

EAST STROUDSBURG AREA SCHOOL DISTRICT INTERMEDIATE SCHOOLS



STUDENT HANDBOOK 2010-2011

J. T. Lambert Intermediate
2000 Milford Road
East Stroudsburg PA 18301
Telephone: (570) 424-8430
Fax: (570) 476-0464

School Colors
Purple and White

Mascot
Cavalier

Building Administration
Mr. John Burrus, Principal
Mr. Eric Kerstetter, Asst. Principal
Mrs. Margaret Vitale, Asst. Principal

Lehman Intermediate
HC 12, Box 695
Dingmans Ferry, PA 18328
Telephone: (570) 588-4410
Fax: (570) 588-4411

School Colors
Carolina Blue, Silver, Black

Mascot
Timberwolf

Building Administration
Mr. Robert Dilliplane, Principal
Mrs. Joanne Bohrman, Asst. Principal

NOTE: The contents of this handbook can also be accessed online at www.esasd.net.

EAST STROUDSBURG AREA INTERMEDIATE SCHOOLS

Approved by:

Department of Education
Commonwealth of Pennsylvania

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~~Mrs. Sharon Laverdure, Assistant Superintendent for~~ Personnel & Special Projects
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Mr.s Patricia Bader, Business Manager ~~TBA~~
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~~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 INTERMEDIATE SCHOOLS

STUDENT-PARENT HANDBOOK

This booklet is designed to provide our students and their parent(s)/guardian(s) with pertinent school information and to answer some of the questions you may have regarding school life at the intermediate school level. Education is a shared responsibility of home and school. We trust that the information given will help your child make a successful adjustment to school experiences.

Further, although many School Board (Board) policies are mentioned throughout this handbook/agenda book, and some are actually printed in their entirety within, all Board policies are available to the public in school offices, in school libraries, on the school district website, as well as the East Stroudsburg Area School District Administration Center.

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!

SCHOOL HOURS

The school day for students at J.T. Lambert and Lehman Intermediate begins at 7:~~30~~20 a.m. and ends at 2:20 p.m. Students should arrive no earlier than 7:~~15~~0 a.m. The school building will not be open before 7:~~15~~0 a.m.; therefore, proper supervision will be unavailable until that time.

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.

DELAYED OPENING & EARLY DISMISSAL

On days that the opening of school is delayed due to inclement weather and/or other emergencies, students are **not** to arrive at the regularly scheduled time. Instead, the starting time, and subsequent student arrival, should be adjusted accordingly. For example, a 1-Hour Delay would move the starting time to 8:30 a.m. A 2-Hour Delay would move the starting time to 9:30 a.m. Students who arrive inordinately early are not the responsibility of the school and such cases may be reported to the appropriate agencies. School breakfast is not served when operating on a delayed opening schedule.

When school is dismissed early for any reason, all students must board their bus unless the parent is here at the time of dismissal.

Any child who is excused early from a **regular school day** must be picked up at the security desk by 2:00 p.m. Please notify the office **in writing** when an early

dismissal is necessary (i.e., doctor's appointment or family emergency). Students should submit the written notice to the office during a.m. homeroom to receive a pass for the dismissal. In the case of a medical appointment, written confirmation of the student's visit to the medical facility should be submitted upon his/her return to school.

PARENTAL EARLY DISMISSAL

If a student is to be dismissed during school hours, he/she must present a note to the main office prior to 1st period to receive a hall pass for dismissal. He/she must report to the security desk 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.

For your child's safety, we will request that you present picture identification at our security desk before picking your child up from school. See Board Policy No. 204.1 for more information.

UPON DISMISSAL

At the close of school, students are to report immediately to their assigned bus. Students are **not** allowed to remain on school grounds at the end of the school day unless they are under the direct supervision of a teacher. Loitering is strictly prohibited. Students may not walk to or from school without permission from the Principal. Failure to abide by these guidelines will result in disciplinary consequences.

Also, please note that on regular school days, we have no security after 5:00 p.m. for J.T.L. and Lehman. At this time, there will be no adult supervision. All students who have stayed for an after-school, supervised activity, unless otherwise stipulated by the coach or advisor, should be picked up no later than 5:00 p.m. for J.T. L. and Lehman. We truly thank those parents who are attentive in chauffeuring their children to and from after-school activities.

ABSENTEEISM/TARDINESS

~~When a student is absent from school, parents or the legal guardian should telephone the school secretary prior to 9:00 a.m. on the same day of the absence.~~ **Students are required by law to bring a written excuse signed by the parent or guardian upon returning to school after an absence.** An absence will be classified as unlawful if an excuse is not submitted within three (3) days after returning to school.

Excused absences are: illness; impassable roads; death in the immediate family; or an approved educational family trip or tour; quarantine; recovery from accident; required court attendance; weather so inclement as to endanger the health of the child; excused pursuant to a farm or

domestic service emergency permit; and/or exceptionally urgent reasons such as affect the child, but which ordinarily would not include work at home. All other absences are unexcused and unlawful; fines can be levied according to Pennsylvania laws. 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. Parents/Guardians and students are responsible for ensuring all missed assignments are completed. If a student is expected to be absent from school for two or more days, the parent/guardian may call the school office **before 9:00 a.m.** to request homework. Any student **NOT** in attendance at school due to illness, suspension, or exclusion **will not** be allowed to participate in after-school activities the day of absence from school.

Absence from school does not fulfill disciplinary obligations such as internal suspensions, bus suspensions and detentions. These will be rescheduled upon the student's return to school.

Students are expected to be in school at the regularly scheduled times. Students who are late to school must report directly to the security desk and sign in. It is the student's responsibility to collect and complete all academic work unfinished due to tardiness. Excessive tardiness may result in a lack of academic progress and could result in disciplinary action. It may also result in exclusion from after-school activities. Arriving at school after 10:45 a.m. without a legitimate excuse and/or evidence of extenuating circumstances may result in exclusion from after-school activities that day. Building administration will make the final determination as to the legitimacy of the student's tardiness.

ATTENDANCE

As per Board Policy No. 204, excessive absences are absences that exceed three (3) school days, excluding absences supported by acceptable written statements from a physician. Excessive absences will be established through the school's adherence to Pennsylvania School Code.

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

1. Student's first and last name;
2. Date of absence or tardiness;
3. Reason for absence or tardiness; and
4. Signature of parent(s)/guardian(s).

~~Such a~~ written ~~excuse statement~~ for ~~the legal~~ each absence of their child must be submitted by parents/guardians within three (3) days ~~from the date of~~ the absence or the child's return to school. (Forms are available at the school). Failure to provide such a written ~~excuse statement~~ can result in the absence being ~~declared unexcused and/or permanently recorded as~~ 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 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 such absence. Disciplinary consequences for such an absence will be assigned as per the school code of conduct. 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.

Repeated infractions of Board policy regarding attendance may warrant the imposition of disciplinary consequences, which could include the suspension 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.

WITHDRAWAL OF STUDENTS

The guidance office should be notified at least two (2) days in advance of a student's impending withdrawal. All

textbooks, library books, lunch payments, and fines must be cleared before transfer records are sent to another school.

TRANSFERS

Prior to moving from the East Stroudsburg Area School District, the parent(s)/guardian(s) must notify the office of the date of withdrawal, the new address, and the name of the new school district. A transfer card and immunization record are prepared and given to the student's parent(s)/guardian(s) for presentation to the new school.

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, completed and submitted. In each case, busing arrangements cannot be changed for any new address more than two (2) days prior to moving. Proof of the new residency must also be submitted as listed in Board Policy 202.

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 attendance 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 (3) types of substantiation that these conditions are 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 Office at (570) 424-8500 x1122.

EMERGENCY CLOSING OF SCHOOL

For snow delays or cancellations, turn to radio stations WSBG 93.5 FM, WVPO 840 AM, WODE 99.9 FM, WEEX 1230 AM or television stations Blue Ridge Cable Channel 13, WNEP TV-16 (Cable Channel 7), WBRE TV-28 (Cable Channel 8), WFMZ TV-69 (Cable Channel 4), and WYOU TV-22 (Cable Channel 2). Phone notification will also be made through our ConnectEd system. Please be sure to have current phone numbers and emergency contacts on file.

The Superintendent reserves the right to close the schools at any time during the school day due to inclement weather, a failure in the power and/or heating systems of the schools, or for other emergency situations. If so, announcements will be made immediately through the above media. All students will be sent home on their scheduled buses unless the parent is present at dismissal or has sent in a note indicating a different pick-up time.

ALL STUDENTS ARE EXPECTED TO HAVE A PREVIOUSLY CONCEIVED ALTERNATE PLAN OF ACTION IN CASE OF EARLY DISMISSAL. STUDENTS WILL NOT BE PERMITTED TO MAKE PHONE CALLS FROM THE SCHOOL'S OFFICE.

FAMILY EDUCATIONAL TRIPS AND 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 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 on 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 English, mathematics, science, reading and social studies. No approval on 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 the year;
2. During the administration of achievement tests or statewide assessment tests; and
3. During 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

school 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 schoolwork that is 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.

ACADEMIC PROGRESS

GRADING SYSTEM

The schoolwork of all students is to be evaluated by the faculty based upon the following grading system:

A = 90-99	O = Outstanding
B = 80-89	S = Satisfactory
C = 70-79	U = Unsatisfactory
D = 65-69	W = Withdrawn
F = 64-below	WP = Withdrawn Passing
	WF = Withdrawn Failing
	M = Medical Excuse
	IT = Insufficient Time
	I = Incomplete

A student's final grade in each subject is determined by adding the four marking period grades and dividing by four.

A student is retained if he/she has failed two or more major subjects. However, students failing two or three major subjects may exercise the option of attending summer school. Any student who has failed two subjects may gain promotion to the next grade if he/she attains a passing grade in at least one summer school course in the subject area in which a failing grade had been earned during the school year. Any student who has failed three subjects may gain promotion to the next grade if he/she attains a passing grade in at least two summer school courses in subject areas in which failing grades had been earned during the school year. Any student who fails more than three major subjects is automatically retained.

A student will not be promoted to the ninth grade if he/she fails the same major subject two years in succession. That student must take and pass that subject in summer school in order to gain promotion, even if it is his/her only subject failed.

Administration, in conjunction with guidance, will determine which subject(s) a student is scheduled for in summer school, if in fact summer school is offered at the school.

Any exceptions to the above retention policy will be decided upon by the school principal.

REPORT CARDS

Report cards are distributed at the end of each nine-week period for a total of four times per year.

A mid-term report is usually sent home at the middle of the first three nine-week marking periods if a student is failing, in danger of failing, has dropped two or more letter grades, or is showing improvement in a subject. If a new student enters our district in any marking period prior to mid-point reports being sent home, the teachers will give him/her a grade for the marking period.

HONOR ROLL (GRADES 6, 7, AND 8)

A student attains **High Honors** by having a marking period average of 92% or better with no grade lower than 80 or no "U" or "I" in any subject. All subjects will be weighted according to the number of times students meet in the 6 day cycle. For example, a class which meets days 1, 3, 5 will be weighted 1/2 of a class that meets days 1, 2, 3, 4, 5, 6.

A student attains **Honors** by having a marking period average of 86% or better with no grade lower than 80 or no "U" or "I" in any subject. All subjects will be weighted according to the number of times they meet in the cycle. For example, a class that meets days 1, 3, 5 will be weighted 1/2 of a class that meets days 1, 2, 3, 4, 5, 6.

Honor roll lists will be published in the local newspaper. Averages will be re-computed once an "I" is made up and a new grade is assigned.

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 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 6, 7 and 8

Test: PSSA (Pennsylvania System of School Assessment)

Purpose: To assess student progress in reading, writing and mathematics. Grade 8 students are also assessed in writing and science.

Grades 6, 7 and 8

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

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

FINANCIAL OBLIGATIONS

Students are expected to meet all financial obligations to the school. These obligations can include library fines, lost or damaged textbooks, manuals or library books, cafeteria charges, lost or damaged athletic equipment or assessed damage to school property. If a book is lost, the teacher will advise the student of the cost of the book. A replacement book will be issued only when the student presents a paid receipt from the guidance office. Any financial obligation must be paid by money order, certified check or cash.

HOMEWORK

Learning is important and should continue after school hours. Daily homework is not punishment, but rather a way to encourage and extend learning. The completion and quality of homework assignments can have an impact on a student's grade in the various subject areas.

Students are expected to complete all homework assignments on time. **Requests for homework for students who are ill for more than one day should be made prior to 9:00 a.m. on the second day of absence.** Homework may be picked up at the security desk after dismissal on the same day of the request. Failure to complete homework assignments may result in negative academic consequences at the discretion of the teacher/team.

Students should expect to have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide parents with an opportunity to see what students are studying and how well they are doing.

For more information, see Board Policy No. 130.

PARENT-SCHOOL COMMUNICATION

Report cards are issued four (4) times during the school year. They will indicate grades in all subjects and

attendance during each marking period. Parent conferences with individual teachers or teams will be scheduled after the first and second marking period, if deemed necessary, or may be scheduled at any time by contacting the child's team.

A Progress Report may be mailed midway through the first three marking periods to the parent/guardian of those students who demonstrate significant academic weakness or improvement. This will serve as a reminder that the student is in danger of failing a subject or has made significant progress.

For more information, see Board Policies No. 908 and No. 917.

PHONE CALLS

Emergency phone calls may be made in the main office, with office approval. Pay phones are not to be used by students during school hours unless authorized to do so by the main office. Students should have calling cards or necessary change to operate the pay phone after school hours.

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, CD players, iPods, walkman radios, headphones, video games, walkie-talkies, pagers, beepers, laser pens and pointers, lighters, food and drink in hall non-designated areas, 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 ~~in school district buildings, on school district property, and while students are attending school sponsored activities (7:20-2:20)~~ 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 during the school day.~~ Inappropriate use of communication devices, while on school district property (including school district buses) 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, the school**

district is not responsible for prohibited items which are lost, stolen, or damaged.

CELL PHONES

Students who possess a cell phone shall:

- not use or carry cell phones during school hours;
- keep the cell phone securely placed in school locker; and
- keep the cell phone turned off during school hours.

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.

CONFERENCE CALLING TIMES

~~Each team has set up a "calling time" each week to receive conference calls from parents. This will enable parents to check on student progress on a weekly basis by simply calling the school during the designated time for their child's team. This information will be given to your child during the first week of school.~~

SCHOOL VISITATION

The involvement by parents/guardians and other adults in school affairs and the lives of children is welcomed and encouraged. In order to ensure that your needs are met and enough time allotted, please schedule an appointment to meet with the building principal, assistant principal(s) and/or classroom teachers.

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.

- Visitors must register at the office of the school principal or other authorized area upon arrival.
- 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.

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.

CAFETERIA GUIDELINES

The school district, guided by Public Law 108-265, will offer only food and drink items that follow 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 Wellness Policy No. 246 and the accompanying Administrative Regulations 246-AR & 808-AR.

These are the ~~200910-201011~~ school year **breakfast** prices:

Intermediate Student Breakfast	\$ 1.350
Ala Carte Milk	\$.5045
Reduced Price Meal	\$.30

These are the 2009-2010 school year **lunch** prices:

Intermediate Student Lunch	\$ 2.250
Ala Carte Milk	\$.5045
Reduced Price Meals	\$.40

Prices are subject to change.

Students are given a personal P.I.N. number to access their accounts in the Computerized Debit System, which is used to purchase a lunch. Parents may deposit money in their child's account regardless of the child's status: free, reduced, or full pay. Cash or personal checks are accepted before classes in the morning or before the first lunch period. No monies will be accepted in the lunch line during the serving times. Printed envelopes are

available for your convenience and to insure monies are being credited to the student's account for lunch or a la carte items. Students may only charge two lunches. After two charges, students will receive a cheese sandwich or other alternate foodstuff and milk in place of a regular lunch. In addition to lunch, breakfast is served in the cafeteria on an optional basis.

The dining period is designed to provide a well- balanced and appealing meal, as well as give opportunities for socialization and relaxation.

1. The dining room is a place to eat. Students shall make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others. Each student is responsible for maintaining a clean area at which he/she eats.
2. Students are not permitted in the cafeteria during periods other than their assigned lunch period.
3. Disruptive students will receive the following:

- 1st Incident - Documented Verbal Warning
- 2nd Incident – 1 day of Lunch Isolation
- 3rd Incident - 3 days of Lunch Isolation
- 4th Incident – 5 days of Lunch Isolation
- 5th Incident - ISS/Administration Discretion
- 6th Incident - Parent Conference/External Suspension

Serious offenses (Type II, III) will be referred to the office and handled according to the school code of conduct, regardless of previous incidents.

LOCKERS

Hall lockers will be available to all students. Students will be assigned a locker. Students will be permitted to use their lockers before school, after school and at other designated times, provided the rules are followed.

Students are expected to keep their lockers neat and clean at all times. There will be occasional checks of lockers for cleanliness. Those lockers in need of repair must be reported to the main office. Students should not attempt to repair their own lockers.

Lockers should never be used to store valuable, personal items. Students may not bring their own padlocks and/or combination locks from home. Lockers are already equipped with combination locks for security.

All lockers are the property of the East Stroudsburg Area School District. Students shall have no expectation of privacy regarding their lockers. With reasonable suspicion, administration has the right to search locker contents at any time. Locker privileges may be revoked for disciplinary reasons.

A student will be responsible to know his/her own combination. A student may not move from his/her

assigned locker. Locker combinations may **not** be given out to anyone other than the person to whom the locker is assigned.

PHYSICAL EDUCATION

Physical Education is required for all students. It is department policy that students failing to participate or not appropriately prepared for class will receive a grade of zero for that day. In addition, a written assignment pertaining to health or physical education will be required for that class period. Students are not allowed make-ups. Appropriate attire for class is sneakers, shorts or sweats and t-shirt. The same clothing worn to school may not be used for physical education classes. Parent notes or phone calls will be accepted only once per marking period. Only notes by a physician will be accepted thereafter. Extended excused absences from the regular physical education program places a student in the adapted physical education program. The following are steps to be taken by teachers, parents and administration to ensure each student's success:

- 1st Unprepared - Grade of zero, written assignment
- 2nd Unprepared - As above, plus parental phone contact
- 3rd Unprepared - As above, plus one day after school detention
- 4th Unprepared - As above, plus involvement with Guidance Counselor (possible failing grade for semester)
- 5th Unprepared - As above, plus in-school suspension and mandatory meeting with student, parent, H.P.E. Teacher, guidance and Assistant Principal (earned failing grade for semester).

SCHOOL CODE OF CONDUCT

Schools have an obligation to provide a physical as well as psychological atmosphere that is conducive to learning and to ensure that students have every opportunity to succeed ~~for success~~. Students must recognize that unacceptable conduct will be neither condoned, tolerated, nor accepted in school. Therefore, all students are expected to exercise self-control and conduct themselves in an appropriate manner at all times (see Board Policy No. 235). A well-mannered student body is important in order to:

1. Create an atmosphere in which learning, studying and working can proceed best;
2. Make students aware that in our society, the individual must assume responsibility for his/her actions (The school, by setting fair and reasonable regulations, provides training for self-discipline);

3. Provide for the safety of all students and staff members at work in the school setting; and
4. Maintain school and property to assure an environment conducive to learning.

Therefore, in order to maintain an appropriate environment within our school for the educational process to progress, the code of conduct, which appears at the end of this handbook, will be implemented. Please see Appendix A.

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.

LUNCH ISOLATION AND AFTER-SCHOOL DETENTION

Lunch isolation is held during a student's regularly assigned lunch period and is used as an in-school disciplinary consequence. See Cafeteria Guidelines on page 6 for more details.

A student assigned after-school detention must attend the entire detention to receive credit. An activity bus is available after detention. However, since activity buses only make limited stops, the student should check the activity bus route the day before detention. After-school detentions are not held on Fridays.

Detention is a serious responsibility. The following procedure will be used for students who miss detention:

- 1st detention cut – 2 detentions
- 2nd detention cut – ISS or Administrative Discretion
- 3 or more cuts - ISS or Administrative Discretion (includes possible external suspension)

Students who are assigned detention will serve detention on the assigned day, regardless of extracurricular practice

or event schedules. If the student is absent, the detention will be reassigned with no penalty.

If an emergency will prevent a child from serving detention, the parent/guardian is expected to call or send a note to school before the detention to discuss the situation.

IN-SCHOOL OR INTERNAL SUSPENSION (ISS)

Students assigned to ISS will receive an assignment form prepared by their team teachers and a list of procedures to be followed. Failure to follow internal suspension procedures will result in an additional day of internal suspension and/or external suspension. **STUDENTS RECEIVING EXTERNAL SUSPENSION FOR VIOLATING ANY RULES OR REGULATIONS MAY NEED TO RE-SERVE THEIR IN-SCHOOL 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.**

OUT-OF-SCHOOL OR EXTERNAL SUSPENSION

Students assigned external suspension will be given assignments to complete or arrangements can be made for parental pickup of assignments. Parents should monitor that schoolwork is completed. Parents will be notified by phone, when possible, if an external suspension is scheduled. Parents will always be notified by mail.

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.

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.

SUSPENSION AND AFTER-SCHOOL ACTIVITIES

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

CONTROLLED SUBSTANCES

Through the use of a revised curriculum, classroom activities, community input, support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the East Stroudsburg Area School District staff will work to educate, prevent and intervene in the use and abuse of controlled substances by the entire student population.

A student who, on school property during a school session, or anywhere at a school-sponsored activity, is under the influence of or possesses, uses, dispenses, sells, intends to dispense or sell, or aids in the procurement of controlled substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in East Stroudsburg Area School District Policies No. 218, No. 227 and No. 233, any other applicable policy, and No. 227-AR (please see Appendix B).

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein.

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 district property, which are loaned to students for their convenience. Students are not only encouraged to keep their assigned lockers clean and orderly, but also secured against intrusion by other students. No student may use a locker as a depository for controlled substances, ~~and/or~~ alcohol, ~~and/or~~ weapons, look-a-like 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 district.
- 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, look-a-like 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 inspections of school property with trained dogs may be conducted when deemed necessary. For more information, see Board Policy No. 226.

SCHOOL WIDE POLICY

Gum, food and beverages are not permitted in the school building without permission from the building administration. Food is only permitted in the school dining room. Students should only bring items necessary for educational responsibilities. All other items such as, but not limited to, walkman radios, radios, ~~cameras~~, unauthorized magazines, electronic games, video or digital devices including CD and DVD players, cameras, ~~electronic pagers~~, laser pens/pointers, wireless e-mail or text messaging devices, iPODS, Mp-3 players, and any other personal communication device, white-out, yo-yo's, etc. are not permitted. These items will be confiscated as per Board Policy No. 237 and only returned to a parent/guardian. The staff and administration assumes no responsibility for lost, stolen or damaged devices brought to school. **Coats, jackets, purses, hats, cell phones and book bags are to be kept in lockers during the school day.**

The use of personal communication devices by students during the school day in school district buildings, on school district property, and while students are attending school sponsored activities is prohibited.

Also, the possession and use ~~by students~~ of any device by students 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 a student is engaged in school sponsored activities, unless expressly authorized in advance by the building principal or designee.

Students are not permitted to carry more than \$10 to school on any given day unless a parent notifies the office in advance.

EMERGENCY/FIRE DRILLS

For everyone's safety, during a fire drill all students must adhere to the following:

1. Exit the building in a silent, orderly fashion
2. Stand silently in the class's assigned area
3. Silently return to the classroom.

Teachers will review the exact procedures for a fire drill during the first week of school. If a student is not with an assigned class when a fire alarm sounds, he/she is to **go outside** with the nearest class and request permission from a teacher to locate his/her classroom teacher. **No one** should stay in the building during a fire drill. Lockdown drills will occur to provide practice for emergencies that may occur within the district.

FIELD TRIPS/DANCES/ACTIVITIES

Field trips, dances, and other activities are planned at the discretion of each team. Only field trips of educational value are permitted by the school. They are not only planned to be educational and enriching, but also considered an earned privilege. A student will be excluded from a field trip/dance/activity if he/she is given any of the following discipline consequences in the four-week period prior to the field trip/dance/activity. The consequences are as follows:

- Any in-school suspension (ISS),
- ~~Any bus suspension; or~~
- Any out-of-school suspension (OSS).

An out-of-school suspension (OSS) may eliminate a student's eligibility for these activities for the entire school year.

Parent(s)/Guardian(s) are required to sign permission slips before a field trip. When field trips are scheduled on Saturdays, departing before school hours, or returning after school hours, parents/guardians are responsible for transportation to and/or from school. In these cases, punctuality is most important.

Students who fail to follow the academic and disciplinary guidelines and expectations for field trips set by their teacher(s)/team may be excluded from participation. Parent(s)/Guardian(s) are advised of guidelines in advance of the trip.

Field trips are always well planned and supervised. According to Board Policy No. 121, a ratio of one (1) adult chaperone per ten students must accompany and remain with students during all field trip activities.

Parent/Guardian chaperones are expected to involve themselves in all activities occurring as part of the field trip. To focus their full attention to the field trip program, parent(s)/guardian(s) are asked not to bring any children with them that are not part of the group eligible to participate in the trip. Parent(s)/Guardian(s) must refrain from smoking during the entire field trip.

Please see Board Policy No. 121 for more information.

AFTER-SCHOOL ACTIVITIES

Due to the inability to provide adequate supervision for those students who stay after school for activities that have a delayed starting time, all students who are not direct participants must leave the school premises either on their assigned bus or by getting a ride home from someone who has gained parental permission to provide transportation. Students will not be permitted to walk from the premises nor will they be allowed to walk back on the premises. Students will be required to leave the premises by appropriate means and return no earlier than 10 minutes prior to the time of an event. Students who violate this policy run the risk of being prohibited from attending any future after-school events.

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 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.)

BUSING

Bus Rules:

1. Observe same conduct as in the school building.
2. Be courteous, use no offensive, profane and/or vulgar language/gestures.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive or disruptive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. Do not smoke and/or use and/or possess tobacco products.
10. Bus driver is authorized to assign seats and students will sit in their assigned seat.

The bus drivers have been trained in an assertive approach to discipline and are responsible for maintaining day-to-day discipline on their buses. They have been authorized to make student seat assignments on the bus to assist in discipline, to curb vandalism and promote bus safety. However, the final responsibility of administering the school district discipline policy for bus-related problems rests with the school administrators. This insures that discipline is applied in a manner consistent with school discipline. The school principal receives bus misconduct reports from the bus driver and administers disciplinary action based on the severity of the incident.

The use of bus transportation to and from school is a privilege, not a right.

No student has the right to interfere with the health, safety, and welfare of his/her fellow students or bus drivers.

Generally, the following procedure is followed:

Previous Warning - Student spoken to by driver regarding

appropriate bus conduct

1st Offense - Verbal warning notifying student that the next

— offense will result ~~in a bus suspension~~ the following:

2nd Offense - ~~One-day bus suspension~~ One-day after school detention

3rd Offense - ~~Three-day bus suspension~~ Two-day after school detention

4th Offense - ~~Five-day bus suspension~~ One-day ISS

5th Offense - ~~Ten-day bus suspension~~ Three-day bus suspension

6th Offense - ~~Twenty-day bus suspension~~ Five-day bus suspension

7th Offense - 10-day or Permanent bus suspension through the end

— of the school year

The school principal will determine the appropriate action to be taken and the above steps to be followed. **Type III offenses and repeated offenses of a Type I and/or II nature, as per the School Code of Conduct, will be dealt with accordingly in addition to the consequences of the transportation policy, regardless of previous offenses.** When a criminal offense occurs, such as assault, drug-related offenses, destruction of public property and similar acts of a severe nature, the student may be suspended from the bus for the balance of the school year. The student’s parent(s)/guardian(s) are responsible for transporting the child if bus riding privileges have been suspended.

Students who throw or propel any type of projectile will be disciplined as per the school code of conduct.

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.

ACTIVITY BUSES

Activity buses, also known as late buses, are only available for students who stay for extra help, clubs, athletics or after-school detentions. Only those students will be allowed to take the activity bus. No other students are to ride the activity bus. The activity bus is not to be used by students who deliberately choose to miss their regular school bus. Activity buses make limited stops. It is the student’s responsibility to check bus stop schedules and locations before riding the activity 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.

Students who are serving bus suspensions are suspended from riding **all** school district buses. Those students may **not** board activity buses during times of suspension. Any currently suspended student who does not adhere to these procedures risks further disciplinary action(s) that could include a bus suspension for the remainder of the school year.

BIKES/SKATEBOARDS/ROLLERBLADES

Students **shall not** rollerblade, roller-skate, skateboard and/or behave similarly on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. 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.

EXCEPTIONS: During Physical Ed curricular instructional time as assigned by the teacher and/or administrator.

PARENT TRANSPORT

Parents/Guardians are asked not to park in numbered spaces or to block access to teacher parking when dropping students off in the morning.

Riders are dismissed before bus students. Parents/guardians picking up students at the end of the school day are to park in visitors' parking and come to the security desk in the foyer to sign-out their child/children. A note must be submitted to the office in the morning signed by a parent/legal guardian if students are being picked up after school.

For your child's safety, we are going to request that you present identification at the security desk before picking up your child from school. A driver's license is acceptable.

STUDENT SERVICES

SCHOOL COUNSELING

Specific counseling services provided include: Individual, group and crisis counseling, assistance in academic course selection, and aid to staff in evaluating their contributions to the counseling services. ~~are all provided by the school counselor.~~ In addition, the school counselor serves as a liaison between the school and the county's social service agencies to whom he/she makes referrals. He/she also coordinates all I.U. #20 services, such as Learning Support, Emotional Support, Gifted, Speech, Hearing, etc. Together, the school administration, counselors, and school staff function as a

cooperative team to benefit our students. The school counselor assists students with educational and personal matters through supportive counseling. The range of services includes individual, group, and crisis counseling. These services are accessed on a voluntary basis; referrals to the guidance office are accepted from students, parents/guardians, faculty and administrators. However, the school counselor may seek out a student who is experiencing a difficulty that is in need of supportive intervention.

Additionally, the school counselor is responsible for student scheduling, orientation of students, coordination of standardized testing, including individual achievement testing for transfer students and annual group achievement testing, consultation with teachers and administrators, and coordination of special education services within the building. The school counselor serves as a liaison to the various community agencies as well as to East Stroudsburg University and Monroe County Technical Institute. For more information, please see Board Policy No. 112.

STUDENT ASSISTANCE PROGRAM (ISAP)

The Intermediate School Student Assistance Program (ISAP) is a service designed to provide appropriate counseling and support services for students experiencing personal crisis or who are believed to be involved with high risk behaviors, such as drug/alcohol use, depression, threat of suicide, eating disorders, and/or other issues which pose a barrier to a student's learning and school success. ISAP is a systematic process that mobilizes school resources to remove the barriers to learning, and, where 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. The steps involved in the process include:

1. A referral is made to the Student Assistance (ISAP) Team.
2. The parent is notified and invited to be involved.
3. Data is collected on observable behaviors:
 - a. Academics
 - b. Behavior
 - c. Attendance
 - d. Health
4. The data is reviewed and a decision is made on whether to proceed.
5. The child is interviewed in the presence of a parent and two team members.
6. A recommendation is made to assist the student and the parent.

The Intermediate Student Assistance Program involves groups of school personnel who are trained to assist students. ISAP Teams include administrators, teachers, counselors and nurses. In addition to identifying, intervening, and referring students for help, the team provides in-school support groups. Referrals to the ISAP

Team may be made by students, faculty, staff and parents/guardians.

HEALTH SERVICES

~~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. Students in grades 6 and 7 are mandated by the Pennsylvania Department of Health to be examined for scoliosis. Information regarding scoliosis screening will be sent to parents/guardians via the nurse's office.~~

~~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 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."~~

~~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.~~

~~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.~~

~~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).

BMI SCREENINGS

The 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.

INSURANCE

Parents/Guardians are responsible for providing insurance for your student. Should you not have insurance or be underinsured, the school offers insurance for you to purchase. 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

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.

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 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.



USE OF MEDICATION

Administration of Medication During School Hours and for School Related Activities General Guidelines

Introduction

Whenever possible, parents/guardians are requested to administer medication at home. If this is not possible, the parents/guardians may request the school staff to administer medication at the scheduled time. Medication, including over-the-counter medications, will be administered only upon written order from a physician and in accordance with Board Policy No. 210. All requests shall be reviewed by the school nurse.

~~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 use of an inhaler may lead to confiscation of the inhaler, a loss of privilege to carry the inhaler, and appropriate disciplinary consequences.~~

Objective

To administer medications ordered by a physician that are necessary to allow the student to maintain sufficient health to attend school.

Procedure

An *Authorization for Medication During School Hours/School Activities* form must be completed by the physician and signed by the parent/guardian before medication can be given in school or at a school-related activity. 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.

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

- Name of student
- Date
- Diagnosis
- Medication, dosage, time schedule and duration

- Special conditions to observe
- Physician's signature, address and phone number (fax number, if possible)
- Parent/Guardian's signature

Medication must be in a container properly labeled by the physician or pharmacy and delivered to the school by the parent/guardian.

Medications are kept in a locked area in the nurse's office or, when necessary, in the refrigerator. 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 obtained. Violations may result in disciplinary consequences.

The school nurse has primary responsibility for the administration of medication including:

- Conferring with physician and/or parent
- Informing when appropriate school staff regarding a student's medication requirements
- Administering and recording of medication data
- Reporting to physician and/or parent/guardian
- The nurse may refuse to administer any type of medication. The parent/guardian will be notified of this action

~~e absence of the school nurse, the school principal is responsible for the administration of medication.~~

~~nts/guardians are responsible for informing the school of any change in the health or medication of students.~~

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 use of an inhaler may lead to confiscation of the inhaler, a loss of privilege to carry the inhaler, and appropriate disciplinary consequences.

Parents/guardians are responsible for informing the school nurse of any change in the health or medication of students.

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 (No. 227) and will be subject to the disciplinary action as set forth therein.

Board Policy is in effect for all school district sponsored activities and field trips.

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 the 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 will 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.

IMMUNIZATION REQUIREMENTS

East Stroudsburg Area School District requires written proof of immunizations prior to students entering school. Pennsylvania State Immunization Law requires that ~~students have: 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)~~

~~C~~children ENTERING 7TH GRADE for the 2010-2011 school year need the following vaccines:

- ~~Three (3)Three (3)~~ doses of Tetanus
- ~~Three (3)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
- Age appropriate dose(s) of Varicella (chicken pox) vaccine or history of disease

2011-2012 Newly-Mandated Immunization Requirements*

- Four (4) doses of Tetanus
- Four (4) doses of Diphtheria
- Three (3) doses of Polio
- Two (2) doses of Measles- with first dose on or after first birthday
- Two (2) doses of Mumps
- One (1) dose of Rubella (German Measles)
- Three (3) doses of Hepatitis B
- Two (2) doses of Varicella (chickenpox vaccine)-with the first dose on or after the first birthday or history of the disease
- One (1) dose of Tdap (tetanus, diphtheria toxoid and acellular pertussis vaccine (Tdap)-if 5 years has elapsed since last tetanus immunization
- One (1) dose of Meningococcal Conjugate Vaccine (MCV)

*PLEASE NOTE: NEWLY-MANDATED IMMUNIZATIONS MUST BE COMPLETED TO AVOID EXCLUSION FROM SCHOOL FOR THE 2011-2012 SCHOOL YEAR.

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 immunization(s) must be submitted to the school nurse so school records can be kept current. Please see Board Policy No. 203 for more information.

ILLNESS

Students should not be sent to school if they have a fever (temperature>100), an 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 medical treatment is deemed necessary and the child is transported via ambulance, the parents/guardians are responsible for any cost involved.

Students are to report directly to the nurse's office when ill and, if necessary, the school nurse will contact the parent/guardian. Students are not permitted to use their cell phones to call or text their parents prior to their arrival in the nurse's office. Violations to this rule will result in disciplinary action.

DENTAL EXAMINATIONS

Students are required to have on file a report of dental exams upon original entry (kindergarten/first grade/transfer), third grade and seventh grade 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.

HOMEBOUND INSTRUCTION

Board Policy No. 117 provides instruction to students confined to home or hospital for physical disability, illness or injury; or when such confinement is recommended for psychological or psychiatric, or disciplinary reasons. Students, on an as needed basis, shall receive one (1) hour of homebound instruction time for each day of absence. 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 for appropriate documentation, a minimum of ten (10) consecutive days, unless extenuating circumstances warrant otherwise.
2. Applications for homebound instruction must include a copy of the 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 for 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 school principal and is not eligible to participate in co-curricula and/or extra-curricular activities sponsored by the school district during the period of such instruction.

HOME EDUCATION

As per Board Policy No. 137, 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.

Home education students in grades six through eight may not participate in school district curricular and/or co-curricular programs.

Students who are properly registered as 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.

PHOTOGRAPHING AND VIDEOTAPING

During the school year, videotaping and/or taking pictures of students may be done by local newspapers, television stations, parent-school association representatives and clubs. 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.

PARENT TO PARENT

Our parent organization works for the students and their families. It is only as good as its members make it. Your support is essential if we are to be successful. That means support in membership, meetings, fund-raisers, school store and volunteering occasionally to help.

We know your time is important to you, but you are important to your child and his/her school. We help to pay for assemblies and scholarships that one day your child will be eligible for, and the planner book that your child will use everyday this school year. We hope you will join us this coming year to make this organization a success. Thank you.

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, 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.

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 for 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 of 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.

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 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 request 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 unvalidated 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.

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.

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, nunchaku, 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.

221. DRESS AND GROOMING

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/Skorts

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 school sponsored activities that are held off school property.

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 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.

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

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

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 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. (Superintendent, P.O. Box 298, East Stroudsburg, PA 18301, 570-424-8500).

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.

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 s/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

815. ACCEPTABLE USE FOR 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.

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CHAPTER 12 STUDENTS RIGHTS & 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 nonstaff 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.

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

§ 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.

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

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

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

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 prekindergarten program shall address its prekindergarten 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 prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:
 - I. Federal and State funded school meal programs.
 - II. Special Supplemental Feeding Program for Women, Infants and Children (WIC).
 - III. Food Stamp Program.
 - IV. Pennsylvania Fresh Foods Program.
 - V. Local food and nutrition services for children and families.
- 2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.
 - I. Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

- II. Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.
- 3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.
 - 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).

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, Ext. 1902 or 1903

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 (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 parent/guardian, may request a screening and evaluation at any time, whether or not your child is in the 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 principal of your child's school or to the Special Education Department, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301.

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 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.

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 Child Accounting Office, (570) 424-8500, Extension 1122.

PUBLIC AWARENESS 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.

ANNUAL INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION

The East Stroudsburg Area School District uses an 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-containerized 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

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 contact 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

APPENDIX A
Intermediate School
Code of Conduct

<u>Expected Behavior (rule)</u>	<u>Cumulative Consequences</u>	<u>Person(s) Responsible</u>	<u>Time Frame</u>
<p>TYPE I</p> <p>1. Students will act in an appropriate manner in the classroom. Students will be polite, respectful and obedient. Classroom and hallway disruptions are strictly prohibited.</p>	<p>Consequences may lead to:</p> <p>1st-Documented Verbal Warning</p> <p>2nd-Two (2) One After-School Detentions</p> <p>3rd-In-School (Internal) Suspension(s)</p> <p>3rd-Two (2) After-School Detentions</p> <p>4th-In-School (Internal) Suspension(s)</p> <p>4th-5th-External Suspension or administrative discretion</p>	<p>1st-Teacher</p> <p>2nd-Teacher</p> <p>3rd-Teacher</p> <p>4th-Administration</p> <p>5th-Administration</p>	<p>1st Immediate</p> <p>2nd, & 3rd – Parent notification at least 24 hrs. prior to the detention(s)</p> <p>4th & subsequent-Parent phone call and/or letter</p>
2. Students will be on time to all school-day functions. Loitering in the hallways and other areas is prohibited.	See above	See above	See above
3. Students will display proper behavior at public functions (assemblies, sporting events, field trips). Students will be polite, respectful and obedient.	See above	See above	See above
4. Students will refrain from eating and/or drinking in areas other than the student dining room and/or possessing such contraband without proper authorization.	See above	See above	See above
5. No Gum Chewing	See above	See above	See above
6. This section is meant to cover all other "TYPE I" offenses which are not listed.	See above	See above	See above

APPENDIX A
Intermediate School
Code of Conduct

<u>Expected Behavior (rule)</u> <u>TYPE II</u>	<u>Cumulative Consequences</u>	<u>Person(s) Responsible</u>	<u>Time Frame</u>
1. Students will remain in class unless permission (hall pass) is granted.	Consequences may lead to: 1st-After-School Detention(s) 2nd-Two(2) After-School Detentions 3rd-In-School (Internal) Suspension 4th-External Suspension or administrative discretion	1st-Teacher 2nd-Teacher 3rd-Administration 4th-Administration	1 st & 2nd Parent notification appropriate at least 24 hrs. prior to the detention(s) 3rd & Subsequent-Parent phone call and/or letter.
2. Students will not conduct themselves in a manner which could be considered disruptive to the learning process, nor will they possess any type of materials which could be considered disruptive to the learning process (including such items as aerosol cans, other spray devices, pupil-to-pupil correspondence, white-out, etc.).	See above	See above	See above
3. Students will not engage in "horseplay" within the school setting and will respect all accepted standards of safety in hallways, stairwells, and other areas on the school premises, in school vehicles, and at school sponsored events held off school premises.	See above	See above	See above
4. Students will not participate in excessive displays of affection in public.	See above	See above	See above
5. Students will not participate in gambling, *forgery, *cheating, *plagiarism, etc.	See above; Instances of cheating will also include assigning a grade of "0" for all or part of the assignments as determined by the teacher.	See above	See above
6. Any non-school-related solicitation/sales/ buying will be prohibited.	See above	See above	See above
7. Students will not bring electronic devices, other than calculators and/or other items deemed appropriate by teachers, into the school setting. Items such as, but not limited to, electronic pets, <u>paggers</u> , <u>cell phones</u> , <u>IPODs</u> , <u>MP-3 players</u> and cameras are strictly forbidden as referenced on page 6 under "Articles Prohibited on School Grounds."	See above	See above	See above
8. This section is meant to cover all other "TYPE II" offenses which are not listed.	See above	See above	See above

**Forgery is willfully making or altering a document that is fraudulent. Cheating is defined as the willful giving or receiving of unauthorized aid on tests, exams, reports, term papers, homework or other school related assignments. Plagiarism is defined as the willful use of others' ideas or words without attribution. Insubordination is defined as not submitting to authority; being disobedient to authority.*

APPENDIX A

**Intermediate School
Code of Conduct**

<u>Expected Behavior (rule)</u> TYPE III	<u>Cumulative Consequences</u>	<u>Person(s) Responsible</u>	<u>Time Frame</u>
1. Students will use appropriate language at all times. Profanity, vulgarity and/or profane gestures will not be tolerated.	Administrative discretion including any or all of the following: Internal Suspension(s), External Suspension(s), Expulsion, and implementation of Board policy. *Fighting may result in police action.	Administration	Parent notification within 24 hours
2. Students will be respectful and cooperative with school personnel at all times. Insubordination* will not be tolerated.	See above	Administration	See above
3. Students will not engage in any verbal and/or physical aggression, including aggressive posturing, and/or fighting.	See above	Administration	See above
4. Students will avoid lying, committing forgery, stealing, vandalizing, damaging or destroying school and/or personal property.	See above	Administration	See above
5. Students will not engage in any type of harassment (sexual, racial, physical, verbal, threats, etc.) as per Board Policy #248.	See above	Administration	See above
6. Students will not engage in any type of Bullying as per Board Policy #249.	See above	Administration	See above
7. Students will refrain from indecent exposure and/or other lewd acts.	See above	Administration	See above
8. Students will not cause fire alarms, possess matches and/or lighters, make bomb threats, commit arson or create hazardous (or potentially hazardous) situations.	See above	Administration	See above
9. Students will not strike and/or threaten school personnel.	See above	Administration	See above
10. Students will not possess, use, or distribute drugs, alcohol, and/or tobacco/tobacco products, including over-the-counter preparations or "look-alikes".	See above	Administration	See above
11. Students will not possess, use, distribute or intend to use weapons of any type, including "look-alikes".	See above	Administration	See above
12. May be placed on disciplinary improvement plans, which include anti-bullying, anti-harassment and anti-gang.	See above	Administration	See above

APPENDIX A

Intermediate School
Code of Conduct

<u>Expected Behavior (rule)</u>	<u>Cumulative Consequences</u>	<u>Person(s) Responsible</u>	<u>Time Frame</u>
12. Students will not violate any federal, state, local, or school district regulation.	Administrative discretion including Any or all of the following: Internal Suspension(s), External Suspension(s), Expulsion, and implementation of Board Policy.	Administration	Parent notification within 24 hours
13. Students will not disrupt the Internal Suspension and/or the After-School Detention room(s).	See above	Administration	See above
14. Students will attend school and all assigned classes unless properly authorized to do otherwise. Skipping school and/or skipping classes is prohibited.	See above	Administration	See above
15. Students will remain on school grounds unless written permission to leave is granted prior to leaving.	See above	Administration	See above
16. Students will refrain from any type of spitting.	See above	Administration	See above
17. Students will refrain from instigating a fight or verbal altercation.	See above	Administration	See above
18. Students will follow all rules, procedures and policies when using technology.	See above	Administration	See above
19. Students will refrain from propelling any type of projectile.	See above	Administration	See above
20. Unacceptable use of the Internet as per Board Policy #815 and/or violation of Board Policy #815.1 regarding the school district's website.	See above	Administration	See above
21. Serious violation of Board Policy #220 regarding student expression.	See above	Administration	See above
22. Violation of the school district gang policy (#218.3).	See above	Administration	See above
23. This section is meant to cover all other "Type III" offenses which are not listed.	See above	Administration	See above

***PLEASE NOTE: IF A STUDENT FAILS TO FULFILL HIS/HER DISCIPLINARY CONSEQUENCE OBLIGATION, HE/SHE MAY BE ASSIGNED TO THE NEXT CUMULATIVE CONSEQUENCE. STUDENTS WHO CONTINUE TO VIOLATE THE CODE OF CONDUCT AND HAVE EXHAUSTED THE TIER OF DISCIPLINE MAY BE MOVED TO A SEVERE TIER OF DISCIPLINE WHICH MAY RESULT IN EXPULSION. A STUDENT WHO FAILS TO RESPOND TO REGULAR DISCIPLINARY CONSEQUENCES AS OUTLINED IN THE CODE OF CONDUCT MAY BE PLACED ON THE SEVERE TIER BY RECOMMENDATION OF A BUILDING ADMINISTRATOR. THE SEVERE TIER INCLUDES STUDENTS WHO CONTINUE TO VIOLATE SCHOOL POLICY EVEN AFTER RECEIVING A VARIETY OF DISCIPLINARY MEASURES. STEP 1: ONE-DAY EXTERNAL SUSPENSION (PARENT CONTACT); STEP 2: TWO-DAY EXTERNAL SUSPENSION (PARENT CONTACT); STEP 3: THREE-DAY EXTERNAL SUSPENSION (INFORMAL HEARING WITH BUILDING LEVEL ADMINISTRATION); STEP 4: FIVE-DAY EXTERNAL SUSPENSION (INFORMAL HEARING WITH BUILDING LEVEL ADMINISTRATION); STEP 5: TEN-DAY EXTERNAL SUSPENSION (PRE-EXPULSION MEETING WITH SUPERINTENDENT). STUDENTS WHO RECEIVE ANY TYPE OF SUSPENSION (INTERNAL OR EXTERNAL) WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION. HOWEVER, STUDENTS RECEIVING INTERNAL SUSPENSION WILL BE REQUIRED TO ATTEND ANY SCHEDULED AFTER-SCHOOL DETENTION. NO STUDENT, DURING THE TIME OF EXTERNAL SUSPENSION, MAY ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY.

APPENDIX B

Summarization of Controlled Substance Administration 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 ISAP 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 and alcohol counselor, nurse, school counselor, 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 ISAP 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 a 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 emergency.	Referral to the ISAP 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 ISAP Team. Informal hearing. 10-day out-of-school suspension. Must meet with drug and alcohol counselor for minimum of 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 chapterone 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 will be searched by the principal or designee. Confiscation of the 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.

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 laws.

Situational Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Disposition of Substance	Discipline/Rehabilitation
6. A student possesses, used, or is under the influence of a controlled substance. First offense.	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, requested to come to the principal's office immediately.	Yes.	Analysis will be made for possible use in further proceedings.	Referral to ISAP Team. Informal hearing. 10-day out-of-school suspension. Required assessment by a licensed drug and alcohol facility within 10 days. Pre-expulsion meeting and/or 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, requested to come to the principal's office immediately.	Yes.	Analysis will be made for possible use in further proceedings.	Referral to ISAP Team. Informal hearing. 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, requested to come to the principal's office immediately.	Yes, immediately, in order that they may take further action.	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 laws.

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Dear Parent(s)/Guardians(s):

You have reviewed a copy of the ~~2009-2010~~2010-11 East Stroudsburg Area Intermediate School Handbook containing the East Stroudsburg Area School District Policies 103, 113.2, 202, 202.1, 204.1, 206, 207, 218.1, 218.2, 218.3, 221, 222, 226.1, 227.1, 247, 248, 249, 815, 815.1.

The agenda/handbook as well as each of these school district policies contain 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,

Intermediate School Principals

~~Michael Catrillo~~John Burrus, Principal-- J.T. Lambert
Robert Dilliplane, Principal-- Lehman Intermediate

I have received and reviewed the ~~2009-2010~~2010-11 East Stroudsburg Area Intermediate Schools Student/Parent Handbook and the East Stroudsburg Area School District Policies contained herein.

Child'sStudent's Name

Student's Signature

Parent/Guardian Signature

Date