the requirements of state and federal law. The Board intends with this policy neither to confer upon students and their parent(s)/ guardian(s) any greater right than they enjoy under state and federal law nor to impose upon the district any greater limitations or duties than are imposed by state and federal law. Nothing in this policy should be construed in a manner inconsistent with this intent. To the extent that any portion of this policy or the implementing guidelines is inconsistent with such laws as they now or shall hereafter exist, such portion shall be deemed null and void without prejudice to the unaffected provisions.

The Superintendent has the primary responsibility for ensuring that school district behavior management programming is in accordance with the School Code for the training of personnel in the use of specific procedures, methods and techniques, and for having a written policy on the use of behavior management techniques.

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

1. **Aversive techniques** – Deliberate activities designed to establish a negative association with a specific behavior.
2. **Behavior management** – The development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.
3. **Positive techniques** – Methods which utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behavior to specific tangible rewards.
4. **Restraints** – Devices and techniques designed and used to control acute or episodic aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions. The term includes physical and mechanical restraints.

Behavior management programs include a variety of techniques to develop and maintain skills that will enhance an individual student's or young child's opportunity for learning and self-fulfillment. Potential causes of behavior problems, such as physical or medical conditions, environmental factors, staffing and program concerns, shall be reviewed and addressed prior to development of a behavior management program.

For each eligible or thought-to-be-eligible student who exhibits behavior problems, which interfere with his/her ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior management in accordance with Pennsylvania Department of Education Standards, and law. Positive rather than negative measures shall form the basis of a behavior management program. The types of intervention chosen for a particular student shall be the least intrusive necessary and shall be in accordance with law. Aversive techniques, restraints or disciplinary procedures may not be used as a substitute for a behavior management program.

Positive techniques for the development, change and maintenance of selected behaviors shall be attempted prior to the use of more intrusive or restraining measures.

Restraints to control acute or episodic aggressive behavior may be used only when the student has been determined by school district staff to be acting in a manner that is a clear and present danger to himself/herself, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective. The use of restraints to control the aggressive behavior of an eligible or thought-to-be-eligible student shall cause a meeting of the IEP team to review the current IEP for appropriateness and effectiveness. The use of restraints may not be included in the IEP employed as punishment for the convenience of staff or as a substitute for an educational program.

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and a medical professional qualified to make the determination, and as agreed to by the student's parent(s)/guardian(s). Mechanical restraints shall prevent a student from injuring himself/herself or others or promote normative body positioning and physical functioning.

The school district will ensure that behavior management programs are in accordance with state regulations, including the training of personnel for the use of specific procedures, methods and techniques, and for obtaining parental consent prior to the use of highly restraining or intrusive procedures.

The following aversive techniques of handling behavior are considered inappropriate and may not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substance.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Serial suspensions.
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Methods, which have not been outlined in the school district's plan.

To the extent consistent with federal and state special education regulations, school disciplinary procedures may be applied to eligible or thought-to-be-eligible students who violate school policy as per the school code of conduct, Board policy and/or any other applicable Board policy unless stated otherwise in the student's IEP.

202. ELIGIBILITY OF NONRESIDENT STUDENTS

The Board shall operate schools of the school district for the benefit of students resident in this school district who are eligible for attendance.

General Provisions

The Board recognizes that there may be occasions when nonresident students may be required or permitted to attend the schools of the school district. This policy addresses such occasions.

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the schools of the school district, as provided in this policy. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Pennsylvania Department of Education, and as provided in this policy.

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

A resident whose student is to be disenrolled from the District may request a Board hearing to determine the student's eligibility to attend the District's schools. The District's administration shall adopt procedures for the notification of the resident and the student of the disenrollment and the right to request a hearing, including adopting a reasonable deadline for making a request. A resident who requests a Board hearing to determine the student's enrollment eligibility under this policy shall remain enrolled in the District's schools pending the Board's decision.

It shall be the responsibility of the administration to determine the residency status of each student at the time of his/her application for enrollment and to obtain the necessary affidavit and supporting documents when required.

The child will be enrolled in the building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later than five (5) business days, after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has been supplied proof of the child's age, residence, immunizations, and other documentation as required by law and this policy. This applies equally to nonresident children who are children living in facilities or institutions as defined in 22 Pa. Code § 11.8 (relating to nonresident children living in facilities or institutions), or foster homes, or with a school district resident who is supporting the child without personal compensation as defined in 22 Pa. Code § 11.9 (relating to

nonresident children living with a school district resident), provided that the person making the application has supplied the documentation required by law.

The Board shall not be responsible for transportation to or from school for any student residing outside school district boundaries, unless required by the McKinney Homeless Act.

Where applicable, tuition rates shall be determined in accordance with statute.

Court-Ordered Guardianship

A resident of the District who has a court order granting guardianship of a child may enroll the child in the District's schools without the payment of tuition. A court order granting custody of the child will not, in and of itself, substantiate the right of a non-parent to enroll the child.

Other Nonresident Students Under Section 1302(a)(2) of the Public School Code

A non-resident student may be admitted to the school district where attendance is justified on the grounds that the student lives full-time and not just for the school year with a school district resident who has assumed the responsibility to keep and support the student in line with applicable state law and the provisions of the School Code or is visiting this country as an exchange student and lives in the school district.

A resident seeking enrollment of a non-resident student under this policy provision must provide a Sworn Statement of Support Under Section 1302. A resident who knowingly provides false information in the sworn statement shall be subject to the penalties provided by law.

As substantiation of the sworn statement that the child is being supported gratis, the resident shall, in addition to the sworn statement, furnish at least one of the following documents at the time of the application for enrollment:

- Copy of Federal or State tax form which lists child as a dependent of resident, or
- Copy of insurance policy/card/statement listing child as eligible for services, or
- Documentation that the child's parent(s) has been deployed for active military duty.

Nonresident Children Placed By a Court or Appropriate Government Agency In The School District

Any child placed in the home of a resident of the school district by a court or an agency of the government shall receive the same benefits and be subject to the same duties as resident children. The resident shall provide to the District administration appropriate documentation to substantiate the residential placement of the child by the court or government agency. A child custody order does not constitute court-ordered residential placement for the purposes of this policy provision.

Inmates of Institutions

A child who resides in an institution for the care or training of children located within the school district is not a legal resident of the school district by such placement, but shall be admitted to the schools of the school district and a charge shall be made for tuition in accordance with the school district's established tuition rates and the School Code.

Immigration Status

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.

Future Residents

Students whose parent(s)/guardian(s) have purchased a domicile or are building a primary residence in the school district, but face delayed occupancy, may start school in a given school year provided that the delay in occupying that residence is reasonably anticipated to be no more than ninety (90) days.

Parent(s)/guardian(s) who seek enrollment of students pursuant to this policy provision must, as a further condition of enrollment, sign an agreement that if they fail to establish residency in the District within ninety (90) days of their application for the student's enrollment, they are responsible for the payment of tuition on a pro-rated daily basis for the number of days the student attended school in the District.

The failure to establish residency within ninety (90) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is timely requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing.

The school district reserves the right to require proof of the anticipated residency, to verify the representations as to the purchase/construction of a residence, and to deny admission to or to remove from school any non-resident student whose request for enrollment is not considered by the school district as having been substantiated. The Board is not responsible for the transportation of non-resident students.

Former Residents

Regularly enrolled children whose parent(s)/guardian(s) have moved out of the school district may be permitted to finish the school year without payment of tuition provided that:

1. The student is in twelfth grade when the parent(s)/guardian(s) have moved from the school district.
2. The student is not in the 12th grade but there is less than one full marking period remaining in the school year.
3. Parent(s)/guardian(s) must agree to provide all necessary transportation.
4. The student has displayed acceptable behavior and academic progress prior to the move.
5. The administration has made a recommendation for the student to remain in the school district.

In all cases, application must be made to the Superintendent through the school principal.

In all cases, a resident student whose family is displaced from the school district for a total time period not to exceed six (6) weeks may continue enrollment in the school district. However, the parent(s)/guardian(s) is required to provide or arrange for the necessary transportation. If the students' family is still residing outside the school district at the end of the six (6) week interval, the student's enrollment in the school district will be ended and s/he will be removed from the school district rolls.

Home Language Survey

The school district shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

Tuition Students

The school district provides for attendance on an annual tuition basis for F-1 Visa students in accord with the Fair Share Policy agreement entered into with Colonial Intermediate Unit #20 and/or any other similar inter-district special education placement agreement.

Penalties And Enforcement

Violators of this policy and/or those submitting a falsified affidavit and/or otherwise are not in legal compliance with residency regulations may be prosecuted under applicable law.

The school district reserves the right to request proof of residency of any resident with school-age children at any time. The school district reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.

Exclusions

This policy does not pertain to the education of homeless children placed in residential institutions within school district boundaries. The admission and education of those students are covered through appropriate Pennsylvania legislation.

The District administration shall develop procedures for the enrollment of nonresident children which:

1. Admit such students only on proper application and submission of required documentation by the parent or guardian.
2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for school district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.
6. The Superintendent shall recommend to the Board for its approval the admission of qualified applicants.

202.1. ATTENDANCE ELIGIBILITY

The Board shall operate the schools of the school district for the benefit of the children residing in the school district. Children residing in the school district are eligible to attend the schools of the school district.

The Pennsylvania School Code states that a child shall be considered a resident of the school district in which his/her parents or the guardian of his/her person resides. When the parents reside in different school districts due to separation, divorce

or other reason, the child may attend school in the school district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated. To ascertain if a student is, in fact, emancipated and has a right to attend school in the school district the student shall:

1. sever most "filial ties" and must be substantially free from parental "domination and control"; and
2. live apart from the parent; and
3. be financially independent of the parent; and
4. be responsible for his/her own welfare and behavior.

The parent or guardian shall place on file a sworn statement attesting to the fact that the four previous conditions exist. Every reasonable effort should be made to secure this documentation directly from the parent or guardian in order to confirm that the child is not a runaway or under the control of juvenile authorities or some other agency. Where the parent or guardian cannot be contacted or does not provide the statement, verification can be made by having the student provide evidence that the four tests have been satisfactorily met. In instances whereby a parent has submitted the required evidence of emancipation, the school district reserves the right to request additional evidence substantiating the veracity of any such claims. In instances where the school cannot verify emancipation, the student shall be referred to an appropriate child care agency.

Note: Students who are married and living with a spouse are also considered to be emancipated. This is usually the case no matter what the age of either partner.

Federal installations/land are considered a part of the school district or districts in which they are situated and the children residing on such installations shall be counted as resident students of the school district. This policy pertains to all students registering in all grades (K-12) including original entries, re-entries and new entries in the school district.

Registration Process

Parents/guardians of all students registering in the school district must present acceptable proof of residency before a student is permitted to register and attend school. The following are proofs of residency which may be accepted by the school district:

Application for registration must be accompanied by one proof of residency from List 'A' and one proof of residency from List 'B'.

List A

1. Current lease agreement, indicating the term of lease, address of leased property, names and signatures of property owner(s) and lessee(s).
2. Mortgage settlement document(s) indicating address of residence, and name(s) of property owner(s).
3. Recorded deed indicating address of residence, and name(s) of property owner(s).
4. School property tax bill in the resident's name for the current or immediately preceding tax year.

List B

1. Valid Pennsylvania driver's license indicating physical address of residence.
2. Valid Pennsylvania identification card indicating physical address of residence.
3. Valid Pennsylvania automobile registration indicating physical address of residence.
4. Signed income tax return filed for the current or immediately preceding tax year indicating physical address of residence.
5. Check stub from wages, public assistance, or social security issued within the past thirty (30) days indicating physical address of residence.
6. In lieu of providing any of the aforementioned five (5) acceptable proofs of residency from List 'B', parent(s)/guardian(s) who seek enrollment of student(s) pursuant to this policy must, as a further condition of enrollment, sign an agreement that if they fail to provide one of the aforementioned acceptable proofs of residency within sixty (60) days of their application for the student's enrollment, they shall be responsible for the payment of tuition on a prorated daily basis for the number of days the student(s) attended school in the District.

The failure to provide such proof of residency within sixty (60) days of the application for the student's enrollment pursuant to this policy provision shall result in the disenrollment of the student from the District. The District administration shall establish procedures for the notification of parent(s)/guardian(s) of the student's disenrollment. A student who is disenrolled for failure to establish residency in the District under this policy provision shall have the right to request a Board hearing to determine the student's residency status. If a Board hearing is requested, the student shall remain enrolled in the District's schools pending the outcome of the hearing. The school district may require more than one (1) type of proof of residency from List A and/or List B (above) either at the time of initial application or at any subsequent time should the legitimacy of residency become an issue. At the time of registration, the parent/guardian must present a positive form of identification, which shall include government issued photo identification.

The child will be enrolled in the school building which s/he would normally attend in accordance with established school district attendance areas. The school district shall normally enroll a child the next business day, but no later than five (5) business days, after the date of application. The school district has no obligation to enroll a child until the parent, guardian or other person having control or charge of the student making the application has supplied proof of the child's age, residency, and immunizations as required by law. The school district shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.

Withdrawal Process

When the school district receives a request for educational records from another school district or charter school, it shall forward the records within ten (10) business days of receipt of the request.

Penalties And Enforcement

Children of violators of this policy and/or of those submitting a falsified affidavit and/or who are otherwise not in legal compliance with residency regulations shall be dropped from the rolls of the school district, and such violators may be prosecuted under applicable law. The school district reserves the right to request proof of residency of any resident with school-age children at any time. The school district also reserves the right to make home visits to verify residency/occupancy or to authorize its agent(s) to make such home visits.

204.1. STUDENT EXCUSAL

Students may not leave the school before dismissal time unless the school administration has received a written parental/guardian request that they be allowed to do so. The request must include the student's name, date, time, reason for request, parental/guardian signature, and a telephone number at which the parent can be reached. In the case of an elementary student, the request will be honored only if the parent/guardian and/or parent's/guardian's designee comes to the school to pick up the child at the requested time of release.

Excused absences shall be in accordance with school district policy.

Each school shall set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands.

No student may be released on the basis of an invalidated telephone call.

Students Unauthorized Releases

Children of divorced or estranged parents may be released from school only with the permission of the parent and/or person who has legal custody or de facto custody of the student. Such permission, which should always be in writing, should be addressed to the school principal, not to an individual teacher. A copy of the permission slip also should be filed in the Superintendent's office.

If there is a dispute concerning which parent/guardian or parent's/guardian's designee has custody of the student, the Superintendent should be contacted, but if s/he is unavailable then the school district's solicitor may be contacted.

204.3 CREDIT ATTAINMENT POLICY

The Board has enacted this policy to support its belief in the importance of regular daily attendance as both a life skill and a necessity for optimum academic growth. The Board further believes that the students of the school district will benefit from abiding by the guidelines set forth herein through increased daily attendance and the development of good attendance habits, which will carry over into the work place; increased student success in academic classes; and decreased numbers of students who fail academic subjects during the school year.

The Board further realizes the importance of regular school attendance and class participation on the part of its students in order to successfully complete course requirements needed to obtain a high school diploma from the school district and to maximize student learning; hence, the development of the following policy on student attendance and the awarding of course credit toward graduation.

At the time a high school student accumulates, per semester, five (5) absences in a particular course or class, that student will meet with the school principal or designee to discuss the student's attendance record, and enter into a contract, if deemed necessary by the presiding administrator, which will outline those steps that will enable the student to remain eligible to receive credit for the course(s) in question. The parent(s)/guardian(s) will be notified and offered a meeting with the school principal. The purpose of the meeting shall be to review the student's attendance record, the academic and disciplinary status of the student, the consequences of additional absences, and the aforementioned contract, if developed.

Any high school student who accumulates, per semester, more than nine (9) days of absence or nine (9) absences in any course or class may not attain credit for the course(s) in which the absences were accumulated. The student will meet with the school principal or his/her designee to discuss the student's attendance record and enter into a contract, if deemed necessary by the presiding administrator and one has not yet been entered into, which will outline those steps that will enable the student to remain eligible to receive credit for the course(s) in question. Should credit not be attained, the parent(s)/guardian(s) will be notified. The parent(s)/guardian(s) may request a meeting with the principal or his/her designee to discuss credit. A decision regarding credit attainment may be appealed to the principal.

The school principal may monitor and review student attendance records to determine whether proceedings should be implemented and/or continued regarding a particular student. Should credit not be attained, the parent(s)/guardian(s) will be notified. The parent(s)/guardian(s) may request a meeting with the principal or his/her designee to discuss credit attainment. A decision about credit attainment may be appealed to the principal.

Students who have not attained credit for a course or courses must continue to attend school according to the provisions of the Pennsylvania School Code, State Board of Regulations, and established Board policy.

To receive course credit, a student must successfully complete the course or complete the course in an accredited summer school program, which must be taken during the summer months immediately following the last day of the school year in which credit was not attained.

The principal shall provide the Superintendent with a summary of the school attendance of each high school at the end of each academic year.

This summary shall include:

1. The number of students in grades nine (9) through twelve (12) who accumulated at least five (5) absences in a particular course or class.
2. The number of students not attaining credit, a summary of the number of courses for which each student did not attain credit, and the number of students thus indicated who are no longer attending school.

206. ASSIGNMENT WITHIN DISTRICT

The Board directs that the assignment of students to classes and schools within this school district shall be consistent with the educational needs and abilities of students and the best use of school district resources.

The Board shall determine periodically the school attendance areas of the school district and expects the students within each area to attend the designated school. In assigning students to schools within this school district, no discrimination shall occur.

The Board authorizes the Superintendent to grant or deny requests for individuals to attend school other than the one in the established attendance area.

All children attending school in the school district shall attend the school defined by the attendance boundaries for the area in which they live. Exceptions to the above stated policy may be initiated or granted by the administration when accumulated information or the considered judgment of the administration clearly indicates that the exception would be in the best interest of the individual student and complies with the requirements stated herein.

The Superintendent shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.

The school principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the administration of the school.

Change Of Assigned Elementary School

Parents/Guardians who are residents of the school district may request to send their child to an elementary school other than the one that serves their regular attendance area. Requests for change of assigned elementary school must be written and directed to the Superintendent. All letters must include a statement indicating the specific reason(s) for requesting the change of assigned school.

Parents/Guardians are expected to provide assurances that the present school assignment creates an undue hardship on themselves and/or their child.

Parents/Guardians' dissatisfaction with a school, its staff or its administration is not considered an appropriate reason for a change of school assignment, except under highly exceptional or unusual circumstances. Each request will be judged on its individual merits.

No more than one change of school assignment will be approved for any parent/guardian during any school year. It is mandatory that a request for a change of school assignment occur prior to March 1 for the upcoming school year. Parents/Guardians moving into the school district may request a change of assignment for their child in a school outside of their regular attendance area. This must occur at the time of registration. Requests received after March 1 of the preceding school year and/or after the time of registration will, as circumstances warrant, be denied.

Parents/Guardians who have experienced a change of school assignment for their child must submit a new request each year.

Change of school assignment procedures and decisions will be reviewed each year. Acceptance into a school resulting from a change of school assignment does not guarantee that a student's entire elementary school career will be spent at that school.

Requests by school district resident parents/guardians of students who have been previously enrolled in an elementary school as a result of a change of assignment will be honored first. New change of assignment requests will then be considered in the order in which they were received.

School principals of the receiving and sending schools will review the requests for changes of school assignments into or out of their respective buildings and submit their recommendations to the Superintendent. The final decision for approval will be based upon the Superintendent's assessment of the impact of additional students on the existing instructional program objectives, the available space at the receiving school and the impact of these changes upon the affected class sizes.

Parents/Guardians who request a change of assignment for their child must assume full responsibility for the transportation of their child when the established bus routes of the district do not include a routing which can accommodate this request. New bus routes will not be created to accommodate approved change of assignments.

Change Of Assigned Secondary School

Students who change legal residence from one school attendance area to another before the start of the school term or within the first semester of the current term shall be required to attend the school that services the area of their new residence.

Students who change their legal residence from one attendance area to another, after the close of the first semester of the school term, may be granted the option of completing the school year at the original school of entry, provided parents/guardians furnish daily transportation to and from school; or the student must be transferred to the school that serves their new area of legal residence. Students, however, must attend the school that serves their legal residence the following school year.

Students who elect to complete the school term at the school within the area of their previous legal residence shall be required to provide their own transportation to and from school for the period of time involved. Continued enrollment at the school within the area of a student's previous legal residence will be based on the student's display of proper conduct and appropriate academic performance as determined by the building administrator.

High school seniors, who move from one high school attendance area to another while remaining within the school district before the start of the school term or at any time during their senior year, may elect to continue at the school or to attend the high school that serves their new attendance area. Students who continue to attend the high school in the attendance area in which they previously resided must provide their own transportation.

Requests for change of assigned secondary school must be made in writing by the parent or guardian of the student and directed to the Superintendent. All letters must include a statement indicating the specific reason(s) for requesting the change of assigned school. If a request is made for medical and/or emotional reasons, a letter from the attending physician or therapist must be attached.

Parents/Guardians are expected to provide assurances, along with appropriate, adequate medical documentation that the present school assignment creates an undue medically-based hardship on their child and/or family. Parents'/Guardians' dissatisfaction with a school, its staff, programming, administration or other non-medical reason will not be considered an appropriate reason for change of school assignment except under exceptional or unusual circumstances. Each request will be judged on its individual merits.

Requests based upon the desire to participate in an extra-curricular activity will not be honored. It is mandatory that a request for a change of school assignment occur prior to March 1 for the upcoming school year. Parents moving into the district may request a change of assignment for their child in a school outside of their regular attendance area. This must occur at the time of registration. Requests received after March 1 of the preceding school year and/or after the time of registration will, as circumstances warrant, be denied.

Requests by school district resident parents/guardians of students who have been previously enrolled in a secondary school as a result of a change of assignment will be honored first. New change of assignment requests will then be considered in the order in which they were received.

School principals of the receiving and sending schools will review the requests for change of school assignments into or out of their respective buildings and submit their recommendations to the Superintendent. The final decision for approval will be based upon the Superintendent's assessment of the impact of additional students on the existing instructional program objectives, the available space at the receiving school and the impact of these changes upon class size guidelines.

Parents/Guardians who request a change of assignment for their child must assume full responsibility for the transportation of said child when the established bus routes of the district do not include a routing which can accommodate this request. New bus routes will not be created to accommodate approved changes of assignment.

Parents/Guardians who have secured a change of school assignment for their child for a particular school year must submit a new request by March 1 of the current school year for each subsequent school year.

Students Who Move From A Building Attendance Area, But Remain School District Residents

A regularly enrolled child whose parent(s)/guardian(s) have moved out of the attendance area of the school that he or she has been attending may be permitted to finish the school year in that school provided that:

1. The student is in twelfth grade when the parent(s) guardian(s) move from the school attendance area.
2. The student is not in the 12th grade, but there is less than one full marking period remaining in the school year at the time the parent(s)/guardian(s) move from the school attendance area.
3. Parent(s)/guardian(s) must agree to provide all necessary transportation.
4. The student has displayed acceptable behavior and academic progress prior to the move.
5. The administration has made a recommendation for the student to remain in the school attendance area.

In all cases, application must be made to the Superintendent through the school principal.

In all cases, a resident student whose family is temporarily displaced from the school attendance area for a total time period not to exceed six (6) weeks, but remain school district residents, may continue to attend the school the child has been attending. However, the parent(s)/guardian(s) is/are required to provide or arrange for the necessary transportation. If the student's family is still residing outside the school attendance area at the end of the six (6) week interval, the student's enrollment in that school will be ended and he or she will be required to attend the school that services the attendance area in which he or she resides.

Transportation becomes the responsibility of the parent/guardian in the above situations.

At the end of the school year, the child, if not a senior, shall be enrolled in the school servicing the attendance area where he or she lives.

Change of school assignment procedures and decisions will be reviewed each year. Acceptance into a school under change of assigned secondary school does not guarantee that a student's entire secondary school career will be spent at that school.

207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS

The Board recognizes that certain written and oral communications between students and school personnel must be confidential.

The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.

Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.

In qualifying circumstances, a staff member may reveal confidential information to the school principal and other appropriate authorities.

In qualifying circumstances, the school principal may reveal confidential information to a student's parent or legal guardian and other appropriate authorities, including law enforcement personnel.

214. CLASS RANK POLICY

The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students enrolled in the East Stroudsburg Area School District to inform students, parents and others of the relative academic performance of students among their peers.

The Board authorizes the establishment of a system of class rank, by grade point average, for students in grades 9-12.

Class rank reflects an individual's academic performance as compared to his/her classmates by calculating one's relative numerical position in their graduating class based upon their weighted grade point average (GPA).

Grade point average (GPA) is determined by dividing weighted quality points earned by credits attempted. GPA is a cumulative calculation measuring a student's achievement during their high school years.

Unweighted quality points are assigned to numeric grades on a graduated scale ranging from 0 to 4 points wherein a unique point value is assigned to each numeric grade.

Weighted quality points are calculated by multiplying the unweighted quality points assigned to a specific course by the following factors:

	<u>Level of Course</u>	<u>Weighted Course Value</u>
I	Applied	1.000
II	College Preparatory	1.250
III	Honors	1.375
IV	Advanced Placement (AP)*	1.500

NOTE: Only those courses based on an approved district AP curriculum will receive a weighted course value of 1.50.

Quality points earned is the product of the quality points assigned and the credits attempted for a given course.

Guidelines

A student must be enrolled in the high schools of the school district to qualify for computation of GPA and class rank. Any student transferring into either of the school district's high schools will receive a ranking in accordance with this policy. He/she will become eligible for recognition as the valedictorian or salutatorian only after he/she has earned at least 11.2 credits at the ESASD high school in which he/she is enrolled at the end of his/her senior year and from which he/she will graduate. Eligibility for all school-based awards that are reliant upon class rank and/or GPA will be determined at the end of the third marking period of each academic year.

Class rank shall be computed at the end of each marking period.

Each high school shall maintain its own separate class rank file.

Numerical grades, based on the 0-100% scale, will be reported by teachers for each class rank eligible course each marking period. The final course grade will be reported by the teacher for each course. Numerical grades will be recorded on the report cards and the student transcripts.

The weighted GPA value, on a 4.0 scale, will be recorded on student transcripts and school report cards.

Courses not taken at East Stroudsburg Area School District schools will receive credit and count toward high school graduation but will not count toward class rank.

Courses provided by other educational institutions that are taken by a student with prior approval of the school principal, will receive credit and count toward high school graduation but will not count toward class rank, GPA or honor roll.

High school level courses taken prior to ninth grade (e.g., Algebra I or the first full-year course of a world language) will receive credit and count toward high school graduation but will not count toward class rank.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of preceding students and not by the rank of the preceding person.

All applicable high school courses, excluding those taken prior to ninth grade and those specifically mentioned above, are used in class rank and GPA calculations; including failures, repeats, and summer school grades. When a subject, which has been taken and passed, is taken again on an audit basis, the audited course will not be used for calculating class rank or GPA.

Level I or first-year elective courses offered at the high school will receive a weighted course value of 1.0

Level II elective courses offered at the high school will receive a weighted course value of 1.25.

Level III and above elective courses offered at the high school will receive a weighted course value of 1.375, unless otherwise designated.

Summer school courses offered at the high school for the purpose of remediation will receive a weighted course value of 1.0.

Special education students mainstreamed in regular education courses will receive the applicable weighted course value unless otherwise stated in the student's IEP. Special education courses shall be considered applied courses.

The Superintendent shall develop procedures for computing of grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.

217. GRADUATION REQUIREMENTS

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this school district who meets the requirements of graduation established by this Board as part of the school district's Strategic Plan.

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project and results of school district and staff assessments.

The requirements for graduation shall be the completion of work and studies representing the instructional program and academic standards, successful completion of a graduation project, course and project completion, and results demonstrating proficiency or better on applicable local and state assessments for students assigned to grades nine (9) through twelve (12). Requirements for graduation are approved by the Board and are subject to change.

The Board shall identify the planned courses that are required for graduation. These written plans shall be on file in the school district and shall be made available upon request for review by the designated representatives of the Department of Education.

The Board requires that, beginning with the 2004-05 school year, each candidate for graduation in the spring of 2008 shall have earned 25.9 credits. Starting with the freshman class entering high school for the 2005-06 school year, and with each class thereafter, each candidate for graduation shall have earned at least 28.0 approved high school credits. The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning, has completed all requirements for graduation, and has had the course of study approved by the high school principal.

Students must demonstrate proficiency in the PSSA tests for reading and mathematics in order to qualify for a high school diploma as listed below:

1. A score of proficient or better on Math and Reading Assessments in grade 11; OR
2. A score of proficient or better on PSSA senior year make-up tests in Math and Reading; OR
3. Demonstrate proficiency on assessments which were part of an individual remedial plan that was developed through enrollment in school district remedial programs.

In the absence of the above, at least one of the following assessment strategies may be applied to demonstrate a student's proficiency in areas for which the student scored less than proficient on PSSA assessment tests:

1. Scoring "proficient or advanced" on NOCTI (all applicable parts of the test), or other approved industry certification credentialing exams in which the student displays competency in chosen career areas, for vocational-technical or full time regular education program students enrolled in state approved educational programs.
2. Successful completion of academic IEP goals and objectives by students with disabilities.
3. Other testing measures deemed, by the superintendent or designee, to be comparable with PSSA.

The superintendent shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

The Board may permit an identified student with a disability, whose IEP team has deemed it appropriate, to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services.

Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.

Requirements for a high school diploma shall be annually published and distributed in the student handbook.

In the event that a student has completed the necessary coursework, projects, and all other requirements for high school graduation prior to that student's year or semester of scheduled graduation from high school, the student may be graduated from high school at the recommendation of the Superintendent and the approval of the Board.

Students who graduate earlier than their scheduled graduation may have a separate commencement event or may participate in the scheduled commencement with their classmates.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.

Graduation requirements approved by the East Stroudsburg Area School District Board of Education require that students begin earning credits for graduation in grade 9. Some students may earn credit towards graduation during their eighth grade year by taking specific courses (i.e. Algebra I, Foreign Language).

NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN COMMENCEMENT PRACTICE UNTIL ALL FINANCIAL AND DISCIPLINARY OBLIGATIONS ARE MET. ONLY STUDENTS WHO COMPLETE ALL ACADEMIC REQUIREMENTS PRIOR TO THE GRADUATION DATE WILL BE ELIGIBLE TO PARTICIPATE IN THE GRADUATION CEREMONY.

218.1. WEAPONS

The Board recognizes the importance of safe and secure schools to provide students, teachers and staff members with an opportunity to go about daily activity in a positive atmosphere. The Board will endeavor to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during or after school hours for all district students, all professional and non-certificated district employees and all legitimate visitors to the school district, pursuant to law.

Weapon is defined as an instrument of any type which can be used to cause harm to an individual. While not all-inclusive, a weapon shall include any firearm, handgun, rifles, shotgun, spring gun, air gun, sling shot, bludgeon or club, metal or artificial knuckles, cutting instrument, knife, pocketknife, sword, machete, cutting tool, munchkin, pellet gun; nightstick, ax handle, any explosive device, ammunition, dangerous chemical, razor, any other tool, instrument or implement capable of inflicting serious bodily injury; or an instrument which, in the judgment of the administration, could be used as a weapon or mistaken for one. An imitation or replica of any of the foregoing may be considered a weapon.

Any instrument, tool, implement, or substance while being used by a student participating in an educational and/or vocational process or program approved by a school, as determined by a(n) administrator, teacher and/or other Board-authorized adult supervisor, will not be defined as a weapon as long as that instrument, tool or implement is being used for its educationally and/or vocationally defined purpose.

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

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

Any student bringing a weapon onto, or possessing a weapon on, any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity, shall be subject to a pre-expulsion hearing before the Superintendent or designee. Such student will be suspended from school for a period of ten (10) school days, and such suspension may be continued pending an expulsion hearing before the Board or a committee of the Board in the event that it is determined by the Superintendent or his/her designee that the student's presence in his/her normal class assignment would constitute a threat to the health, safety, morals or welfare of others and it is possible to hold a formal hearing within the ten (10) day initial suspension period.

In the event that it is determined by the Board or a committee of the Board that a student has brought a weapon onto, or has possessed a weapon on, any school property, at any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity, such student shall be expelled for a period of not less than one (1) year; provided that the Superintendent may recommend a modification of this expulsion requirement on a case-by-case basis.

A student will be considered as being in possession of a weapon under this policy if the weapon is found on the person of the student or if it is determined to be under his/her control.

Violations of this policy will be reported to the police or other law enforcement agency.

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

Any professional staff member or other school employee who has reason to believe that a student is in possession of and/or is transporting and/or transmitting a weapon or look-alike weapon, shall immediately inform the school principal or designee who will conduct the complete investigation. Upon investigation and/or confiscation of any weapon and/or look-alike, the school principal or designee may immediately notify and/or summon:

1. The local police.
2. The East Stroudsburg Area School District Security Department.
3. The Superintendent.
4. The parent(s)/guardian(s) of any and all students involved in the accident.

Upon determining that a reasonable suspicion of possession of a weapon exists, and in an effort to preserve a safe school environment, the school principal or designee may request that the student(s) involved volunteer to be searched, or to have his/her locker, clothing, bookbag(s), vehicle and/or other property searched by a school official, in the presence of a witness. Should the student refuse or resist such a search, verbally and/or physically, the school principal or designee may continue with the search to protect the well-being and safety of the school population under the doctrine of in loco parentis. The parent(s)/guardian(s) is/are to be notified as soon as possible.

The school principal will cooperate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel, as necessary. The Superintendent, subject to confidentiality and due process requirements, may inform the Board of an incident as soon as measures have been taken to eliminate any immediate danger associated with such incident.

The school principal will coordinate with the informal hearing procedures which pertain to the investigation, securing information, such as witness' statements and anecdotal records substantiating the alleged violation.

The school principal will assist in the informational and notification requirements for the pre-expulsion hearing before the Superintendent and for the recommendation before the Board for expulsion in accordance with the Pennsylvania School Code.

If a student is expelled for a violation of this policy, the Superintendent and/or Board may require, as a condition of readmission, that the student provide acceptable proof, whether in the form of a psychiatric/psychological report or otherwise, that s/he does not pose a risk of harm to himself/herself and/or others.

A student who is suspended and/or expelled for violating this policy, upon return to school, shall be subject to random searches.

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

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

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

The school principal shall inform all students of this policy and the consequences for violation of this policy as well as their personal responsibility to guard the health, safety and welfare of the school community, and to protect school property.

Information within this policy is to be given to students within the first three (3) days of the beginning day of each school year. New students shall be informed of this policy upon application for admission. Reminders of this policy are to be provided to students periodically throughout the school year.

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

Weapons under the control of law enforcement personnel are permitted.

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

Transfer Students

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

218.2. TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, staff and community. In a continuing effort to provide a safe and secure environment within school buildings, on school property, on school buses, at any school activity, event or function before, during or after school hours for all school district students, all professional and non-certificated school district employees and all legitimate visitors to the school district, pursuant to law, the Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

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

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, or to cause evacuation of a building, place of assembly or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person.

The Board directs the Superintendent to react promptly and appropriately to information or knowledge concerning a possible or actual terroristic threat or act. The Superintendent shall be responsible for developing administrative procedures to implement this policy. Written site-specific procedures and guidelines will be developed at the building level, under the auspices of the school principal, and will be available in each site's administrative offices.

Staff members and students shall be responsible for immediately informing the school principal or designee regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The school principal shall immediately inform the Superintendent upon receiving a report of such a threat or act.

Where an investigation conducted by the school principal indicates a reasonable suspicion that the commission of such (an) act(s) has occurred, the following guidelines shall be applied:

1. In an effort to preserve a safe school environment, the student involved in the commission of the threat/act may be requested to participate in a voluntary search by the school principal, in the presence of a witness. Such a search could include the student's locker, clothing, bookbag(s), vehicle, or other property. Should the student object to being searched, either verbally or physically, the school principal will continue with the search out of concern for the well being and safety of the school population under the doctrine of in loco parentis.
2. The school principal shall immediately suspend the student.
3. The student's parent(s)/guardian(s) are to be notified as soon as possible.
4. The school principal shall promptly report the incident to the Superintendent.
5. The parent(s)/guardian(s) of any and all students involved in the accident should be notified.
6. Based on the results of the investigation, the Superintendent may report the student to law enforcement officials.
7. The school principal will coordinate the informal hearing procedures that pertain to the investigation and charges, securing written statements that include witness statements and anecdotal records substantiating or refuting the charges.
8. The school principal will cooperate with the Superintendent in the development of a public statement as well as determining the most effective method of informing school personnel, should there be such a need.

9. A pre-expulsion hearing, if deemed necessary, shall be convened before the Superintendent, who may recommend expulsion of the student to the Board.
10. As is appropriate, the school principal will assist in the informative and notification requirements for the pre-expulsion hearing before the Superintendent and recommendation before the Board for expulsion or other disciplinary action in accordance with the Pennsylvania School Code and Department of Education regulations or guidelines.
11. Any student who physically assaults a staff member during an investigation or otherwise will be immediately excluded from school and scheduled for a pre-expulsion hearing.
12. An elementary school student (K-5) who is found to have violated this policy shall be subject to disciplinary action up to and including expulsion from the school district. The age of the student and the nature of the violation may be considered in determining appropriate disciplinary action.
13. If a student is expelled for making terroristic threats or committing terroristic acts, the Superintendent and/or Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to himself/herself or to others.
14. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.
15. In the case of exceptional students, the school district will take all steps Sec. 1400 et seq necessary to comply with the Individuals with Disabilities Education Act, Board policy, and applicable laws and regulations.

218.3. GANGS

The Board recognizes that a school campus is a place that requires appropriate rules and regulations to ensure a safe and healthy environment which is conducive to learning for all students. All persons shall be aware and knowledgeable of the conduct and expectations upon which this school district operates.

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited.

Under authority in the School Code, the Board will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion. School district building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

“Gang” Defined: For the purposes this policy, the term “gang” means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

“Gang Activity” Defined: The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the school district, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the school district’s educational programs. “Gang activity” is, therefore, strictly prohibited.

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of: bodily injury or physical harm; substantially disrupting the school’s education programs; and/or substantially interfering with the educational rights of other students and are, therefore, strictly prohibited. .

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Any student charged with gang activities or affiliations may be required to sign a negotiated Gang/Behavior Contract between the student, parent and administrator before s/he will be allowed to return to the school s/he attends.

The building administrators of all school district facilities shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parents/guardians.
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parents/Guardians will be notified of the school's concerns.
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students and parents/guardians are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions:
 - a. Gang membership activities:

- 1) Minimum: Short-term suspension.
 - 2) Maximum: Expulsion.
- b. Claimed gang membership for the purpose of intimidation:
- 1) Minimum: Short-term suspension.
 - 2) Maximum: Expulsion.
7. Any student suspended for gang activities and/or affiliation be required as appropriate to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator before the student will be re-admitted to school upon serving the assigned disciplinary consequence.
 8. Building administrators have the authority to reduce a long-term suspension to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
 9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations

The Board delegates the Superintendent or designee to promote membership in authorized school groups and activities as an alternative to students at risk.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the Superintendent will involve and inform the police in each of the communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The school district will further immediately involve parents, courts and such other agencies, as is appropriate, to abolish gang activities and promote prevention and intervention programs.

This policy is to be interpreted and applied by the school district administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

No. 221. DRESS AND GROOMING POLICY

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.

The Board has the authority to impose limitations on students' dress in school.

The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The Board authorizes the school principal or designee to monitor student dress and grooming, and to enforce Board Policy and school rules prohibiting student dress or grooming practices.

At no time, shall students dress or groom themselves in a manner which could:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

The Superintendent shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

The Superintendent shall have the right to question and regulate any mode of dress/jewelry/hairstyle that is beyond current community/school-accepted standards or in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extra-curricular activities such as band, football, etc.

School district officials will not make school-wide policies limiting the length or style of hair, but they may require changes in either style or length on an individual basis if they can show sufficient justification. An example of such justification would be that a student's hair or dress is a health and/or safety hazard and/or disruptive to the educational process.

The following are specifics to be followed regarding student dress and grooming in the school district.

Photo Identification

Students in grades 9 through 12 must wear and visibly exhibit in the front of his/her outer garment between the shoulders and the waist, their current district issued photo identification while on school property, unless specifically granted exemption for religious reasons submitted in writing to and approved by the school administration. Students exempted for religious reasons will be issued a non-photo identification badge which must be visibly worn while on school property as set

forth above.

Tops/Pants/Skirts/Skort

1. Torn, frayed or ripped clothing is not permitted.
2. Spandex, Lycra, stretch, form fit or skin-tight outfits of any type or material are not permitted unless accompanying clothing covers the hips, buttocks and chest in an appropriate manner.
3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
4. See-through garments are prohibited. Undergarments will not be exposed in any way.
5. Tops will not be "low-cut" or exposing, including cleavage. Bare midriffs and bare backs are not permitted. Tops must be long enough to tuck in.
6. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts
 - b. Spaghetti strap/halter/mesh tops
 - c. See-through blouses or shirts
 - d. Tube tops/crop tops
 - e. Pajamas or slippers
 - f. Micro-mini skirts, dresses and shorts
 - g. Wallet or waist chains
 - h. Headwear
 - i. Leather or chain neckwear.
7. Coats, jackets and/or garments designed for protection from the outside weather are not to be worn in school.

Any school within the school district may decide to prohibit the wearing of shorts in the school setting. Parents/Guardians and students will be notified of the institution or adoption of such a building-specific policy.

1. Pants, shorts, and skorts must be secure and worn no lower than the hip. Low riding/sag style garments are not permitted. Pants must fit at the waist and crotch.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skorts and slits in skirts must extend to the bottom of the fingertips with arms fully extended.
5. Cut-offs of any type are not permitted.

Offensive Dress

Clothing, patches, buttons, pins, jewelry, and/or backpacks are not permitted if they:

1. Have sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocate violence, hate, intolerance or racism.
3. Advertise and/or promote the use of tobacco, alcohol and/or drugs.
4. Have double-meaning wording, obscene language, or sends an "anti-snitch" message.
5. Are disrespectful.
6. Suggest gang affiliation or activities.

A tattoo must be covered if it:

1. Has sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocates violence, hate, intolerance or racism.
3. Advertises and/or promotes the use of tobacco, alcohol and/or drugs.
4. Has double-meaning wording, obscene language, or sends an "anti-snitch" message.
5. Is disrespectful.
6. Suggests gang affiliation or activities.

Footwear

1. Some sort of shoe or footwear must be worn at all times.
2. Any shoe or footwear that poses a safety hazard is not permitted.

Jewelry

Spiked jewelry, chains, and/or any jewelry that could be deemed offensive, be considered disruptive to the academic process, suggest gang affiliation or cause injury and/or constitute a safety hazard to the student or others are not permitted.

Headwear

Headwear, including hats, caps, bandanas, kerchiefs, sunglasses, visors, and/or sweatbands are not permitted to be worn in school.

Health And Hygiene

1. Any apparel that is judged to be unhealthy and/or unsanitary (e.g., clothing is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

Disciplinary Consequences

Students violating this policy shall be subject to the following minimum disciplinary consequences:

1. **FIRST OFFENSE:** At the discretion of the school principal, the student will be retained in the school office or placed in In-School Suspension until the student/parent/guardian provides a proper change of clothing.
2. **SECOND OFFENSE:** At the discretion of the school principal, the student will be retained in the school office or placed in In-School Suspension until the student/parent/guardian provides a proper change of clothing. Parents/Guardians will be notified in writing of the school's concern.
3. **THIRD OFFENSE:** Student will be retained in the office or placed in In-School Suspension until the parent/guardian provides a proper change of clothing. In the event that a parent/guardian cannot be reached on the day of the violation, the parent/guardian may be asked to accompany the student to school to meet with the school principal prior to the student's return to the classroom.

Student will receive a one-day In-School Suspension. Parents/Guardians will be notified in writing of the disciplinary consequences.

1. At the discretion of the school principal, all subsequent violations may result in In-School Suspension, loss of privileges, or Out-of-School Suspension.
2. Repeat or serious violations may result in referral to the Board for possible expulsion.

Students violating this policy in a manner considered to be gang-related can also be in violation of Board Policy No. 218.3 and receive applicable consequences.

If possible, the student may exchange restricted clothing for clothing provided by the school.

A dress code is a dynamic document. Administrative discretion may be used to determine appropriate attire in the school setting. Students and parents/guardians shall be notified of any change in policy. Solutions to situations not specifically covered herein are the responsibility of building-level administrators.

Appropriate decisions will be made based on the Board policy. Students and parents/guardians are expected to exercise careful judgment in the selection of appropriate attire for school.

222. TOBACCO USE

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

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

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

The Board prohibits tobacco use and possession by students at school sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent shall annually notify students, parents and staff about the school districts tobacco use policy.

The Superintendent shall develop procedures to implement this policy.

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

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

226.1. AUDIO AND VIDEO SURVEILLANCE

One of the goals of the Board is to discourage misconduct, maintain safety and order on school property and in school vehicles, and protect and maintain the security, safety, and property of students and others.

The Board has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and school district rules, regulations and policies.

The use of surveillance systems shall be under the direction of the Superintendent.

Tape or other recordings from surveillance equipment shall become and remain the property of the school district and shall be maintained, used and/or destroyed under the supervision, direction, and control of school officials. Recordings shall be subject to other applicable policies of the school district, including policies concerning confidentiality of student and personnel records, and shall be subject to applicable requirements of state and federal law.

The school district shall provide proper notice to students and others that audio and/or video surveillance may occur on any school property or transportation vehicle at any time. The school district shall post written notice and provide notice in school district handbooks and parent/district newsletters.

Audio and/or video surveillance shall be used only to promote the order, safety, security, and property of students, staff and others. Recordings may be used for review of any incidents, staff and others, as evidence for disciplinary action and may be released to law enforcement officials or legal counsel for the school district for use in criminal or civil proceedings.

Students are prohibited from making any audible/audio/visual/video recording of any occurrence within the school setting unless granted permission to do so in writing by the principal or his/her designee.

226.2. USE OF METAL DETECTORS

In view of the escalating presence of weapons in schools across the nation and locally, the use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique to enhance campus security. No student, teacher, other staff member or members of the public should be subject to the dangers inherent in a firearm, knife or other potentially dangerous object carried onto the campus by another person.

This policy sets forth certain guidelines for the use of metal detectors. The Superintendent shall direct the procedures to be used.

Metal detectors may be of the stationary walk-through or hand-held type.

Random Use

Metal detectors may be used at random at times to be determined by the school principal.

Notice Of Use Of Metal Detectors

All persons entering a school of the school district may be required to submit to a metal detector test.

Avoidance Of Detection Process

When a detector is in use at a particular location and a person attempts to avoid using that location, it shall be considered sufficient cause to immediately detain and search the person.

Refusal Of Detection Process

A person's failure or refusal to permit a metal detector check as provided for in this policy will be considered grounds for disciplinary action, including possible expulsion.

Selective Use Of Detector

Random use of a metal detector pursuant to this policy shall not be considered a search governed by other policies of this Board relating to search of students and other persons. However, if a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon, s/he may conduct a search of a person and personal effects.

No Obligation To Use

Nothing in this policy requires the use of a metal detector.

227. CONTROLLED SUBSTANCES

The Board, administration, and staff believe in the individual value and potential of each member of the school community. The Board recognizes that chemical abuse and dependency impair the ability of individuals to develop their full potential. The Board also recognizes that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and school district goals. This policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives. It is also the school district's belief that chemical dependency is a treatable illness.

For purposes of this policy, the following definitions shall apply:

1. **Assessment** – An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency; assessment can be done at the agency or at school.
2. **Confiscation** – The search for and/or seizure of any drug/alcohol or mood-altering substance by school employees.
3. **Cooperative Behavior** – The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.
4. **Distributing** – Delivering, selling, passing, sharing or giving any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another to aid therein.
5. **Drug/Alcohol And Mood-Altering Substance** – Any alcohol or malt beverage, and drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include, but are not limited to, beer, liquor, marijuana, hashish, chemical solvents, glue, "look alike" substances, and any capsule or pill not registered with the school nurse,

annotated within the student's health record and then given in accordance with the school district's policy for the administration of medication to students in school.

6. **Drug Paraphernalia** – Any utensil or item which, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
7. **Possession** – The act of holding on one's person or among one's possessions, or under one's control, without any attempt to distribute any alcohol, drug, or mood-altering substance, as defined by this policy.
8. **School Property** – Includes buildings, facilities and grounds on the school campus, any facility used for a school function, school bus stop, school parking areas, and routes traveled to and from school by any means.
9. **School-Sponsored Activity** – Any activity which the school district has approved, either during or after school hours.
10. **S.A.F.E Team** – A multi-disciplinary team (MDT) composed of school personnel, teachers, administrators, nurse, and counselors, which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process of students, thus providing student assistance services.
11. **Uncooperative Behavior** – Resistance or refusal either verbal, physical or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

The Board has as its purpose the education of the students within the school district according to the standards set down by the Commonwealth of Pennsylvania. The school district's primary concern is for the well-being of the students. However, the school district also has a responsibility to comply with state law. Therefore, school district policy shall be one of extending student assistance services to students through our S.A.F.E. team while complying with state laws for the protection of all students and staff.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school sponsored event.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent, unless the best interests of the student can be served only by such release.

The Superintendent shall prepare rules for the identification, amelioration and control of substance abuse in the schools which:

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

Incidents of possession, use, distribution and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year and other governmental body as is required.

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

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

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania shall notify the proper school personnel as designated by the school principal who will ensure that all appropriate means of action and service are implemented.

Anabolic Steroids

The use of anabolic steroids, Human Growth Hormone (HGH), and other performance enhancing substances by all students is prohibited, and is considered a violation of this policy, and shall result in disciplinary consequences as per the Code of Conduct and No. 227-AR. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids. Education regarding the dangers of anabolic steroids shall be provided in applicable school district drug and alcohol programs.

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of anabolic steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized

possession, purchase, or sale of anabolic steroids could subject them to suspension, expulsion and/or criminal prosecution.

The Superintendent shall cause the prescription, implementation and enforcement of rules and regulations to prohibit the use of anabolic steroids by any student, except for a valid medical purpose, which shall not include body building and/or muscle enhancement. by any student. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other school district drug and alcohol programs.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchase, or sale of anabolic steroids could subject them to suspension, expulsion and/or criminal prosecution.

Consequences for Policy Violation

All students are subject to the penalties prescribed for drug and alcohol use controlled substances. Students will be informed annually of such penalties, rules and regulations. Appropriate disciplinary action will consider variables such as extent of involvement, age, previous behavior and other relevant information. Students who participate in school-related athletics and violate these rules and regulations, including the prohibition of anabolic steroids, are further subject to: Disciplinary consequences shall be outlined in the school Code of Conduct as per, No. 227-AR.

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

227.1 VOLUNTARY STUDENT DRUG AND ALCOHOL TESTING

A student under age 18 with parental consent, or a student age 18 or older, may choose to participate in voluntary drug and/or alcohol testing to be conducted under the auspices of the school district.

1. The school district recognizes that drugs and/or alcohol, have a serious and deleterious effect on student performance and that continued or long-term usage of these substances can affect the user academically, physically and emotionally. It is not the intention of this policy to penalize a student who is taking a medication prescribed by a licensed physician for treatment of a physical or mental condition.
2. The school district wishes to provide a legitimate reason for students to refuse to consume or use drugs and/or alcohol and to provide assistance for those who have a problem with those substances.
3. The purpose of this policy is not to punish students. It is not the intention of this policy to authorize school district officials to report test results to law enforcement, or any officials outside the school district, without a subpoena (which the school district will not initiate), unless the student violates other policies, such as bringing prohibited substances or paraphernalia onto school property, being under the influence of prohibited substances while on school property or while participating in school events or activities or aiding in the procurement of prohibited substances while on school property or while participating in school events.

Drug – Any substance considered illegal or controlled by the Commonwealth of Pennsylvania, the United States Government, The Food and Drug Administration, the Drug Enforcement Administration (DEA); or any controlled substance which has as one of its effects, the enhancement of athletic performance, including but not limited to steroids. For purposes of this policy, the definition includes the use of tobacco products, which are prohibited by the school district for all students. This policy includes beer, wine, and/or liquor and any substance containing ethyl alcohol to the extent that it can impair judgment or function if taken in sufficient quantities.

Student – Any student choosing to participate in voluntary testing lieu of suspension or expulsion and under the controlled jurisdiction of the school district.

Vendor – The medical office or company selected by the Board to carry out the policy and procedure.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

GC/MS – Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Random Testing

Testing will be done without prior warning to the student. The dates of testing and the test to be performed shall be determined by the school district in its sole discretion, and may be performed at any time during the school year for the duration agreed upon by the student or parent(s)/guardian(s) and the school district. Testing shall only be performed by the vendor contracted by the school district.

All costs of collection, testing, and interpretation shall be paid by the school district unless other agreements are made for the student or parent(s)/guardian(s) to incur such costs.

All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GS/MS) confirmatory test. Laboratory results shall be sent directly to a Medical Review Officer (a licensed physician to review and analyze the test results). The MRO shall then notify the Superintendent of the results of the testing by providing a copy of the laboratory results. Any test results shall result in a letter

being sent to the student and parent(s)/guardian(s). In addition, the student and parent(s)/guardian(s) shall receive referral information which shall include in-patient, out-patient and community-based drug and alcohol treatment programs.

The parent(s)/guardian(s) and/or the student shall be given an opportunity to respond to the test results. Unless some objective evidence proves that the test results were erroneous (or were due to properly prescribed and administered prescription medication), then sanctions, including any suspension or expulsion which has been imposed being reinstated for the full term thereof or the institution of suspension, expulsion or other available disciplinary proceedings based upon the original infraction resulting in the voluntary drug testing of the student, will apply. Confidentiality shall be maintained with regard to any positive test results. Test results shall be maintained by the school district for such period or duration as shall be set forth in the consent. Furthermore, if a school official or other representative of the school district witnesses a student in possession of drugs or using drugs, these observations shall provide a valid basis for the school district to charge the student with policy violations.

Consent

Prior to any student being permitted to participate in voluntary drug and alcohol testing in lieu of suspension or expulsion, the student and his/her parent(s)/guardian(s) must sign a consent form agreeing for the student to participate in drug testing at any time during the school year. For such period or duration as shall be set forth in the consent. Nothing in this policy shall curtail or render ineffective any other existing policy of this school district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities.

If a student does not comply with testing procedures, then the student will be considered to have violated any agreements made regarding voluntary student drug and/or alcohol testing. Any such violation may result in any suspension or expulsion, which has been imposed, being reinstated for the full term thereof or in the institution of suspension, expulsion or other available disciplinary proceedings based upon the original infraction or misconduct and/or any subsequent infractions, misconduct or violations.

247. HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endangering the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or school district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or school district employee shall permit, condone or tolerate any form of hazing.

The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

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

Willing participation in hazing activities is strictly prohibited and those students identified as willing participants may be subject to disciplinary consequences.

School district administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and school district employees shall be alert to incidents of hazing and shall report such conduct to the school principal.

The school district shall annually inform students, parents, coaches, sponsors, volunteers and school district staff that hazing of school district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, or posting of notice/signs.

Complaint Procedure

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

4. If the investigation results in a substantiated finding of hazing, the school principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

248. UNLAWFUL HARASSMENT

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

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

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

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

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

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

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

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

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

Disability harassment consists of intimidation and/or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities from school district programming through such things as verbal acts and name calling, nonverbal behavior - such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. A hostile environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from school district programming.

Examples of disability harassment include but are not limited to repeated remarks, negative in nature and made aloud in the school setting, regarding a student's disability and resulting in the harassed student having difficulty performing assigned educational tasks and/or causing a significant decline in his/her grades; physically impeding a disabled student's ability to function in the classroom setting; subjecting a student to inappropriate physical restraint resulting from conduct related to his/her disability, with the result that the student tries to avoid attending school on a regular, punctual basis; repeatedly denying a disabled student with access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability; repeatedly belittling and/or criticizing a student with a disability for using accommodations in the school setting, with the result that the student becomes discouraged and has difficulty performing in a manner commensurate with his/her ability; continual taunting and/or belittling of a disabled student in a manner that focuses upon his/her disability, resulting in limited participation in the educational process.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the school district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer. (Superintendent, P.O. Box 298, East Stroudsburg, PA 18301, 570-424-8500).

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

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

Each student shall be responsible to respect the rights of their fellow students and school district employees and to ensure an atmosphere free from all forms of unlawful harassment.

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

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the school principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 - Reporting

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

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

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

The complainant or reporting employee is encouraged to use the report form available from the school principal, but oral complaints shall be acceptable. Oral complaints will be transcribed and must be signed by the complainant.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the school principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the school principal to investigate the complaint, unless the school principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

Step 3 – Investigative Report

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

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

Step 4 – District Action

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

Disciplinary actions shall be consistent with the school code of conduct, Board policies and school district procedures, applicable collective bargaining agreements, and state and federal laws.

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

Appeal Procedure

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

249. BULLYING

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

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

The Board prohibits all forms of bullying by district students.

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

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

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

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

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

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

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

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

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

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

Education

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

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. Referral to law enforcement officials

815. ACCEPTABLE USE OF TECHNOLOGY RESOURCES & 815.1. WEB AUTHORING

The East Stroudsburg Area School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology Policy, # 815, ("Acceptable Use Policy") includes important requirements for you to know as you use the Internet, computers, networks, electronic systems, software, information, and technology devices. The Acceptable Use Policy requirements are in effect any time School District resources are accessed, whether on School District property or elsewhere when you are under the custody and/or control of the School District, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, whether at home, or through another Internet Service Provider, and if relevant, when you use your own technology, computers, and/or devices.

The Acceptable Use Policy is always available in an electronic format on the School District's web site at <http://www.esasd.net/>, click on policies and select #815 (<http://moodle.esasd.net/moodle/mod/resource/view.php?id=14788>), provided in paper format in the School District's Policy Manual located in the main office of each school, or at the district administration building and a copy of the Acceptable Use Policy will have been given to you. **The Acceptable Use Policy is fully incorporated into this Student Handbook as if it were stated here in its entirety.**

Someone from the School District will have reviewed the Acceptable Use Policy with you, and you will have been given the opportunity to obtain information from the School District and from your parent(s) about anything that you do not understand. If you have any further questions it is your responsibility to access the Acceptable Use Policy, and/or ask your teacher, principal, and/or your parents.

You must sign an Acknowledgement Form stating that you received, read, understand, and will comply with the Acceptable Use Policy. If you violate the Acceptable Use Policy you will be subject to the consequences provided in the Acceptable Use Policy, the additional School District policies, including the School District's discipline policy and Code of Student Conduct. Additionally, the School District will cooperate with Internet Service Provider, local, state, and federal officials to the extent required by law.

If for any reason you do not receive a copy of the Acceptable Use Policy and the Acknowledgement Form it is your responsibility to ask your teacher or building principal for copies.

~~The East Stroudsburg Area School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, Information, and Technology Policy, # 815, ("Acceptable Use Policy") includes important requirements for you to know as you use the Internet, computers, networks, electronic systems, software, information, and technology devices. The Acceptable Use Policy requirements are in effect any time School District resources are accessed, whether on School District property or elsewhere when you are under the custody and/or control of the School District, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, whether at home, or through another Internet Service Provider, and if relevant, when you use your own technology, computers, and/or devices.~~

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Appendix A-Code of Conduct

Included Offenses Type I	Cumulative Consequences	Person(s) Responsible	Time Frame
1. Classroom disruptions	1 st – documented verbal warning	1 st – teacher	1 st – immediate
2. Cafeteria violations	2 nd – class consequence (e.g., seat change)	2 nd – teacher	
3. Disrupting school events*		3 rd – teacher	2 nd , 3 rd , and 4 th – parent notification at least 24 hours prior to any detention(s)
4. Gum chewing	3 rd – after school detention		
5. Possession of electronics <u>(excluding cell phones-see page 21 for disciplinary consequences)</u>	4 th – two (2) after school detentions	4 th – teacher	5 th and subsequent – parent phone call and/or letter
6. Possession of food/drink/glass	5 th – in-school (internal) suspension(s)	5 th or more – administration <u>administrative discretion</u>	

7. Horseplay*
8. Tardy to class
9. Pass abuse/loitering*
10. Public displays of affection*
11. Violation of Board Policy No. 220 regarding student expression
12. Any other offense deemed to be TYPE I by administration

NOTE: Some offenses carry a loss of certain privileges as well.

* These offenses will begin at detention without warnings.

Included Offenses Type II	Cumulative Consequences	Person(s) Responsible	Time Frame
1. Class cutting or cutting detention			
2. Defacing school property			
3. Dishonesty and/or uncooperative behavior	Administrative discretion including: Internal, external suspension(s), parent conference, police referral, implementation of board policy.	Administration	Parent phone call within 24 hours. Referral/letter mailed to parents.
4. Forgery*			
5. Cheating* (Student receives a “0” for all or part of the assignment)			
6. Plagiarism* (Student receives a “0” for all or part of the assignment)			
7. Instigating a fight or verbal altercation			
8. Leaving class/building without permission			
9. Profanity toward students			
10. Projectiles			
11. Repeated unexcused tardiness to school			
12. Serious violation of Board Policy No. 220 regarding student expression			
13. Repeated TYPE I offenses			
14. Any other offense deemed to be TYPE II by administration			

NOTE: Some offenses carry a loss of certain privileges as well.

*Cheating is defined as the willful giving or receiving of unauthorized aid on tests, exams, reports, term papers, homework or other school/course related assignments. Plagiarism is defined as the willful use of others’ ideas or words without attribution. The teacher will hold a conference with the student and counselor to determine if plagiarism, or a mistake in format, was made. Forgery is willfully making or altering a document that is fraudulent.

Included Offenses	Cumulative Consequences	Person(s) Responsible	Time Frame
Type III			
1. Arson			
2. Aggressive posturing			
3. Assault and/or battery			
4. Bomb threats			
5. Cutting or disrupting ISS			
6. Disorderly conduct			
7. Board Policy No. 227 violations, including OTC or look-alike drugs			
8. Extortion			
9. False fire alarm			
10. Fighting			
11. Bullying			
12. Harassment (sexual/racial/ verbal/physical)			
13. Creating hazardous situations			
14. Insubordination*			
15. Kidnapping			
16. Physical aggression			
17. Profanity to staff			
18. Promoting and/or advocating gang activities or affiliations (No. 218.3)			
19. Possession/use/transmittal of weapons including look-alike weapons			
20. Reckless endangerment			
21. Theft, possession, or sale of stolen property			
22. Sexual offenses, including pornography			
23. Smoking/possession of tobacco			
24. Threatening school employee/student			
25. Trespassing			
26. Vandalism			
27. Violation of acceptable use policy (No. 815) for technology resources			
28. Gambling			
29. Stealing or gaining access to a test or assignment (Student receives a "0" on the test or assignment)			
30. Severe violation of Board Policy No. 220 regarding student expression			
31. Repeated TYPE I or II offenses			
32. Any other offense deemed to be TYPE III by administration			

Administrative discretion including: External suspension(s), parent conference, police referral, implementation of board policy, and expulsion

Administration

Parent phone call within 24 hours. Referral/letter mailed to parents.

*Insubordination is defined as not submitting to authority; being disobedient to authority.

Final decisions regarding disciplinary consequences are at the discretion of administration for all consequences at all levels. Students who continually violate school policy and have exhausted the levels of discipline may be moved to a severe level of discipline, which may result in expulsion. On the severe level of discipline, all offenses will result in Out-of-School Suspension (OSS), regardless of severity. The severe level of discipline is structured as follows:

1 st offense of any type	2 nd offense of any type	3 rd offense of any type	4 th offense of any type	5 th offense of any type
One (1) day of OSS	Three (3) days of OSS	Five (5) days of OSS	Seven (7) days of OSS	Ten (10) days of OSS

Any offense of a severe nature may, at the discretion of the school principal and/or his/her designee, move the student to the any of the above steps.

NOTE: Students who receive any type of suspension (In-School or Out-of-School) will be prohibited from attending and/or participating in after-school activities for the duration of the suspension. However, students receiving In-School Suspension (ISS) will be required to attend any scheduled after-school detention. No student, during the time of Out-of-School Suspension (OSS), may attend or participate in any school activity.

**EAST STROUDSBURG AREA SCHOOL DISTRICT
APPENDIX B- SUMMARIZATION OF CONTROLLED SUBSTANCE ADMINISTRATIVE REGULATIONS (No. 227-AR)**

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE / REHABILITATION
1. A student is suspected of possible controlled substance use. There is no violation or physical evidence, but behavior and/ or performance indicators point to possibility of use.	The student is informed of available help and encouraged to seek assistance.	The staff member contacts the counselor, nurse or principal for assistance. Possible search of student, his/her locker, and other possessions by the principal or designee. Confiscation of substance, if found.	Limited to behavioral problems and/or performance indicators.	Not applicable (unless substance is found upon further investigation).	Not applicable (unless substance is found upon further investigation).	None, unless a search reveals evidence. Referral to the SAFE Team. If the search reveals evidence of violation, see appropriate situational category.
2. A student volunteers information about personal or a peer's controlled substance use and asks for help.	The student is informed of services available and encouraged to seek assistance.	A staff member may request advice from the drug & alcohol counselor, school counselor, nurse, or principal.	Only with the consent of the student, unless there is a clear and imminent danger.	Not applicable.	Not applicable.	None. Referral to the SAFE Team.
3. The student has a controlled substance-related medical emergency.	Standard first-aid procedures will be followed. The nurse will be summoned immediately. Student will be transported to medical facility.	The principal or designee will investigate the incident. This may include a search of the student, his/her locker, and other possessions.	Immediate notification of the incident in the case of a health problem or medical emergency.	Only in cases where the safety of the emergency victim or school population is at risk.	Analysis will be made. Any substance found will be provided to authorized medical personnel for identification and aid in treatment of the emergency.	Referral to the SAFE Team. If there is evidence of violation, see appropriate situational category.
4. A student possesses controlled substance-related paraphernalia. No readily discernable evidence of use.	Principal is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions will be searched by the principal or designee. Confiscation of substance and/or paraphernalia.	Yes.	Yes.	Analysis, if deemed warranted.	Referral to SAP team. Informal hearing. Ten (10) day out-of-school suspension. Must meet with drug and alcohol counselor for minimum of two (2) sessions. Pre-expulsion meeting and/or formal school board hearing for expulsion from school at the discretion of the Superintendent.

5. A student possesses, uses, or is under the influence of a controlled substance at a school-related activity on or off school property.	The chaperone will contact the group advisor or administrator. An anecdotal report of the incident will be written and submitted to the principal.	The student and his/her possessions are searched by the principal or designee. Confiscation of substance.	Yes.	Yes.	Analysis will be made for possible use in further proceedings.	The student will be sent home immediately at parental expense or detained until a parent can accompany the student. Further discipline as determined by the appropriate situational category will be administered following the principal's investigation.
6. A student possesses, uses, or is under the influence of a controlled substance. First offense.	Principal or designee is summoned. Staff writes anecdotal report.	The student, his/her locker, and other possessions are searched by the principal or designee. Confiscation of substance.	Yes.	Yes, requested to come to the principal's office immediately.	Analysis will be made for possible use in further proceedings.	Referral to SAFE Team. Informal hearing. Ten (10) day out-of-school suspension. Required assessment by a licensed controlled substance abuse facility within 10 days. Pre-expulsion meeting and/or a formal school board hearing for expulsion from school at the discretion of the Superintendent.
7. A student is caught again in possession, use, or under the influence of a controlled substance.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions are searched by the principal or designee. Confiscation of substance.	Yes.	Yes, requested to come to the principal's office immediately.	Analysis will be made for possible use in further proceedings.	Referral to SAFE Team. Informal hearing. Ten (10) day out-of-school suspension. Pre-expulsion meeting and/or a formal school board hearing for expulsion from school at the discretion of the Superintendent.
8. A student is distributing or in possession with intent to distribute a controlled substance.	Principal is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions are searched by the principal or designee. Confiscation of substance.	Yes, immediately, in order that they may take further action.	Yes, requested to come to the principal's office immediately.	Analysis for use in further proceedings will be requested.	Same as in Situational Category #6 or #7 at the discretion of the principal.

CONFIDENTIALITY: School personnel and members of the Board of Education shall maintain the confidentiality of incidents involving the possession, use or exchange of a controlled substance. Information shall be released only as indicated in this policy and in keeping with existing regulations and law.

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PARENT SIGNATURE PAGE – Page 81

Dear Parent(s)/Guardians(s) & Students:

You have read and understand all the rules and regulations of the 2010-2011 East Stroudsburg Area Senior High School Handbook containing the East Stroudsburg Area School District Policies 103, 113.2, 202, 202.1, 204.1, 204.3, 206, 207, 214, 217, 218.1, 218.2, 218.3, 221, 222, 226.1, 226.2, 227, 227.1, 247, 248, 249, 815.

The handbook, as well as each of these school district policies, contains important information that should be discussed with your child. We ask that you sign and return this page within the first two weeks of school to indicate that you have received and reviewed the above information with your child/children.

Sincerely,

Senior High School Principals

Michael Catrillo, Principal-East Stroudsburg High School South

Steven Zall, Principal-East Stroudsburg High School North

~~**I HAVE READ THE 2009-2010 EAST STROUDSBURG AREA SENIOR HIGH SCHOOL STUDENT PARENT HANDBOOK AND UNDERSTAND ALL THE RULES AND REGULATIONS.**~~

Student Name: _____
(Print)

(Signature)

Homeroom Teacher's Name: _____ **Grade:** _____

Parent's Name: _____
(Print)

(Signature)

Please make any comments below. Thank you.