

**East Stroudsburg Area
Elementary Schools**

Student Handbook 2010 – 2011

**Administration Center
50 Vine Street
Post Office Box 298
East Stroudsburg, Pennsylvania 18301
570-424-8500**

**Bushkill Elementary School
Mr. Richard Carty, Principal
HC 12 Box 700
Dingmans Ferry, Pennsylvania 18328
570-588-4400**

**Middle Smithfield Elementary School
Mr. David Baker, Principal
5180 Milford Road
East Stroudsburg, Pennsylvania 18302
570-223-8082**

**East Stroudsburg Elementary School
Mrs. Irene Livingston, Principal
30 Independence Road
East Stroudsburg, Pennsylvania 18301
570-421-1905**

**Resica Elementary School
Ms. Gail Kulick, Principal
T Gravel Ridge Road
East Stroudsburg, Pennsylvania 18302
570-223-6911**

**J. M. Hill Elementary School
Mrs. Michelle Arnold, Principal
151 East Broad Street
East Stroudsburg, Pennsylvania 18301
570-424-8073**

**Smithfield Elementary School
Mr. John Burrus, Principal
Ms. Maggie Vitale, Assistant Principal
Mr. Eric Kerstetter, Assistant Principal
River Road
R R 5 Box 5210
East Stroudsburg, Pennsylvania 18301
570-421-2841**

This handbook belongs to

Name _____

School: _____

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

EAST STROUDSBURG AREA ELEMENTARY SCHOOLS

Approved by:
Department of Education
Commonwealth of Pennsylvania

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Personnel & Special Projects
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Mr. Eric Forsyth, Director of Administrative Services
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~~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 ELEMENTARY 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 elementary 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.

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The East Stroudsburg Area School District

The East Stroudsburg Area School District was formed in 1956 and is comprised of East Stroudsburg Borough, Lehman Township, Middle Smithfield Township, Porter Township, Price Township, and Smithfield Township. It encompasses an area of 214 square miles. The Board of Education is composed of nine directors. The school district has two senior high schools, housing students from grades nine through twelve, and two intermediate schools, housing students from grades six through eight. There are six elementary schools: Bushkill, East Stroudsburg, J.M. Hill, Middle Smithfield, Resica, and Smithfield, which house students from kindergarten through grade 5.

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!

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.

Daily Time Schedule

Teachers' Hours	8:05 a.m. – 3:35 p.m.
Office Hours	8:00 a.m. – 4:00 p.m.
Instruction Begins Student Arrival	8:45 a.m.
Instruction Concludes Dismissal	3:15 p.m.

Attendance/Punctuality

Daily attendance is a crucial element in providing students the opportunity for academic progress and achievement. The Pennsylvania School Code, Section 1326, makes parents/guardians responsible for their child's attendance each day. Punctuality is also important. A child who is late/tardy to school begins the day at a distinct disadvantage since valuable instructional time has been missed. Further, Act 29 of 1995 places the fine for truancy to up to \$300 and requires parents to pay court costs and/or be sentenced to complete a parenting education program. A child who continues to be truant

could be assigned to an adjudication alternative program. (See your school principal for more information regarding this matter).

As per Board Policy No. 204, excessive absences are absences that exceed four (4) school, excluding absences supported by acceptable written statements from a physician. Excessive absences will be established through the school's adherence to Pennsylvania School Code.

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.

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.

If a student is late/tardy for school, he /she must report immediately to the office to sign in before going to class. Students will be considered as having an unexcused absence 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.

~~As a safety precaution, a parent/guardian is requested to phone the school before 10:00 a.m. on the day that his/her child will be absent. Further, wW~~ whenever a pupil is absent or tardy from school, a parent/guardian is required to send a written ~~excuse statement~~ to the school ~~containing listing~~ the following:

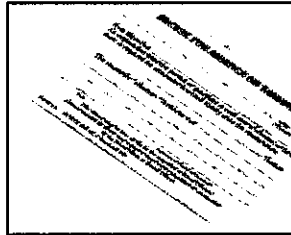
- ~~1.~~ Student's first and last name;
- ~~1,2.~~ Date of absence or tardiness;
- ~~2,3.~~ Reason for absence or tardiness; ~~and~~
- ~~3,4.~~ Signature of parent(s)/guardian(s).

~~Such aA~~ written ~~excuse statement~~ for ~~the legal~~ ~~teacher~~ absence of their child must be submitted by a parent/guardian within three (3) days ~~from the date of of~~ ~~the absence or~~ the child's return to school. (Forms are available at the school office). Failure to provide such a written ~~excuse statement~~ can result in the absence being ~~declared unexcused and/or premanently 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 the knowledge of the parent(s)/guardian(s). 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

Excused Absence

1. Illness of the student. Prolonged, repeated or questionable illnesses may require a doctor's excuse
2. Approved educational family trip or tour
3. Quarantine in the home
4. Recognized religious holidays
5. Death in the immediate family
6. Impassable roads
7. Serious emergency at home
8. Recovery from accident
9. Required court attendance
10. Weather so inclement as to endanger the health of the child
11. Exceptionally urgent reasons such as affect the child, but which ordinarily would not include work at home.



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.

Unexcused Absence

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

Permission for Early Dismissal

If an early dismissal is necessary, please follow the procedure listed below:

1. A note, written by the parent(s)/guardian(s), **MUST** be sent to the child's teacher on the day the child is being picked up.

2. When picking up any student, parent(s)/guardian(s) or their designees, must report to the office. Under no circumstances are parent(s)/guardian(s) permitted to go directly to the classroom or to meet students in the parking lot. After signing their child out in the office, parent(s)/guardian(s) are requested to wait for their child in the designated area.
3. If a child is to go home with someone other than his/her parent(s)/guardian(s), a note, written by the parent(s)/guardian(s), must be sent to the school or the child will not be released. The name of the designated person must be on the emergency card. Any note received regarding student riding home on a bus other than his/her regularly assigned bus or with anyone other than the parent(s)/guardian(s) may be confirmed via a phone call to the parent(s)/guardian(s) to verify the note's validity.

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

For your child's safety, we will request that anyone picking up a child present identification at the school office or other designated area before picking the child up from school.

These procedures are designed to promote the safety and welfare of all concerned.

If a student is to be dismissed during school hours, he/she must present a note to the main office after the homeroom teacher sees the note. The teacher will send the student to the office at the designated time. Interrupting classroom instruction to remind a student of the arrival of a parent(s)/guardian(s) for pick-up is not conducive to the learning process.

Please see Board Policy No. 204.1 for more information.

Educational Family Trip (Non school district Sponsored Educational Trip or Tour)

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 school principal a written request for the excusal, on the Board-approved form, indicating the educational value of the trip or tour and the activities that will enhance the student's cognitive development and all other information as required by the form, which can be obtained at the school office. 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 "S" or above in English, mathematics, science, reading, and social studies, depending upon grade level. A packet containing assignments will be given to the child by his/her teacher one (1) school day before the family leaves. The entirety of this packet is to be returned immediately upon the student's return to school. All other work, tests, etc. that were missed shall be completed within one (1) week of the student's return to school. It is important to note that the packet of work assigned your

child accounts for only a portion of the instruction during his/her absence because the interactive nature of many classroom activities will make it impossible to provide your child with all information exchanged in the school setting during his/her absence. The parent(s)/guardian(s) are responsible for ensuring that any make-up work is returned to the teacher. It is suggested that the student keep a journal of the trip and be prepared to share his/her experiences.

If approval is granted prior to the trip, the student's absence will be excused for up to five (5) days only. If prior approval is not received, the absence may be classified as unexcused and/or unlawful and may result in legal action. No approval of non school district sponsored educational trips or tours will be granted at the following times during the school year:

1. During the first or last five (5) days of the year; and
2. During the administration of achievement tests or statewide assessment tests. Please refer to the school calendar to determine school testing dates when planning such a trip.

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 shall be final.

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~~ **proof of new address** 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.

REQUEST FOR 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 written 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 (1) 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 school district do not include a routing which can accommodate this request. New bus routes will not be created to accommodate approved change of assignments.

For more information, please see Board Policy No. 206.

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.

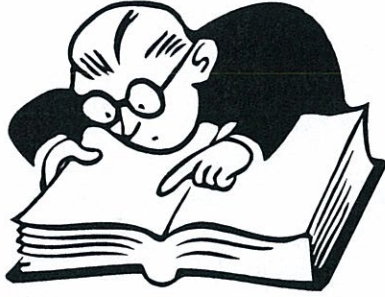
The East Stroudsburg Area School District will enact policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other 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



SCHOOL VISITATION

The involvement by parent(s)/guardian(s) 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 with the building principal, assistant principal(s) and/or classroom teachers.

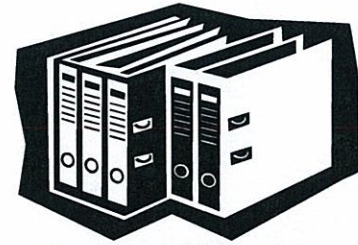
The school district must also ensure safety, security and order in the schools. Parent(s)/Guardian(s) have no inherent or specific right to visit classrooms. Such a right shall only be conferred at the discretion of the Superintendent. The visitation of classrooms by persons other than school employees 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(s)/guardian(s) or teacher-initiated conference concerning the parent(s)/guardian(s)'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 learning, 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(s) may confer with a student in school without the prior approval of the school principal or his/her designee and knowledge of the parent(s)/guardian(s) unless the visitor is the student's parent(s)/ guardian(s).
- No visitor(s) 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.



ELEMENTARY CURRICULUM

Instruction in the East Stroudsburg Area School District is based on school district-planned courses that specifically outline expected student curricular standards and learning objectives that students are to attain. These curricular standards and learning objectives are based upon the Pennsylvania State Board of Education under Chapter 4 code requirements.

Full-Day Kindergarten

The East Stroudsburg Area School District seeks ways to provide programs and resources designed to promote success for all learners. Providing students with a strong foundation in early literacy and numeric skills is essential to insure their long-term academic success. To this end, the District provides a Full-Day Kindergarten Program.

The kindergarten program is a regular education initiative, intended to provide additional instructional time to implement instructional practices and strategies that support the acquisition of the essential skills contained in the kindergarten curricula.

The program is built on the PA Pre-kindergarten Standards and PA Kindergarten Standards. Instruction will address individual areas of need, with the goal of having all participants attain competency with the Kindergarten Curriculum. Reading readiness instruction will focus on establishing early literacy skills, emphasizing phonetic skills, speaking and listening skills, and beginning writing skills. Mathematics instruction will involve a hands-on approach to support the development of students' number sense, mathematical reasoning, and ability to make mathematical connections.

Appreciation and creativity through self-expression in music, art and physical education will also assist kindergarten students in developing a foundation for the school years to follow.

Grades 1, 2, 3, 4, and 5

The elementary program is designed to enable students to progress to their full potentials and to continue acquisition of a broad range of essential cognitive skills, while also fostering their social, emotional, and physical development.

Curriculum areas include communication arts, mathematics, science, social studies, health, art, music, physical education, and library skills.

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

A student on homebound instruction will not be permitted to visit school district property, except for educational purposes as previously approved in writing by the school principal and is not eligible to participate in co-curricular and/or extra-curricular activities sponsored by the school district during the period of such instruction.

EXTRA-CURRICULAR/INTRAMURAL ACTIVITIES

A variety of extra-curricular and intramural activities are offered to intermediate (grades 3, 4, and 5) students to supplement the regular curricular program. Extra-curricular programs offered at the elementary level may include instrumental music, chorus, school newspaper, and computer club. Intramural activities are designed to introduce students to individual and team activities in a non-competitive situation where they can begin to learn the skills. Intramural offerings are based upon students' interests and may include flag football, soccer, gymnastics, basketball, skiing, and tennis. Students participating in after-school activities will incur little or no expense. An activity bus is also available for use by grade four and five students, or other students who participate in after-school, school-sponsored activities; it provides limited drop-off points. Students who arrive at school after 11:30 a.m. may not be allowed to participate in after-school activities without a legitimate excuse and/or evidence of extenuating circumstances. The school principal will determine the legitimacy of any excuses or circumstances.

GROUPING OF STUDENTS FOR INSTRUCTION

Kindergarten and Grade 1

Students in kindergarten and grade one spend the majority of their day with their homeroom teacher. The homeroom teacher is responsible for teaching all daily academic subjects (communication arts, mathematics, science, and social studies). Each homeroom group will be heterogeneous, composed of students of varied abilities and experiences.

Kindergarten and grade one students have regularly scheduled opportunities to work with special subject area teachers in the areas of art, music, health/physical education, and library.

Grades 2, 3, 4, and 5

Students in grades two, three, four, and five begin the day with their homeroom teacher.

Students are challenged and/or remediated based on academic needs.

Students in grades two, three, four, and five have regularly scheduled opportunities to work with special subject area teachers in the areas of art, music, library, health, and physical education.

FIELD TRIPS/DANCES/ACTIVITIES

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),
- 2 or more behavioral after-school detentions
- ~~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.

HOMWORK GUIDELINES

The purpose of homework is to provide students additional opportunity to practice and apply the skills they have learned. Homework assignments are designed to reinforce, supplement, and complement learning which occurs in the classroom. Homework should be a cooperative effort among the student, the school, and the home and should provide interaction among all three.



Homework, in general, is positively related to student achievement. Educational research data show students assigned some homework outperform those who typically are not required to do homework.

The following time allotments are **suggested**, realizing that individual students may require more or less time to complete specific assignments:

Kindergarten & Grade One	10 to 20 minutes per night
Grade Two	20 to 40 minutes per night
Grade Three	30 to 50 minutes per night
Grade Four	40 to 60 minutes per night
Grade Five	40 to 60 minutes per night

To be successful in school, it is absolutely necessary that students come prepared for class. Such preparation includes, but is not limited to:

- Homework completed according to directions given by the teacher
- Projects, reports, homework completed and turned in on the date due
- Materials, textbooks, etc. necessary for instruction must be brought to class.

Homework is the responsibility of the student and parents/guardians. Expectations will be given to the student and parent/guardian at the beginning of each year. It is the student's responsibility to develop good work and study habits needed to complete assignments. Students are encouraged to keep a homework assignment notebook.

It is the parents'/guardians' responsibility to provide a place that is conducive to study and help in the development of good study habits. Parent(s)/guardian(s) are encouraged to procure work when students are absent from school.

Parent(s)/guardian(s) should also encourage daily independent reading of library books, newspapers, and magazines. Daily reading is one of the activities that positively affects a student's achievement.

Please see Board Policy No. 130 for more information.

STUDENT EVALUATION

Report Cards

Report cards are issued every nine weeks during the school year. Parent-Teacher conferences are offered after the first and second report periods.



The report card features a one-page format intended to provide you with a clear indication of your child's progress in relation to the expectations for his/her grade level. Teachers use a 1 through 4 scale to rate your child's progress in specific areas of the curriculum and use comments to clarify learning strengths and needs. The rating numbers assigned reflect how well your child is mastering the curriculum and how consistently he/she is able to demonstrate mastery. Information printed on the back of the report card explains curricular expectations for the grade level and performance rating scales used.

Another feature of the report card is a section about your child's social/emotional growth. In this section, teachers report to you about your child's work habits and social interactions. The descriptors used in this portion of the report card are the same throughout grades K – 5, so expectations for student behavior are consistent. A comment section is also provided to allow teachers to write individual comments for each marking period.

Please understand that the reporting system is only one means for parents to determine student progress. Scheduled telephone conferences and written letters of inquiry are always welcomed, encouraged, and beneficial.

STANDARDIZED/NORMED TESTING

Standardized test scores are one source of information used to assess student academic achievement and progress. Teachers, counselors, and administrators use standardized and/or normed test scores and information, as well as a variety of other curriculum-based assessment information, to assess the student's educational program.

Board Policy No. 213, "Assessment of Student Progress", can be obtained from your child's school office.

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

Grades 3, 4 and 5

Test: PSSA (Pennsylvania System of School Assessment)

Purpose: To assess student progress in reading and mathematics. Grade 4 students are also assessed in science. Grade 5 students are also assessed in writing.

Grades K, 1, 2, 3, 4 and 5

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

Purpose: To assess student progress in reading and mathematics.

Grades K, 1, 2, 3, 4 and 5

Test: DIBELS

Purpose: To assess student progress in reading.

FINANCIAL OBLIGATIONS

Students are expected to meet all financial obligations to the school. These obligations include library fines, lost or damaged textbooks, manuals or library books, cafeteria charges, or assessed damaged to school property. If a book is lost, the teacher will advise the student and/or the student's parent(s)/guardian(s) of the cost of the book. A replacement book will be issued only when the student presents a paid receipt from the school office.

PARENT-TEACHER CONFERENCES

Parent(s)/guardian(s) and teachers in the East Stroudsburg Area School District are continuously encouraged to work together for the good of the child. To aid in this process, the school district schedules parent-teacher conferences.

This is a time for parent(s)/guardian(s) to get to know their child's teacher and learn of their child's progress to date. It also affords a free flow of information and sharing between the parent(s)/guardian(s) and teacher in an effort to establish common goals for the benefit of the student. For those students with special needs, IEP conferences are scheduled periodically, as mandated by all applicable guidelines and recommendations.

Furthermore, parent(s)/guardian(s) are welcome at all times and are encouraged to talk with teachers or administrators about the progress or problems of their child. Since the teacher's main responsibility is to the welfare of the students under his or her care, a call to schedule a conference will make the meeting more beneficial to all.

The following guidelines should be followed:

1. Please call the school for an appointment with a teacher. A mutually convenient time and place will be scheduled.
2. Announce your presence at the office when you enter the building.
3. You will be directed or taken to the conference area.

The dates for the elementary conferences are listed in the school district calendar.

Please see Board Policies No. 908 and No. 917 for more information.

GUIDANCE COUNSELING SERVICES

The guidance program exists to assist a student in achieving his/her optimal academic, emotional, and social level of maturity.

A guidance counselor is available to help all students with personal and/or academic problems, and students are

encouraged to make their needs known to the counselor. Parent(s)/guardian(s) are also welcome to refer their child to the school counselor when necessary. At times, students are involved in both small and/or large group experiences as situations and circumstances warrant. However, our guidance services are designed to deal with problems on a short-term basis. Those that require long-term counseling or therapy cannot necessarily be accommodated by our school counselor.

The services of a certified public school psychologist are available to assist and evaluate those students not making a successful adjustment to school. With administrative and parental approval, the psychologist provides individual testing of students. The psychologist can be a valuable resource to parent(s)/guardian(s) on parenting issues as well.

RESPONSE TO INTERVENTION: RtI

Response to Intervention is a multi-step, three-tiered process aimed at providing services and interventions to struggling learners at increasing levels of intensity. Through the RtI process, the student's teacher and other school support personnel monitor the child's progress. These results are used to make decisions regarding further instruction or need for instructional interventions. The purpose of RtI is to provide research-based academic and behavioral interventions/supports before the child demonstrates continued failure.

Universal screenings and progress monitoring are used to review the progress of all students through state and district test scores or other academic screenings given to all students. These are two of the important forms of assessment that help schools identify students who may need more support or another type of intensive instruction found in tiers 2 and 3. A student's movement between the tiers is based upon his/her response to the interventions being used.

A collaboration of school and home efforts are needed in order to provide students with the best opportunity to succeed. Throughout the RtI process, close home/school communication will be maintained as a means to gather student information and assist with instructional practices.

If interventions by the RtI team process do not enable the student to be successful within the regular education program, a referral to initiate the Multi-Disciplinary Team process can be made to determine if the student is eligible for special education services.

SPECIAL EDUCATION SERVICES

Some children have physical and academic impairments. Other children have higher than average abilities. Children in both of these categories may be termed "exceptional" and in need of special education programs.

There are many types of exceptionalities in special education. Special education teachers and Instructional Support Teams are available in each elementary school to help with academic difficulties. To obtain special education services, it must be determined that a student has at least one physical, emotional, or mental condition that distinguishes him/her as a student who has a special learning need.

SPECIAL SERVICES

Parent(s)/Guardian(s), who believe their child is having academic and/or behavioral concerns that have not been resolved by working with the school staff, can refer their child for a psychological evaluation by the school district. Parent(s)/Guardian(s) should put their request in the form of a letter to the school principal. The school principal then forwards the request to the Supervisor of Elementary Special Education, who will contact the parent(s)/guardian(s) and evaluator to arrange testing once the parent(s)/guardian(s) have signed for permission to evaluate.

After the testing, the evaluator meets with the parent(s)/guardian(s) and school staff at a multi-disciplinary evaluation meeting to discuss the test results and make recommendations. The recommendations may be for special education services or strategies the regular teacher/teachers can implement.

If special education services are provided, an Individual Education Plan (IEP) is written that gives a detailed description of the services.

Special education programs offered include learning support, physical support, multi-handicapped support, autistic support, speech/language support, visual support, emotional support, and hearing support.

PUBLIC AWARENESS NOTICE

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

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

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

12. Speech and language impairment

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

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

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

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

CHAPTER 12 STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

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

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

- 1) The student is married.
- 2) The student is pregnant.
- 3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
- 4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.

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

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

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

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

- 1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- 2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- 3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- 4) Assist the school staff in operating a safe school for the students enrolled therein.
- 5) Comply with Commonwealth and local laws.
- 6) Exercise proper care when using public facilities and equipment.
- 7) Attend school daily and be on time at all classes and other school functions.
- 8) Make up work when absent from school.
- 9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- 10) Report accurately in student media.
- 11) Not use obscene language in student media or on school premises.

§ 12.3. School rules.

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

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

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and

parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

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

§ 12.5. Corporal punishment.

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

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

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

§ 12.6. Exclusions from school.

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

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

- 1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - I. Suspensions may be given by the principal or person in charge of the public school.
 - II. A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - III. The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - IV. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
 - V. Suspensions may not be made to run consecutively beyond the 10 school day period.
 - VI. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments

within guidelines established by the governing board.

- 2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
- (e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - 1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - 2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - 3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

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

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

accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings.

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

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

- 1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- 2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- 3) The hearing shall be held in private unless the student or parent requests a public hearing.
- 4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- 5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- 6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- 7) The student has the right to testify and present witnesses on his own behalf.
- 8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- 9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - I. Laboratory reports are needed from law enforcement agencies.
 - II. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

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

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

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

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

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

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

II. Sufficient notice of the time and place of the informal hearing shall be given.

III. A student has the right to question any witnesses present at the hearing.

IV. A student has the right to speak and produce witnesses on his own behalf.

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

§ 12.9. Freedom of expression.

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

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

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

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

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

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

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

(f) Bulletin boards must conform to the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

§ 12.10. Flag Salute and the Pledge of Allegiance.

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

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

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

§ 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may

apply to individual school buildings or to all school buildings.

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

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

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

§ 12.12. Confidential communications.

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

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

§ 12.13. [Reserved].

§ 12.14. Searches.

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

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

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

§ 12.15. [Reserved].

§ 12.16. Definitions.

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

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

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

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).

CHAPTER 15 ANNUAL NOTICE

In compliance with state and federal law, the East Stroudsburg Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In

order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

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

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact: Special Education Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301 (570) 424-8500.

CHAPTER 16 ANNUAL NOTICE

In compliance with Chapter 16, Special Education for Gifted Students, notice is hereby given by the East Stroudsburg Area School District (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.

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(s)/guardian(s) the opportunity of purchasing 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.**

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

SCHOOL HEALTH SERVICES

~~A comprehensive health record is kept for each student in the East Stroudsburg Area 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 grades K, 1, 2, 3, 7, and 11, and for 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 parent(s)/guardian(s) via the nurse's office.~~

~~According to the Pennsylvania Public School Code Section 1402e, "The school physicians of each school 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 the local school officials with a medical report of an examination at his/her expense by his/her family physician. Examination reports shall be submitted prior to the date of regularly scheduled school examinations and within twelve (12) months prior to a student's entry into the grade where an exam is required.~~

~~Parent(s)/guardian(s) 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 or dental screenings within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received."~~

~~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 will be contacted if a referral to a physician is needed following school screenings. If parent/guardian informs school officials of financial~~

inability to have a physician render treatment or care, the school officials shall advise the parent(s)/guardian(s) of the possible availability of public assistance
- 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).



Medication Policy -

General Guidelines and Administration of Medication during School Hours and for School Related Activities Introduction

Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. If this is not possible, the parent(s)/guardian(s) may request the school district school staff to administer medication at the scheduled time. Every effort should be made by the parent(s)/guardian(s) and their physician to schedule the administering of medication, whenever possible, at times during which the student is not in school; thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process. Medication, including 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(s)/guardian(s) 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(s)/guardian(s) requesting administration of the medication. The school nurse may accept a verbal order from the student's physician only in a life-threatening situation.

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

- ❖ 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)
- ❖ Signature of parent(s)/guardian(s)

Medications must be in a properly labeled container (by the physician or pharmacy) and delivered to the school by the parent/guardian. Children are not permitted to carry their own medication 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 supply of medication brought to school must be documented.

Medications are kept in a locked area in the nurse's office or, where necessary, in the refrigerator.

Unused medications are to be picked up by the parent(s)/guardian(s) no later than the last day of the school year; medications which are not picked up will be destroyed fourteen (14) days after the last day of school for the school year.

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

- ❖ Conferring with physician and/or parent(s)/guardian(s).
- ❖ 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.

Written documentation of medication administration will be kept. These records will include the student's

name, the name of the medication, the dosage, the time and date of dispensations and the signature of the person administering the medication.

The nurse may refuse to administer any type of medication. The parent(s)/guardian(s) will be notified of this action.

If it is necessary to administer emergency medication, the school nurse can administer only those medications for which the chief school physician or individual's physician has authorized standing or emergency orders.

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

Medications must be kept in the nurse's office. Students are not allowed to carry medications with them unless a physician's order states that they must do so. Violations may be considered for appropriate disciplinary consequences.

The parent(s)/guardian(s) are responsible for informing the school nurse of any change in the health and/or medication of students. When changes occur, the parent(s)/guardian(s) must return a new medication order form to the nurse. Medication, including aspirin or other over-the-counter medications, will be administered only upon written order from the physician.

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 Drug and Alcohol policy and will be subject to the disciplinary action as set forth therein.

The school district will incur NO liability for the use of unauthorized drugs or medications.

The 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 (2) local emergency contacts on the emergency card. In case of a change in telephone numbers or other information, it is crucial to notify the school as soon as possible. Space is provided on the emergency card to indicate any health problems of which the school should be aware. Emergency card information is vital to the students' 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 OF ADDRESS.. CHANGING YOU ADDRESS ON THE EMERGENCY CARD ALONE WILL NOT SATISFY THIS REQUIREMENT.

Immunization Requirements

The East Stroudsburg Area School District requires written proof of immunizations at registration and prior to

a student entering school. Pennsylvania State Immunization Law requires that students have:

Children ENTERING SCHOOL DISTRICT (K or GRADE 1) need the following vaccines:

- ❖ 4 doses of Tetanus (1 dose on or after the 4th birthday)
- ❖ 4 doses of Diphtheria (1 dose on or after the 4th birthday)
- ❖ 3 doses of Polio
- ❖ 2 doses of Measles with first dose on or after the first birthday
- ❖ 2 doses of Mumps
- ❖ 1 dose of Rubella (German Measles)
- ❖ 3 doses of Hepatitis B
- ❖ 2 doses of Varicella (chickenpox) vaccine with first dose on or after first birthday or history of disease

Children previously attending schools in our district in ALL grades GRADES 1-5 (K-12) need the following vaccines for the 2010-2011 school year:

- ❖ 33 doses of Tetanus
- ❖ 33 doses of Diphtheria
- ❖ 3 doses of Polio
- ❖ 2 doses of Measles, with first dose on or after the first birthday
- ❖ 1-1 dose of Mumps
- ❖ 1-1 dose of Rubella (German Measles)

All children in GRADES K-5 need the following newly-mandated vaccines for the 2011-2012 school year*:

- ❖ 4 doses of Tetanus
- ❖ 4 doses of Diphtheria
- ❖ 3 doses of Polio
- ❖ 2 doses of Measles
- ❖ 2 doses of Mumps
- ❖ 1 dose of Rubella (German Measles)
- ❖ 3 doses of Hepatitis B
- ❖ 2 doses of Varicella (chickenpox) with first dose after 1st birthday or history of disease

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

Children ENTERING SCHOOL (K or grade 1) need the following vaccines:

- ❖ 4 doses of Tetanus (1 dose on or after the 4th birthday)
- ❖ 4 doses of Diphtheria (1 dose on or after the 4th birthday)
- ❖ 3 doses of Polio
- ❖ 2 doses of Measles with first dose on or after the first birthday
- ❖ 1 dose of Mumps
- ❖ 1 dose of Rubella (German Measles)
- ❖ 3 doses of Hepatitis B

❖ ~~1 dose of Varicella (chickenpox) vaccine or history of disease~~

Exceptions to the above requirements must to 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 the reason. Those who are seen for reasons of illness or injury are evaluated and treated. If a student is sent home, the parent(s)/guardian(s) are responsible for transportation. If emergency treatment is deemed necessary and the child is transported via ambulance, the parent(s)/guardian(s) are responsible for any cost involved.

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.



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, and as new students when their records do not contain adequate dental reports. The parent(s)/guardian(s) are encouraged to provide reports of students' 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 permission of the parent(s)/guardian(s), 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.



SCHOOL LUNCH & BREAKFAST PROGRAM

The school makes available a well-balanced hot lunch that may be purchased daily. Students who prefer to bring a packed lunch from home are able to buy milk.

The Federal School Lunch Program guidelines mandate that a Type A hot lunch be offered every day. If a child does not like the food, he/she will not be required to eat it.

Lunch menus will be sent home each month. Please refer to menus so that you and your child can decide if he/she will buy the school lunch. It is very important that your child eat a nourishing lunch since it is difficult for one to work and study effectively on an empty stomach.

All food served is made daily in our kitchens. They are not prepackaged meals. All meals served meet all nutritional values set by the USDA. The school district policy on charging lunch is:

1. Charges will not exceed one lunch charge per student.
2. On the second charge, the student will receive a cheese sandwich (or other alternate food item) and milk. No student will be denied something to eat.
3. There will be no charging two (2) weeks before the close of school.

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

Elementary Student Breakfast	\$ 1.30 1.35
— A la Carte Milk	\$ 0.50 0.50
Reduced Price Meal	\$.30

Please note: School breakfast is not served when operating on a delayed opening schedule.

These are the 2009-10-2010 school year lunch prices:

Elementary Student Lunch	\$ 2.10 <u>2.15</u>
Ala Carte Milk	\$ 45.50
Reduced Price Meals	\$.40

Prices are subject to change.

HOME EDUCATION

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. Students who are registered as home education students with the school district may not participate in school curricular or co-curricular programs, but may participate in extra-curricular programs. Please see Board Policy No. 137 for more information.

STUDENT RIGHTS AND RESPONSIBILITIES

Purpose

The purpose of this discipline procedure is:

- ❖ To ensure understanding by students and parent(s)/guardian(s) of appropriate and inappropriate behaviors
- ❖ To ensure that consistent responses to inappropriate behaviors will occur
- ❖ To ensure a fair and equitable treatment of all students
- ❖ To ensure the protection of students and staff from any individual who abuses their rights and responsibilities
- ❖ To ensure that students and parent(s)/guardian(s) understand the process that leads to detention, suspension, exclusion, or expulsion.

Student Rights

The student has the right to:

- ❖ A full education while assuming certain responsibilities that reflect student self-discipline
- ❖ Enjoyment and benefit from the opportunities for learning in an environment that nurtures his/her academic, physical, social, and emotional development
- ❖ The respect of his/her rights by his/her peers
- ❖ The respect of his/her rights by all adults involved in his/her education
- ❖ Utilization of school facilities, materials, and equipment that have been provided for his/her educational and recreational use.

No student has the right to interfere with the education of his/her fellow students.

As per the PA School Code and Board Policy (No. 218), reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Examples of reasonable force to quell a disturbance and for protection of persons and/or property would include, when reasonably necessary, among others: for the direct defiance of a reasonable request and/or to cease obscenities or abusive language directed at another person.

Student Responsibilities

Student responsibilities are many and begin with those that the student has to self, to peers, to adults, to his /her school building and its environs, and to his/her community. In particular, students share with the administration and faculty in the responsibility to develop a climate within the school that contributes to worthwhile learning and living.

Student responsibilities also include:

- ❖ Regular school attendance
- ❖ Conscientious effort in classroom work
- ❖ Expressing ideas and opinions in a respectful, courteous manner, taking care not to offend others
- ❖ Respecting the rights of students, cafeteria and custodial personnel, office staff, bus drivers, teachers, administrators, and all others involved in the educational process
- ❖ Observing the rules and regulations of student behavior of East Stroudsburg Area School District Elementary Schools
- ❖ Properly using school materials, equipment, and facilities in a manner that prevents costly damage
- ❖ All text/library books issued to the student must be accounted for or paid for before the end of the school year if lost. A fee will be charged for books damaged beyond the extent of normal use.

For more information, please see Board Policy No. 235.

Parent(s)/Guardian(s) Responsibilities

It is the responsibility of the parent(s)/guardian(s) to:

- ❖ Encourage children to regularly attend school
- ❖ Be aware of and supportive of the rules and regulations for student behavior
- ❖ Discuss the rules and regulations with their child
- ❖ Assist the entire school staff in operating a safe school for all students
- ❖ Oversee school projects outside the school building
- ❖ Participate in school conferences.

RECESS

Student Rights

Students have the right to:

- Orderly passage from the
- classroom to the play area
- A safe, supervised play area.



Student Responsibilities

Students are responsible to:

- Conduct themselves in a considerate, courteous manner, and follow all school rules
- Come to school dressed accordingly so that he/she may participate in indoor and outdoor activities.

During the school day, weather permitting, students may have outdoor, supervised recess. During inclement weather or when the playground is unsuitable for play, children may have recess indoors. Team sports such as kickball, baseball, jump rope, and basketball are acceptable playground activities. However, if students' health and safety become a concern, certain contact sports or activities will be prohibited.

CAFETERIA

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

Student Rights

Students have the right to:

- ❖ Eat lunch in a clean, orderly environment
- ❖ Be respected by their peers and the adults overseeing the lunch program.

Student Responsibilities

Students are responsible to:

- ❖ Conduct themselves in a considerate, courteous manner
- ❖ Treat others and the property of others with care and respect
- ❖ Speak in an acceptable tone and volume of voice
- ❖ Walk in a safe, orderly fashion
- ❖ Stay in assigned area and raise his/her hand to leave the table; be excused before leaving the table
- ❖ Remain seated unless carrying out a specific duty
- ❖ Keep food on his/her tray until eaten
- ❖ Clean the table and floor around his/her seat before leaving
- ❖ Dispose of, in the proper containers, paper, food, milk cartons, and straws.

Disciplinary Consequences

First Offense: A warning is given to the student.

Second Offense: The student is issued an incident referral that indicates the nature of the problem. The referral is sent home for the parent's/guardian's signature, to be returned to school the following day.

Third Offense: Procedure 2 listed above is followed, and the student may also be assigned to a "time-out" area for the remainder of the week.

Fourth Offense: Procedures 2 and 3 are followed; the student is referred to the school principal, and may be excluded from eating in the cafeteria for up to three days.

Severe Clause: An uncooperative, disrespectful, disregard for the rules. Serious infractions or chronic misbehavior in the cafeteria may be immediately referred to the school principal for disciplinary action.

- ❖ Students may lose recess privileges for inappropriate behavior, such as throwing food, taking food from others, leaving one's seat without permission, and other misbehavior that warrants such a consequence. The school principal is notified of the problem.
- ❖ Cafeteria monitors may assign silent time during lunch as a result of continuous inappropriate behavior.
- ❖ After two incidents in one week, students will automatically go to the school principal's office. The parent(s)/guardian(s) will be called and informed that another cafeteria violation may result in suspension from the cafeteria.

The cafeteria disciplinary procedure provides the student with a chance to improve his/her behavior and the opportunity for the parent(s)/guardian(s) to assist in the correction of the problem.



CLASSROOM CELEBRATIONS

Guidelines established by the Wellness Committee for foods in the classroom setting include:

- 1) Classroom celebrations shall not offer more than one (1) food that has sugar as its first ingredient.
- 2) Food shall be prepackaged in single servings with all ingredients listed on the package.
- 3) Fresh fruits/vegetables should be encouraged as a part of any classroom celebration.
- 4) Beverages offered as part of a classroom celebration shall be limited to water, at least 50% fruit juice or milk.

Additional guidelines can be found in District 246-AR, which can be obtained through your school nurse.

TRANSPORTATION

All times of pickup and return of students are approximate. Parent(s)/Guardian(s) 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, van and other vehicles those items, including musical instruments, school projects, book bags, athletic gear and other purposeful items that can be held comfortably in the student's lap without encroaching on the aisle space and/or adjacent student seating space. Such items shall not be placed on unoccupied seats or on the floor except as designated by the school bus driver. Musical instruments meeting this criterion are flutes, clarinets, oboes, trumpets, alto saxophones and violins.

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

Items that are not permitted to be transported on school buses, vans, and other vehicles include exceedingly large musical instruments (e.g. tuba, tenor sax, drums, baritone sax, bass clarinet, cello, stand-up bass, etc.), skis, ski poles, snowboards, skateboards, 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.

Kindergarten Students: Kindergarten students will not be released from the school bus, van, or other vehicle unless they are met by a parent/guardian or responsible adult (currently listed as child's daycare provider) upon being discharged from the vehicle. In the event that a parent/guardian or proxy is not present at the bus stop to receive the kindergarten student, the driver will contact the transportation department so that a phone contact can be made to a parent/guardian. If contact cannot be made, the kindergarten student will be returned to the school to await parent/guardian pick up. No kindergarten student will be released to an older sibling unless the school principal receives a written request from the parent/guardian.

The driver will document the first incident of a parent/guardian or proxy not being present at the student's assigned bus stop and will return the student to the school to await parent/guardian pick up. On the second occurrence, the driver will again document the incident and transport the kindergarten students to the school to await parent/guardian pick up. In addition, the school principal will send a letter home to the parent/guardian stating that any future occurrences will result in a school conference aimed at resolving the situation. Future incidents could result in suspension of transportation services and/or contacting the local Children and Youth agency.

INSURANCE PROCEDURES FOR BUS ACCIDENTS

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

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

If there should be a case when you as the parent or guardian do not have car insurance, the laws states that any resident relative in the household who carries automobile insurance would file the medical bills. If no one in the household carries

automobile insurance- the medical bills should be filed with: bus contractor / school district.

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

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

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

SCHOOL BUS

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.

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.



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 provides;

4. A student is reassigned to a new school because of the required educational program; or
5. An emergency develops relating to the family of the student where no one would be at the residence to send the student to school or to receive the student at the end of the school day and there is no other parent or guardian arrangements that can be made for safe transportation other than by school bus. (An "emergency" is defined as death in the family or unanticipated medical condition.)

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

Any note received regarding a student riding home on a bus other than his/her regularly assigned bus or with anyone other than the parent(s)/guardian(s) may be confirmed via a phone call to the parent(s)/guardian(s) to verify the note's validity.

Student Rights

Students have the right to safe travel to and from school.

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.

Student Responsibilities

Students are responsible to:

1. Respect members of the community and their property and to observe school rules and regulations and all applicable laws as they journey to and from school either by walking or by school bus
2. Follow these rules on the school bus:
 - a. Observe same conduct as in the classroom
 - b. Be courteous, use no offensive, profane, and/or vulgar language
 - c. Do not eat or drink on the bus
 - d. Keep the bus clean
 - e. Cooperate with the driver
 - f. Do not smoke and/or use and/or possess tobacco products
 - g. Do not be destructive and/or disruptive
 - h. Stay in your seat
 - i. Keep head, hands, and feet inside the bus
 - j. Bus driver is authorized to assign seats.
3. Hand the bus driver the school district issued bus pass, signed by appropriate staff, as he/she boards the bus.

All students will abide by established rules and regulations concerning conduct on the bus. Disciplinary consequences will be assigned accordingly.

Disciplinary Consequences

The school principal will determine the appropriate action to be taken depending on the circumstances related

to the behavior. He/She is authorized to move directly to the fourth step when a severe and/or criminal offense occurs such as assault/fighting, drug-related offenses, destruction of public property, potentially dangerous acts, and/or harassment. In such instances, the student may be suspended from the bus for the balance of the school year.

When the school principal receives a *School Bus Incident Report*, the following procedure(s) may be followed:

First Offense: After discussion of the *School Bus Incident Report*, a warning is given to the student by the school principal.

Second Offense: The student will have a conference with the school principal, and a letter will be sent to the parent(s)/ guardian(s) informing them of the problem and stating that, on the next occurrence of any problem, the student will ~~be denied bus privileges for three (3) days~~ receive a one (1) day after-school detention.

Third Offense: The student will have a conference with the school principal and a letter will be sent to the parent(s)/ guardian(s) informing them of a ~~three (3) day suspension of bus privileges~~. ~~The parent(s)/guardian(s) will be required to attend a conference with the school principal, driver, and student prior to the reinstatement of bus privileges~~ the student will receive two (2) day after-school detentions.

~~*Other Fourth Offenses:*~~ The student will have a conference with the school principal and a letter will be sent to the parent(s)/guardian(s) informing them of a ~~minimum five (5) day suspension of bus privileges~~ ISS.

Fifth Offense: The student will have a conference with the school principal and a letter will be sent to the parent(s)/guardian(s) informing them of a three-day bus suspension.

Sixth Offense: The student will have a conference with the school principal and a letter will be sent to the parent(s)/guardian(s) informing them of a five-day bus suspension.

Seventh Offense: The student will have a conference with the school principal and a letter will be sent to the parent(s)/guardian(s) informing them of a 10-day or permanent bus suspension for the year. Depending upon the severity of the incident, the school principal has the authority to suspend the student for a longer time beyond the minimum suspension. The student could be suspended from riding the bus for the balance of the school year.

The school principal may move immediately to a suspension, depending upon the severity of the offense. This bus discipline procedure provides the student with a chance to correct his/her behavior and a chance for the parent(s)/guardian(s) to aid in the correction of the problem. If these ~~two~~ means fail, the school principal may be obligated to remove the student from the bus to help protect the other passengers.

Please see Board Policy No. 810 for more information.



DRESS

Students' Rights

Students have the right to:

- ❖ A learning environment free of offensive attire
- ❖ A learning environment free of distractions caused by the attire of others
- ❖ Safety.

Students' Responsibilities

Students are responsible to:

- ❖ Dress neatly
- ❖ Be well-groomed at all times
- ❖ Conform to the accepted standards within our school district's schools, including uniforms
- ❖ Be clean and neither distracting nor offensive to other students or adults in the building.

The following types of clothing are inappropriate and should not be worn in school:

- ❖ Spandex shorts
- ❖ Mid-length shirts and blouses
- ❖ Mesh-type shirts
- ❖ Articles of clothing advertising drugs, alcoholic beverages, and tobacco, as well as articles with questionable printing or illustrations
- ❖ Clothing that may be unsafe and cause bodily harm to students is also prohibited (i.e. flip flops, untied sneakers, loose-fitting sandals, shoes with wheels).

Students may wear appropriate-length shorts (such as Bermuda shorts) during the fall and spring when temperatures warrant such attire. Common sense must be used in selecting proper daily attire so that students can comfortably and effectively focus on the task of learning. See Board Policy No. 221 for more details.

Disciplinary Consequences

See Level I Disciplinary Responses.



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. 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,
4. Maintain school and property to assure an attractive, safe learning environment.

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. (See Appendix A)

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 and school 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 incursion by other students. No student may use a locker as a depository for controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items, which threaten the health, safety, and/or welfare of those in the school setting and/or the setting itself. Students' use of lockers is expressly conditioned upon the student's acknowledgement that the locker belongs and remains the property of the school.
- School officials are authorized to inspect a student's locker by random and/or periodic searches when the decision by a school official is reasonable given all the circumstances present at the inception of the search and the search itself is reasonably limited in its scope to the objective, which initially prompted the search.
- School officials may search a student's locker and seize any controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items.
- Prior to a locker search, a student may be notified and given an opportunity to be present (the student's presence is not mandatory). However, where school officials have a reasonable suspicion that the locker contains controlled substances and/or alcohol, and/or weapons and/or incendiary/explosive devices, and/or other potentially dangerous or disruptive items which pose a threat to the health, welfare and safety of those in the school setting and/or the setting itself, the student's locker may be searched without prior warning.
- Student desks and the closets within the classroom are the property of the East Stroudsburg Area School District. Students who store personal items in those areas shall have no expectation of privacy.

Administration reserves the right to search the contents of those areas at any time.

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



ITEMS FROM HOME



Please label outerwear apparel with a sewn label or indelible pen. Also, mark lunch bags and boxes. This will ensure quick return to the owner when articles are lost or misplaced. Students are NOT TO BRING VALUABLE ITEMS TO SCHOOL (e.g. money, watches, rings, baseball cards, trading cards, electronic devices, IPODS, etc.). Furthermore, the school personnel cannot be held district is not responsible for prohibited items which are lost, stolen, or damaged.

Gum, food and beverages are not permitted in the school building. Food is only permitted in the school dining roomcafeteria. Students should only bring items necessary for educational responsibilities. All other items such as walkmans radios, radios, unauthorized magazines, yo-yos, electronic games, video or digital devices including CD and DVD players, iPODs, cameras, electronic papers, laser pens/pointers, whiteout, e-mail, text messaging devices, etc. are not are not permitted. The use of personal communication devices by students during the school day in school district buildings (8:45am-3:15pm) and while riding school district buses is prohibited., on school district property, and while students are attending school sponsored activities is prohibited.

Also, ~~t~~The possession and use by students of any device 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 district property during the school day. Inappropriate use of communication devices, while on school district property (including school district buses) and/or while a students is engaged in school sponsored activities, 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 will be confiscated and, as per Board Policy No. 237, only returned to a parent/guardian. **Coats, jackets, purses, hats, and book bags are to be kept in lockers or homerooms, as is applicable, during the school day.**

Elementary administration requests that students not be permitted to carry more than \$10 to school on any given day unless a parent notifies the office in advance. Students who possess a **cell phone** shall:

- not use or carry cell phones during school hours;

- keep the cell phone in backpacks or securely placed in school lockers; and
- keep the cell phone turned off during school hours and on the bus.

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.



SCHOOL TELEPHONE

Students may use the telephone in the office after receiving permission from the school principal. Students will not be called to the telephone unless there is an **extreme family emergency**.

IMPORTANT NOTE:

All transportation arrangements should be provided in writing to your child's homeroom teacher. If an emergency necessitates making transportation arrangements by telephone, please contact the school office at least one (1) hour before dismissal. It is difficult to facilitate the delivery of messages received after this time. This does not include arrangements that are social in nature.

Also, transportation arrangements for students participating in after-school activities must be confirmed in advance. Students will not be permitted to stay for the activity if transportation has not been arranged. These arrangements cannot be made on the telephone. An activity bus is also available to students; it provides transportation to limited drop-off points.

WEATHER EMERGENCIES AND CLOSINGS

When schools of the East Stroudsburg Area School District are to be closed or delayed due to inclement weather, or when emergency early school closings are

necessary, announcements will be made on the following media:

<u>Station</u>	<u>Dial</u>	<u>Location</u>
WODE	99.9 FM (The Hawk)	Easton, PA
WVPO	840 AM	Stroudsburg, PA
WSBG	93.5FM	Stroudsburg, PA
WEEX	1230 AM	Easton, PA
WNEP-TV	Channel 16 (Cable Channel 7)	Moosic, PA
WBRE-TV	Channel 28 (Cable Channel 8)	Wilkes-Barre, PA
WMFZ-TV	Channel 69 (Cable Channel 4)	Allentown, PA
WYOU-TV	Channel 22 (Cable Channel 2)	Wilkes-Barre, PA
WBRC-TV	Channel 13	Stroudsburg, PA



The Superintendent reserves the right to close schools of the school district 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.

Students and their parent(s)/guardian(s) are requested to tune in to radio or TV for this information. Phone notification will also be made through our ConnectEd system. Please be sure to have current phone numbers and emergency contacts on file.

Parent(s)/Guardian(s) are asked to inform their children about what to do or where to go in the case of an early dismissal. This should be done early in the school year so that all children are properly prepared for early dismissal at any time.

An attempt will be made to inform kindergarten parent(s)/guardian(s) of delays in bus pick-ups, late arrivals home, or early dismissals. However, parent(s)/guardian(s) are responsible to listen to public announcements regarding weather emergencies.

FIRE DRILLS

Fire drills enable students to learn to move quickly, quietly, and without panic from the school building in case of an emergency. A fire drill is held at least once a month as per school code. Lockdown drills will occur to provide practice for emergencies that may occur within the district.



BIKES/SKATEBOARDS/ROLLERBLADES

Students shall not rollerblade, roller-skate, skateboard or act similarly on school grounds at any time, whether during or after school hours, including all outdoor and

indoor recess periods. Shoes with wheels are also prohibited. For purposes of this ban, school grounds shall include all school buildings, parking lots, walkways, paths, playgrounds, playing fields, and stairwells leading to school building entrances. As is permitted by the school, students who ride bicycles onto premises must do so responsibly or risk losing such privileges.

STUDENT LOCKERS

All lockers are the property of the East Stroudsburg Area School District. Students shall have no expectation of privacy regarding their lockers. Administration has the right to search locker contents at any time.

PHOTOGRAPHING AND VIDEOTAPING

During the school year, videotaping and/or taking pictures of students may be done by local newspapers, television stations, clubs, and parent-school association representatives. Should you object to your child's picture being taken and/or his/her being videotaped, please notify your child's school principal 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.

ACCESS TO BOARD POLICIES

Board policies are available at school offices, in school libraries, on the school district website and at the East Stroudsburg Area School District 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 book for your reference.

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

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

Whether the state has licensed or qualified the teacher for the grades and subject he or she teaches.

☐ Whether the teacher is teaching under an emergency license or other provisional status by which state licensing criteria have been waived.

☐ The teacher's college major, whether the teacher has any advanced degrees, and the subject of the degrees.

☐ Whether any instructional aides or paraprofessionals provide services to your child and their qualifications.

If you would like to receive any of this information, please contact the Personnel Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, PA 18301.

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.



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

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 though-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 though-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.

201. ADMISSION OF STUDENTS

The Board shall establish age requirements for the admission of beginning students which are consistent with statute and sound educational practice and ensure the equitable treatment of all eligible children.

First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term, except that a child who is eight (8) years of age may begin school at any time during the school year.

The entrance age for first grade students in the school district shall be six (6) years or more on or before September 1 of each school term with the maximum entry

age for beginners to be eight (8) years. This age requirement also applies to out of state, public and private school transfer students.

If a child has not met the age requirement of at least six (6) years by September 1 of that school term, but has spent at least until December 31 of that school term in an approved first grade program or has successfully completed an approved kindergarten program which is comprised of at least 450 instructional hours, that child will be considered for admission to first grade in the school district under the following conditions:

1. Written recommendation and academic documentation from the sending school.
2. The school principal will make a decision whether or not to admit the student to first grade after reviewing the documentation submitted and consulting with the guidance counselor, reading specialist, and/or other designated staff members.

The Board is not required to admit as a beginner any child whose chronological age is less than the school district's established admission age.

The Board may admit as beginner any child who has successfully completed the school district's kindergarten program.

Kindergarten

The entrance age for kindergarten students of the school district shall be five (5) years or more on or before September 1 of each school term. This age requirement also applies to out of state, public and private school transfer students.

If a child who has not met the age requirement of at least five (5) years by September 1 of that school term, but has spent at least until December 31 of that school term in an approved kindergarten program; that child will be considered for admission to kindergarten in the school district under the following conditions:

1. Written recommendation and academic documentation from the sending school.
2. The school principal will make a decision whether or not to admit the student to kindergarten after reviewing the documentation submitted and consulting with the guidance counselor, reading specialist, and/or other designated staff members.

The Superintendent shall require that each student who registers for entrance to school exhibit his/her birth certificate or similar documentation as proof of age and birth date, along with proof of required immunization.

NOTICE REGARDING PRESCHOOL CHILDREN WITH SPECIAL NEEDS (Age 3 to School Age)

Parents who have questions regarding their child's seeing, hearing, learning, talking, moving about,

manipulating objects, understanding, showing emotions, getting along with others, playing with toys taking care of himself/herself, should telephone Colonial Intermediate Unit #20 (CIU#20), which offers *early intervention*, a preschool program for children with special needs. CIU#20 can provide information, screening, evaluation, programs, therapy, parent support, and referral to community agencies at no cost to the parent. For further information, call CIU#20 at 610-252-5550 or the Special Education Department, East Stroudsburg Area School District, at 570-424-8500 Extension 1902.

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. ATTENDANCE

The Board requires that school-aged students enrolled in schools of the school district attend school regularly, in accordance with state laws. The educational program offered by this school district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

The Board recognizes that if the parent(s)/guardian(s) will not insist that their child take advantage of the free educational opportunities offered, it becomes the duty of the school district and the state to require that attendance be enforced within the limits of the law.

School officials are, for the purpose of meeting the attendance reporting requirements at the state and/or federal level(s), required to define excused, unexcused and unlawful absences.

Regular attendance – Attending school each day during which school is in session. Students are to attend all sessions unless properly excused by school authorities.

Absence – The nonattendance of a student on those days and partial-days school is in session.

Beginner – A child who enters a school district's lowest elementary school grade that is above kindergarten.

Compulsory School Age – The period of a child's life from the time the child enters school as a beginner which may be no later than at the age of 8 years, until the age of 17 years or graduation from a high school, whichever occurs first.

Truancy – The failure of a child, under the age of seventeen (17) and at minimum classified as a beginner, to attend school regularly as required by law, without reasonable excuse (acceptable written statement) for his/her absence.

Cumulative Absences – Days of absence that contribute to the allotted number of days a student may be absent.

Excused Absence – The Board considers the following urgent reasons to constitute reasonable cause for excusal from school attendance:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in the family.
6. Impassable roads.
7. Weather so inclement as to endanger the health of the child.
8. Excused pursuant to a farm or domestic service emergency permit.
9. Exceptionally urgent reasons such as affect the child, but which ordinarily would not include work at home.
10. To receive professional health care or therapy services rendered by Commonwealth licensed practitioners that are otherwise impractical or impossible to receive outside of school hours upon receipt of satisfactory evidence of such need.
11. Pre-approved educational trips or tours in accordance with Policy 204.2.
12. Pre-approved college visits.
13. Suspensions from school.
14. Official religious holidays observed by the student's religious group.
15. Participation in school sponsored activities.

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.

Absences shall be treated as unlawful until the school district receives a written excuse explaining the absence, which must be submitted within three (3)

days after the absence.

The Board may excuse the following students from the requirements of attendance for other than temporary reasons at schools of the school district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of the school district shall be counted as being in attendance in this school district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business school has been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
6. Students receiving private instruction from a properly qualified tutor.
7. Children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval by the Secretary of Education.
8. Students enrolled in special schools conducted by an Intermediate Unit or the Department of Education.

Student absences due to employment are subject to the rules governing such absence as prescribed by the Child Labor Laws and the Pennsylvania Department of Education. In order for an eligible student to be released from attending school for reasons of full-time employment, s/he must show proof of having acquired a job of not less than thirty-five (35) hours per week.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

The Superintendent or designee shall develop procedures for the attendance of students that:

1. Ensure a school session that conforms with requirements of state regulations.
2. Govern the keeping of attendance records in accordance with state statutes.
3. Impose on truant students appropriate incremental disciplinary measures for infractions of school

rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.

4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
5. Ensure that students legally absent have an opportunity to make up work.
6. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience sufficient to warrant the student's suspension or expulsion from the regular school program. Students who are no longer of compulsory attendance age but elect to remain on the rolls of the school district are to attend school on a regular basis as per the same expectations set forth for those students of compulsory school age. Such students who, as per guidelines set forth below, are considered to be in violation of the school district attendance policy may be brought before the Board for expulsion from the schools of the school district.

Whenever a student has been unlawfully absent to the extent that his/her parent(s)/guardian(s) have received a letter of notification of three (3) unlawful absences and been unlawfully absent for any additional day or more, including those minutes of unlawful tardiness that, when added, make up a school day, the parent(s)/guardian(s) will be prosecuted for non-compliance with the compulsory attendance laws of the state. If the absence continues, a new citation shall be issued weekly. Should the unlawful absences continue beyond four (4) weekly citations, a new citation shall be issued for each successive day of unlawful or illegal absence.

When a runaway child of compulsory school age has been absent from school for three (3) days, the first offense unlawful absence notice shall be served on the parent(s)/ guardian(s). If it is apparent that the parent(s)/guardian(s) have made every effort possible to locate the whereabouts of such child and return him/her to school, no further action need be taken. The student, however, should be kept on the active roll and marked unlawfully absent until such time as s/he returns or legal requirements are satisfied. If it is believed that the parent(s)/ guardian(s) know where the child is, and are making no effort to locate him/her, proceedings shall be entered against them, as

provided in the Public School Code. Fifteen (15) days after the police have been notified of the absence by the parent(s)/guardian(s) or the district, the child shall be taken off the rolls.

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 invalidated telephone call.

Students Unauthorized Releases

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

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

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.

209. HEALTH EXAMINATIONS

~~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 examinations or dental screenings within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received; or students are exempt for religious reasons by submission of a 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

218. STUDENT DISCIPLINE

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

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

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Conduct to govern student discipline, and students shall not be subject to disciplinary action based upon race, gender, color, religion, sexual orientation, national origin or handicap/disability.

Each student must adhere to Board policies and the Code of Conduct governing student discipline.

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Conduct.
5. The conduct involves the theft or vandalism of school property.

Any student disciplined by a school district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board Policy No. 233.

Corporal Punishment

The Board prohibits the use of corporal punishment to discipline students for violations of school district

policies, rules or regulations.

Reasonable force may be used by teachers and school authorities under any of the following circumstance: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Examples of the use of reasonable physical force to quell a disturbance and for protection of person and/or property would include, when reasonably necessary, among others:

1. For direct defiance of a reasonable request.
2. To cease obscenities or abusive language directed at another person.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct and which:

1. Are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
2. Do not discriminate among students.
3. Do not demean students.
4. Do not violate any individual rights guaranteed to students.

Sanctions for infractions of rules and regulations shall:

1. Relate in kind and degree to the infractions.
2. Help the student learn to accept responsibility for actions.
3. Help to ameliorate harm caused by the student's misconduct.
4. Hold parents and guardians accountable for the actions of their students.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Conduct shall be available in each school library and in the main office of each school.

Rules governing student conduct shall require students to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of other.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

The building principal or designee shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the school district and to

the student's due process right to notice, hearing and appeal.

Teaching staff and other school district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Students, with the help of their parents/guardians, are responsible for reading all information on student rules and for learning them so they will know what to expect in the event they behave inappropriately. In addition, parents/guardians shall be informed of student misbehavior with the intent of establishing a home and school relationship that will impact in positive ways on student behavior.

Listing of disciplinary offenses is not all-inclusive. Therefore, the administration reserves the right to act as it sees fit regarding misbehavior not specifically covered in policy. Further, the administration may feel the need, based upon the seriousness of an infraction and/or the age of the student involved, to deviate from the set of rules presented herein and/or in any Board-approved policy and/or code of conduct with regard to consequences.

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/Skort

1. Torn, frayed or ripped clothing is not permitted.
2. Spandex, Lycra, stretch, form fit or skin-tight outfits of any type or material are not permitted unless accompanying clothing covers the hips, buttocks and chest in an appropriate manner.
3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
4. See-through garments are prohibited. Undergarments will not be exposed in any way.
5. Tops will not be "low-cut" or exposing, including cleavage. Bare midriffs and bare backs are not permitted. Tops must be long enough to tuck in.

6. The following are unacceptable school attire:
 - a. Tank tops/muscle shirts
 - b. Spaghetti strap/halter/mesh tops
 - c. See-through blouses or shirts
 - d. Tube tops/crop tops
 - e. Pajamas or slippers
 - f. Micro-mini skirts, dresses and shorts
 - g. Wallet or waist chains
 - h. Headwear
 - i. Leather or chain neckwear.
7. Coats, jackets and/or garments designed for protection from the outside weather are not to be worn in school.

Any school within the school district may decide to prohibit the wearing of shorts in the school setting. Parents/Guardians and students will be notified of the institution or adoption of such a building-specific policy.

1. Pants, shorts, and skorts must be secure and worn no lower than the hip. Low riding/sag style garments are not permitted. Pants must fit at the waist and crotch.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear are not permitted.
4. All shorts, skirts, skorts and slits in skirts must extend to the bottom of the fingertips with arms fully extended.
5. Cut-offs of any type are not permitted.

Offensive Dress

Clothing, patches, buttons, pins, jewelry, and/or backpacks are not permitted if they:

1. Have sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocate violence, hate, intolerance or racism.
3. Advertise and/or promote the use of tobacco, alcohol and/or drugs.
4. Have double-meaning wording, obscene language, or sends an "anti-snitch" message.
5. Are disrespectful.
6. Suggest gang affiliation or activities.

A tattoo must be covered if it:

1. Has sexually suggestive writing/pictures, including the Playboy symbol, the word "Hustler", or any other symbol or word that could be considered pornographic, obscene, vulgar, sexually suggestive and/or to promote pornography.
2. Advocates violence, hate, intolerance or racism.
3. Advertises and/or promotes the use of tobacco, alcohol and/or drugs.
4. Has double-meaning wording, obscene language, or sends an "anti-snitch" message.
5. Is disrespectful.
6. Suggests gang affiliation or activities.

Footwear

1. Some sort of shoe or footwear must be worn at all times.
2. Any shoe or footwear that poses a safety hazard is not permitted.

Jewelry

Spiked jewelry, chains, and/or any jewelry that could be deemed offensive, be considered disruptive to the academic process, suggest gang affiliation or cause injury and/or constitute a safety hazard to the student or others are not permitted.

Headwear

Headwear, including hats, caps, bandanas, kerchiefs, sunglasses, visors, and/or sweatbands are not permitted to be worn in school.

Health And Hygiene

1. Any apparel that is judged to be unhealthy and/or unsanitary (e.g., clothing is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

Disciplinary Consequences

Students violating this policy shall be subject to the following minimum disciplinary consequences:

1. **FIRST OFFENSE:** At the discretion of the school principal, the student will be retained in the school office or placed in In-School Suspension until the student/parent/guardian provides a proper change of clothing.
2. **SECOND OFFENSE:** At the discretion of the school principal, the student will be retained in the school office or placed in In-School Suspension until the student/parent/guardian provides a proper change of clothing. Parents/Guardians will be notified in writing of the school's concern.
3. **THIRD OFFENSE:** Student will be retained in the office or placed in In-School Suspension until the parent/guardian provides a proper change of clothing. In the event that a parent/guardian cannot be reached on the day of the violation, the parent/guardian may be asked to accompany the student to school to meet with the school principal prior to the student's return to the classroom.

Student will receive a one-day In-School Suspension. Parents/Guardians will be notified in writing of the disciplinary consequences.

1. At the discretion of the school principal, all subsequent violations may result in In-School Suspension, loss of privileges, or Out-of-School Suspension.
2. Repeat or serious violations may result in referral to the Board for possible expulsion.

Students violating this policy in a manner considered to be gang-related can also be in violation of Board Policy No. 218.3 and receive applicable consequences.

If possible, the student may exchange restricted clothing for clothing provided by the school.

A dress code is a dynamic document. Administrative discretion may be used to determine appropriate attire in the school setting. Students and parents/guardians shall be notified of any change in policy. Solutions to situations not specifically covered herein are the responsibility of building-level administrators.

Appropriate decisions will be made based on the Board policy. Students and parents/guardians are expected to exercise careful

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.

226.2. USE OF METAL DETECTORS

In view of the escalating presence of weapons in schools across the nation and locally, the use of metal detectors to minimize the risk of weapons on campus is determined to be a desirable technique to enhance campus security. No student, teacher, other staff member or members of the public should be subject to the dangers inherent in a firearm, knife or other potentially dangerous object carried onto the campus by another person.

This policy sets forth certain guidelines for the use of metal detectors. The Superintendent shall direct the procedures to be used.

Metal detectors may be of the stationary walk-through or hand-held type.

Random Use

Metal detectors may be used at random at times to be determined by the school principal.

Notice Of Use Of Metal Detectors

All persons entering a school of the school district may be required to submit to a metal detector test.

Avoidance Of Detection Process

When a detector is in use at a particular location and a person attempts to avoid using that location, it shall be considered sufficient cause to immediately detain and search the person.

Refusal Of Detection Process

A person's failure or refusal to permit a metal detector check as provided for in this policy will be considered grounds for disciplinary action, including possible expulsion.

Selective Use Of Detector

Random use of a metal detector pursuant to this policy shall not be considered a search governed by other policies of this Board relating to search of students and other persons. However, if a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon, s/he may conduct a search of a person and personal effects.

No Obligation To Use

Nothing in this policy requires the use of a metal detector.

227. CONTROLLED SUBSTANCES

The Board, administration, and staff believe in the individual value and potential of each member of the school community. The Board recognizes that chemical abuse and dependency impair the ability of individuals to develop their full potential. The Board also recognizes that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and school district goals. This policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives. It is also the school district's belief that chemical dependency is a treatable illness.

For purposes of this policy, the following definitions shall apply:

1. **Assessment** – An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency; assessment can be done at the agency or at school.
2. **Confiscation** – The search for and/or seizure of any drug/alcohol or mood-altering substance by school employees.
3. **Cooperative Behavior** – The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.
4. **Distributing** – Delivering, selling, passing, sharing or giving any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another to aid therein.
5. **Drug/Alcohol And Mood-Altering Substance** – Any alcohol or malt beverage, and drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include, but are not limited to, beer, liquor, marijuana, hashish, chemical solvents, glue, "look alike" substances, and any capsule or pill not registered with the school nurse, annotated within the student's health record and then given in accordance with the school district's policy

for the administration of medication to students in school.

6. **Drug Paraphernalia** – Any utensil or item which, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
7. **Possession** – The act of holding on one's person or among one's possessions, or under one's control, without any attempt to distribute any alcohol, drug, or mood-altering substance, as defined by this policy.
8. **School Property** – Includes buildings, facilities and grounds on the school campus, any facility used for a school function, school bus stop, school parking areas, and routes traveled to and from school by any means.
9. **School-Sponsored Activity** – Any activity which the school district has approved, either during or after school hours.
10. **S.A.F.E Team** – A multi-disciplinary team (MDT) composed of school personnel, teachers, administrators, nurse, and counselors, which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process of students, thus providing student assistance services.
11. **Uncooperative Behavior** – Resistance or refusal, either verbal, physical or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

The Board has as its purpose the education of the students within the school district according to the standards set down by the Commonwealth of Pennsylvania. The school district's primary concern is for the well-being of the students. However, the school district also has a responsibility to comply with state law. Therefore, school district policy shall be one of extending student assistance services to students through our S.A.F.E. team while complying with state laws for the protection of all students and staff.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school sponsored event.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists,

home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent, unless the best interests of the student can be served only by such release.

The Superintendent shall prepare rules for the identification, amelioration and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Provide education concerning the dangers of abusing controlled substances.
3. Disseminate to students, parents and staff Board policy and school district procedures governing student abuse of controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use, distribution and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year and other governmental body as is required.

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

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent or guardian.

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania shall notify the proper school personnel as designated by the school principal who will ensure that all appropriate means of action and service are implemented.

Anabolic Steroids

The use of anabolic steroids, Human Growth Hormone (HGH), and other performance enhancing substances by all students is prohibited, and is considered a violation of this policy, and shall result in disciplinary consequences as per the Code of Conduct and No. 227-AR. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids. Education regarding the dangers of anabolic steroids shall be provided in applicable school district drug and alcohol programs.

Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of

anabolic steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchase, or sale of anabolic steroids could subject them to suspension, expulsion and/or criminal prosecution.

The Superintendent shall cause the prescription, implementation and enforcement of rules and regulations to prohibit the use of anabolic steroids by any student, except for a valid medical purpose, which shall not include body building and/or muscle enhancement by any student. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.

Education regarding the dangers of anabolic steroids shall be provided in other school district drug and alcohol programs.

Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchase, or sale of anabolic steroids could subject them to suspension, expulsion and/or criminal prosecution.

Consequences for Policy Violation

All students are subject to the penalties prescribed for drug and alcohol use controlled substances. Students will be informed annually of such penalties, rules and regulations. Appropriate disciplinary action will consider variables such as extent of involvement, age, previous behavior and other relevant information. Students who participate in school-related athletics and violate these rules and regulations, including the prohibition of anabolic steroids, are further subject to: Disciplinary consequences shall be outlined in the school Code of Conduct as per, No. 227-AR.

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

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.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer. (Superintendent, P.O. Box 298, East Stroudsburg, PA 18301, 570-424-8500).

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

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

Each student shall be responsible to respect the rights of their fellow students and school district employees and to ensure an atmosphere free from all forms of unlawful harassment.

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

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

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes 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 POLICY

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.~~

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.

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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.

APPENDIX A
East Stroudsburg Area School District
Elementary School
CODE OF CONDUCT*

Type I

Expected Behavior

Cumulative Consequences

1. Students will act in an appropriate manner in the classroom. Students will be polite, respectful, and obedient.
2. Students will act in an appropriate manner in the lavatory, hallways, playground, cafeteria, and in assemblies.
3. Students will remain in authorized areas.
4. Students will refrain from bringing to school objects not required for the students learning day, such as, toys, electronic devices, or any other item that distracts from the learning environment.
5. Students will dress in an appropriate manner as outlined in the Student Dress and Grooming Policy No. 221.
6. Students will keep all food and drink in the cafeteria unless otherwise directed by the classroom teacher.
7. Students will adhere to the Attendance Policy No. 204.
8. This section is meant to cover all other Type I offenses which are not listed.
9. Chronic Type I offenses can be considered as Type II.

1. First: Documented teacher interventions including, but not limited to, conference with students, conference with parent, conference with guidance staff, student detention(s) (lunch/recess), student contract, modified instructional programming, specially-designed assignment, denial of class privileges.
Second: Counsel and discussion of inappropriate behavior with the school principal.
Third: Assignment to time-out area.
Fourth: Detention(s) with the school principal including, but not limited to, lunch detention(s), recess detention(s), before school detention(s), after-school detention(s).
Fifth or more: Multiple detentions with the school principal.
2. See above.
In addition, with parent notification, the student may be required to perform School service.
3. See 1 and 2 above.
4. See 1-3 above.
In addition, object or toy will be held in the office for parental pick up.
5. See 1-3 above.
In addition, students will be asked to change clothing.
6. See 1-3 above.
7. See 1-3 above.
See Board Policy No. 204.
8. See 1-3 above.
9. See Type II consequences.

*This section covers the violation of published regulations of the school district's Board of Education. (Consequences indicated in Board policy will override provisions of this section.)

****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 RECEIVE ANY TYPE OF SUSPENSION WILL BE PROHIBITED FROM ATTENDING AND/OR PARTICIPATING IN AFTER-SCHOOL ACTIVITIES FOR THE DURATION OF THE SUSPENSION.**

Type II

Expected Behavior

1. Students will remain in class unless appropriate written permission is granted.
2. Students may not participate in gambling, forgery, cheating, plagiarism, etc.
Cheating is defined as the willful giving or receiving of unauthorized aid on tests, exams, reports, term papers, homework or other school/course related assignments. **Plagiarism** is defined as the willful use of others' ideas or words without attribution. **Forgery** is willfully making or altering a document that is fraudulent.
3. Students will not engage in "horseplay" within the school setting and will respect all accepted standards of **safety** in hallways, stairways, and other areas of the school premises.
4. Students will not participate in excessive displays of public affection.
5. Students will not participate in non-school related solicitation/sales/buying. Such activity is strictly prohibited.
6. Students will refrain from instigating a fight or verbal altercation.
7. Violation of Board Policy No. 220 regarding student expression.
8. This section is meant to cover all other Type II offenses which are not listed.

Type III

Expected Behavior

1. Students will use appropriate language at all times. Profanity and/or vulgarity will not be tolerated.
 2. Students will treat all school personnel with respect. Rude, defiant, insubordinate*, and/or abusive acts will not be tolerated.
 3. Students will not engage in any verbal and/or physical aggression and/or threats including aggressive posturing and/or fighting.
 4. Students will avoid lying, stealing, vandalizing, damaging, or destroying school and/or personal property.
 5. Students will refrain from indecent exposure and/or lewd acts.
 6. Students will refrain from any type of spitting and/or biting or the exchange of bodily fluids.
 7. Students will follow all rules, procedures, and policies when using technology.
Please see Board Policies No. 815 and No. 815.1.
 8. Students will not disrupt internal suspension and/or administrative detention.
 9. Students will remain on school grounds unless written permission is granted prior to leaving.
 10. Serious violation of Board Policy No. 220 regarding student expression.
 11. This section is meant to cover all other Type III offenses that are not listed.
- * **Insubordination is defined as not submitting to authority; being disobedient to authority.**

Cumulative Consequences

Administrative discretion including any or all of the following: parental contact, any Type I consequence, counsel and discussion of inappropriate behavior, loss of privileges (e.g., recess, end-of-the-month activity, assemblies, class celebrations, or other similar activities), in-school suspension(s), external suspension(s).



Cumulative Consequences

Administrative discretion including any or all of the following: parental contact, any Type I consequence, counsel and discussion of inappropriate behavior, loss of privileges (e.g., recess, end-of-the-month activity, assemblies, class celebrations, or other similar activities), in-school suspension(s), external suspension(s)

Type IV

1. Students will not engage in any type of sexual, racial and/or disability harassment as outlined in Board Policy No. 248. Administrative discretion including any or all of the following: in-school suspension(s), external suspension(s), expulsion, and implementation of Board policy, legal action.
2. Students will not cause fire alarms, possess matches and/or lighters, make bomb threats, commit arson, and/or create hazardous (or potentially hazardous) situations.
3. Students will not threaten and/or strike school personnel.
4. Students will not possess, use, distribute, sell and/or intend to distribute or sell controlled substances, including over-the-counter preparations or “look-alikes” (Board Policy No. 227 & No. 227-AR) and/or tobacco/tobacco products.
5. Students will not possess, use, distribute, and/or intend to use weapons of any type including “look-alikes”.
6. Students will not engage in any type of “bullying” as outlined in Board Policy No. 249.
7. Severe violation of Board Policy No. 220 regarding student expression.
8. Promoting and/or advocating gang activities or affiliations (Policy No. 218.3).
9. This section is meant to cover all other Type IV offenses that are not listed.



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Please cut and return portion below:

East Stroudsburg Area Elementary Schools

Dear Parent(s)/Guardians(s):

You have reviewed a copy of the 2009~~10~~-2010~~1~~ East Stroudsburg Area Elementary Handbook containing the East Stroudsburg Area School District Policies 103, 113.2, 201, 202, 202.1, 204, 204.1, 206, 207, 209, 210, 218, 218.1, 218.2, 218.3, 220, 221, 222, 226.1, 226.2, 227, 247, 248, 249, 815, 815.1, and the School Bus Policy,

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 portion of the page within the first two weeks of school to indicate that you have received and reviewed the above information with your child/children.**

Sincerely,

Elementary School Principals

- Michelle Arnold, J. M. Hill Elementary
- David A. Baker, Middle Smithfield Elementary
- John Burrus, Smithfield Elementary
- Richard Carty, Bushkill Elementary
- Gail Kulick, Resica Elementary
- Irene Livingston, East Stroudsburg Elementary

I have received and reviewed the 2009~~10~~-2010~~1~~ East Stroudsburg Area Elementary Schools Student/Parent Handbook and the East Stroudsburg Area School District Policies contained herein.

Child's Name

Parent/Guardian Signature

Date