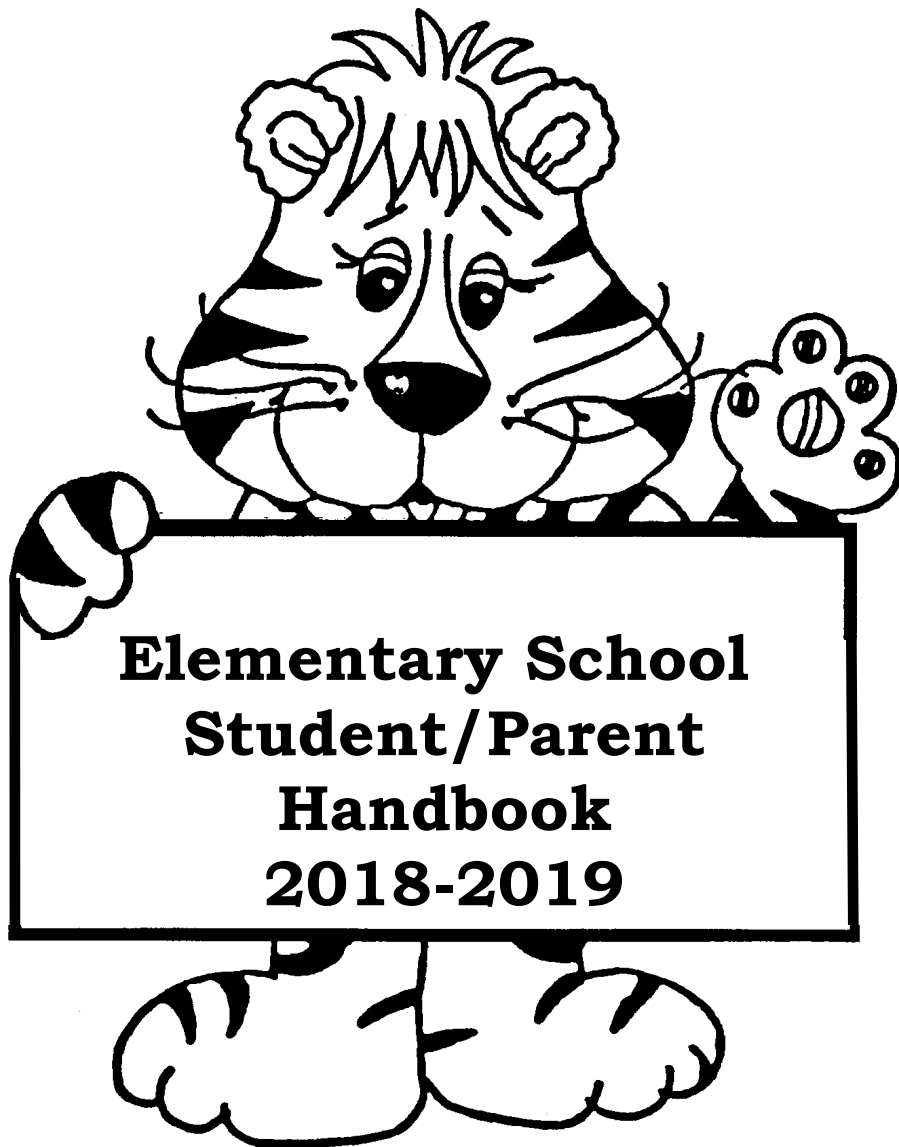


# **HOLLIDAYSBURG AREA SCHOOL DISTRICT**





# **WELCOME STUDENTS & PARENTS**

We welcome you to the Hollidaysburg Area School District and sincerely hope that your child's school year will be a happy and profitable one. Our program of studies is a diverse and rich one. It is our aim to meet the educational needs of every student.

The members of the faculty and administration have organized this handbook of information for your use. We have included the information that we feel you should know about your school.

As your principals, be assured that we are determined to ensure your child has a successful and enjoyable year. Good luck and welcome to Hollidaysburg Area elementary schools.

Mr. Timothy Gildea  
Charles W. Longer Elementary School

Mr. Brian Keagy  
Foot of Ten Elementary School

Mr. Frank Filkosky  
Frankstown Elementary School

# HOLLIDAYSBURG AREA SCHOOL DISTRICT

## MISSION STATEMENT

The mission of the Hollidaysburg Area School District is to educate each student to realize his/her individual potential within the challenges of a global society.

## District Vision Statement

For each student to realize his/her individual potential within the challenges of a global society, we see the Hollidaysburg Area School District as:

- A school district that creates a **culture of learning** and a safe and nurturing environment.
- A school district where all students can exhibit, understand and apply **critical thinking and problem solving skills**.
- A school district where all students **work cooperatively**, understand, and respect cultural diversity, develop a strong sense of **civic responsibility** and become responsible and productive members of society.
- A school district that encourages active participation and supports **excellence in the arts, athletics**, and all co-curricular and extracurricular activities.
- A school district that delivers and continuously improves a **comprehensive and rigorous curriculum** that meets the needs of all students.
- A school district where all staff members are encouraged and supported to **grow professionally** and remain effective in their respective professions.

[www.tigerwires.com](http://www.tigerwires.com)

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# HOLLIDAYSBURG AREA SCHOOL DISTRICT

## 2018-2019 SCHOOL CALENDAR

Aug. 20 to Aug. 22 inclusive.....	No School for Students.....	Teacher Inservice
Aug. 23 .....	.....	1st Student Day*
Sept. 3 .....	No School for Students.....	Holiday
Oct. 5 .....	Early Dismissal .....	PM Inservice
Oct. 26.....	No School for Students.....	Inservice
Nov. 12.....	No School for Students .....	Holiday
Nov. 20.....	Early Dismissal .....	Parent Conferences
Nov. 21 to Nov. 26 inclusive.....	No School for Students .....	Holiday
Dec. 21.....	Early Dismissal .....	Inservice
Dec. 24 to Jan. 1 inclusive.....	No School for Students .....	Holiday
Jan. 21.....	No School for Students.....	Holiday
Feb. 15 to 18 inclusive.....	No School for Students.....	Holiday
Apr. 18.....	No School for Students.....	Inservice
Apr.19 to Apr. 22 inclusive .....	No School for Students.....	Holiday
May 24.....	Early Dismissal .....	PM Inservice
May 27.....	No School for Students.....	Holiday
May 30.....	Early Dismissal .....	Last Student Day

Note: Any days lost due to inclement weather will be made up on these days:

February 15  
April 18, 22  
May 31  
June 3, 4, 5, 6, 7

**\* Kindergarten students will be notified individually of attendance dates from August 23 thru August 29, 2018.**

*Board approved 02-14-2018*

## GRADES

### Instructions for checking grades and attendance:

1. Log on to the Internet.
2. Go to [www.tigerwires.com](http://www.tigerwires.com)
3. Scroll down to “**For Parents**”.
4. Click on “**IC Parent/Student Portal**”.
5. Use the information you received via mail to set up your account. If your information is misplaced, please contact Karen Weise at 814-695-4426 Ext. 6148 or send an email to [ICParentSupport@hasdtigers.com](mailto:ICParentSupport@hasdtigers.com).
6. Follow the on-screen instructions.
7. A list of the students you have access to will show up under your login. Parents have the ability to request changes to phone numbers, email addresses, and non-household contacts through the Parent Portal.



**ADMINISTRATION/BOARD OF EDUCATION**

**MEMBERS OF THE BOARD  
HOLLIDAYSBURG AREA SCHOOL DISTRICT**

Dr. Ronald Sommer, President  
Mr. Scott Brenneman, Vice President  
Ms. Lonna Frye  
Mr. Rick Gallagher  
Mr. Jim Gregory  
Mrs. Lois Kaneshiki  
Dr. Melissa Mitchell  
Mr. Robert Vonada  
Mr. Ronald Yoder

Beard Legal Group, Solicitor  
Mr. Rob Roberts, Treasurer  
Mrs. Susan Baker, Secretary



**ADMINISTRATION**

Dr. Robert Gildea, Superintendent of Schools  
Dr. Francine Endler, Assistant Superintendent of Schools  
Mrs. Laura Koehle, Director of Special Education  
Dr. Maureen D. Letcher, Principal, Senior High  
Mr. Mark Harrington, Assistant Principal, Senior High  
Mr. Robert J. Heinrich Jr., Principal, Junior High  
Mr. Dale McCall, Assistant Principal, Junior High

**CHARLES W. LONGER**

1320 Union Street  
Hollidaysburg, PA 16648  
Principal: Mr. Timothy P. Gildea  
Phone: (814) 695-4431  
Fax: (814) 695-5091

**FOOT OF TEN**

450 Foot of Ten Road  
Duncansville, PA 16635  
Principal: Mr. Brian Keagy  
Phone: (814) 695-1941  
Fax: (814) 695-3753

**FRANKSTOWN**

2463 Reservoir Road  
Hollidaysburg, PA 16648  
Principal: Mr. Frank Filkosky  
Phone: (814) 695-4961  
Fax: (814) 696-4833

**HASD ADMINISTRATIVE OFFICES**

405 Clark Street  
Hollidaysburg, PA 16648  
Phone: (814) 696-4454

## **BUILDING SECURITY**

In order to adequately provide for the safety of the students and staff in addition to the minimization of interruptions during instructional time, parents or any other visitors to the schools are not permitted to go directly to the classroom. All parents and visitors must use the Access Control System (LobbyGuard) found at the main entrances of the schools which will require the use of his/her driver's license. Movement throughout a school building will only be permitted for visitors who are visibly wearing their LobbyGuard badge that was generated during the sign-in procedure

### **ACCESS CONTROL SYSTEM (ACS)**

#### **LobbyGuard**

The purpose of the LobbyGuard system is to control access to the building while the students are present, ensuring a safe environment for students and staff. The procedures are as follows:

- While students are in the building during school hours all doors will be locked and the LobbyGuard System will be in operation.
- All visitors must enter through the front doors and use the LobbyGuard System to sign in. A visitor will be required to scan his/her driver's license during this process.
- The LobbyGuard System will print a badge for each visitor. This badge must be worn in a visible manner throughout the duration of the visit.
- The visitor must then press the ACS button while standing in front of the camera.
- Office personnel will greet the visitor and instruct him/her to report to the office.
- Upon completion of the visit, the visitor will return to the main office to sign out. The sign out procedure will require the visitor to scan his/her LobbyGuard badge upon leaving the building through the front doors.

## **ARRIVAL/DISMISSAL**

### **Arrival:**

- Students may not enter the building prior to 8:30am unless something is scheduled with a teacher in advance.
- Breakfast begins at 8:30am
- Students may enter after 8:30am using entrances designated by your child's elementary school.
- All adult entry must take place using the LobbyGuard Access Control System located at the school's main entrance.

### **Dismissal:**

- Dismissal begins at 3:15pm
- Avoid parking in the designated bus lanes after 3:00pm.
- All adult entry must take place using the LobbyGuard Access Control System located at the school's main entrance.

Detailed arrival and dismissal procedures will be shared by your school at the beginning of the school year.

## **PARKING ON SCHOOL PROPERTY**

Any vehicle entering school property is subject to search by school district authorities and law enforcement personnel working with them. Such a search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the person in the control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

## **WEATHER EMERGENCIES**

When weather or other emergencies make it inadvisable for children to attend school or to start at a later hour, an announcement of this situation will be made over local radio and television stations as early as possible. Notifications will be sent to parents/guardians via the School Messenger Notification System. Cancellations and delays will be noted on the HASD web site ([www.tigerwires.com](http://www.tigerwires.com)) as well. Make-up days are listed on the school calendar which is located on page 5 of this booklet.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Title 22 Pa. Code Students' Rights and Responsibilities**

Students in Hollidaysburg Area schools have rights just as private citizens have rights. Likewise, students have certain responsibilities. In the course of any school year, there is always the possibility that a student might ignore his responsibilities and infringe on someone else's right to learn. It is also possible that a given teacher or administrator may unintentionally infringe upon a student's rights. So, it is with the intent of creating mutual understanding between students, teachers, and administrators that these Rights and Responsibilities exist. Mutual understanding can be achieved when teachers, students, and administrators acknowledge the rights and responsibilities of each other.

#### **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 cannot be excluded from public school or extracurricular activities because of being married or pregnant.
- c. No student will be denied attendance at school or activities, participation in extracurricular activities or access to any facilities or programs because of race, religion, national origin, sex or handicap.

#### **2. Student Rights and Responsibilities**

- a. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the 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 his/her 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 accord 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.
    - a) Dress and groom to meet fair standards of safety, health, and so as not to cause substantial disruption to the educational processes.
    - b) Assist the school staff in operating a safe school for all students enrolled therein.
    - c) Comply with Commonwealth and local laws.
    - d) Exercise proper care when using public facilities and equipment.
    - e) Attend school daily and be on time at all classes and other school functions.
    - f) Make up work when absent from school.
    - g) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
    - h) Report accurately and not use indecent or obscene language in student newspapers and publications.

- i) Not use obscene language in student media or on school premises.

### **3. 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.

### **4. 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.

### **5. 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 organization.
  - 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 with 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.
  - 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 with 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.

## **6. Flag Salute and the Pledge of Allegiance**

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

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

## **7. Hair and Dress**

- a. The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school building or to all school buildings.
- b. Students have that 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. Where the length or style of the hair presents a problem, some type 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.
- e. Any hairstyle and/or unnatural hair color that results in the distraction of other pupils, and disrupts, unsettles, or impedes the normal conditions of the school or classroom shall be prohibited.

## **8. 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.

## **9. 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, the student lockers may be searched without prior warning.
- d. Refer to Search Policy #226.

## **10. Notification of Rights**

The Hollidaysburg Area School District complies with the rights under the Family Educational Rights and Privacy Act of 1974 and rights contained in the District Record Policy, which is available at the District Office.

## STUDENT CODE OF CONDUCT

The School Board of the Hollidaysburg Area School District has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in the laws of the state or which may reasonably be implied as necessary for the orderly operation of the school.

The following school rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, shall obey the school rules while working through provided channels to help change those which they feel need to be rescinded or waived.

The building administrator or his/her designated representative will retain the right to assign discipline for infractions which are not specifically listed within these guidelines. All discipline measures are at the discretion of the administration.

Every student will be disciplined based on our knowledge of the current problem and past experiences with the individual involved. Every situation is different and after hearing all facts involved in the case, an administrator will make a decision.

All references to suspension will include both in-school suspension and out-of-school suspension.

The following guidelines are applicable for student behavior:

- During school hours
- On school property
- At any school sponsored event
- On school provided transportation
- Doorstep to doorstep

Discipline will meet requirements of PA Chapter 14 regulations and Federal 300.530 – 300.537 mandates.

Cameras are present at locations inside and outside of the building. These are not monitored throughout the school day. These cameras are used for investigative purposes only. They store data for a limited period of time. All buses are equipped with boxes for video cameras. Video cameras record audio and video and will be used to enforce student behavior regulation. Refer to Board Policy 810.3 on the use of audio and video cameras on school buses.

If you need to talk to your child during the school day, please call the main office and we will have the student come and talk to you for messages of a sensitive manner. Please do not call your child’s cell phone.

### 1. Affection

Physical displays of affection, including, but not limited to kissing or hugging, may result in the student receiving detention or suspension.

### 2. Alcohol, Drugs or Drug Related Paraphernalia

Use, possession, or furnishing of alcohol, drugs, or drug paraphernalia while in or upon any school owned property, during any activity sponsored by the school, and/or any student reporting to school having used drugs or who has consumed alcohol elsewhere is in violation of policy. (Refer to Appendix A.)

If a student is suspected of being under the influence of drugs/alcohol, the principal will be contacted. The teacher will remain with the student until an escort arrives to take the student to the nurse’s office. The nurse will determine if the student’s reactions and vitals are outside of the normal range and if there is a concern for further medical evaluation/drug testing. If a student’s vitals are outside of the normal range, an administrator will call a parent/guardian. The nurse determines if the ambulance should be called or if the student can leave with the parent or guardian. The parent or guardian must come to the school to pick up the student. The student shall be given a temporary suspension of up to three (3) school days either in or out-of-school, based on administrative judgment. With parent or guardian consent the school may administer the alcohol or drug test or the parent may have a drug or alcohol test completed by an emergency room or a doctor’s office and the medical examiner must complete the school issued drug test form. The student is given a 10 day drug/alcohol suspension if the parent/guardian cannot provide the completed school issued form from the hospital or physician stating that the tests were negative (the test results must be completely negative with no level of positive) and explaining the symptoms that were observed.

Normal medical perimeters as listed below:

Any results out of the normal range would be concern for further medical evaluation/drug testing through a medical provider.

- a. **Orientation Evaluation** – Alert and oriented to person, place and time
- b. **Speech** – Clear and fluent; quick responses to questions
- c. **Pupils** – Brisk and reactive to light stimuli
- d. **Heart Rate** – 60-80 beats per minute
- e. **Blood Pressure** – 100-120 systolic/60-80 diastolic
- f. **Odor** – No presence of suspicious smoke and/or alcohol odor

### 3. Arson and Other Forms of Arson Related Endangerments

A student commits an offense if he or she engages in conduct which places others in danger. Penalty may range from detention to expulsion.

- a. Any student found guilty of setting fire on and/or to school property will receive a minimum of ten (10) days suspension and arson charges will be filed with civil authorities against the student.
- b. Any student found guilty of setting off a false fire alarm will receive a minimum of ten (10) days suspension, and charges will be filed with civil authorities against the student.
- c. Any student found guilty of tampering with a fire extinguisher will receive a minimum of ten (10) days suspension and will be required to pay refilling and repair costs.

### 4. Aggravated Assault

A person is guilty of aggravated assault if he/she attempts to cause serious bodily injury to another or causes such injury intentionally, unknowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life. A student could receive a penalty ranging from one day suspension to referral to the School Board for expulsion. **NOTE: Civil Authorities will be notified.**

### 5. Assault

Physical assault will result in suspension. Assaults against other persons are considered to be a very serious offense. A student could receive a penalty ranging from suspension to referral to the School Board for expulsion.

**NOTE: Civil Authorities will be notified.**

### 6. Backpacks

Use of backpacks is not permitted during the school day. Backpacks may be used to bring materials to and from school. They must be kept in the student's locker unless student receives special permission from the administration or designee.

### 7. Bullying

Students who bully another student or students as defined in the School Board Policy may result in disciplinary action (Refer to Appendix J).

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 and /or outside a school setting and walking or riding to and from school that is severe, persistent or pervasive and that has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**Cyberbullying** means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following:

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

**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.

## **8. Bus Policy**

Students must maintain self-discipline while utilizing transportation facilities. Those students who fail to do so will forfeit their privilege to use/ride the bus. (Refer to Appendix B.)

## **9. Cafeteria**

A student who misbehaves during lunchtime (leaving tray, throwing food, breaking line, etc.) will be disciplined. The student may be assigned appropriate penalties.

## **10. Student Owned Technology Devices (SOTD) including cell phones**

Students who bring a SOTD to school must turn the device off prior to entering the building and the phone should not be visible at any time. The School District retains the right to review the contents of any electronic device. Any student found in possession of a SOTD during the school day and not having special written permission from an administrator or teacher will have the following consequences:

- First Offense: The SOTD will be confiscated and picked up by the student at the end of the day.
- Second Offense: The SOTD will be confiscated and must be picked up by a parent or guardian.
- No pictures, videos, and/or audio with SOTD's (including cell phones) are permitted.

The School District retains the right to review the contents of any SOTD. Refer to the policy #237, 815, 815.1, and 815.2

## **11. Cheating**

When an offense of cheating occurs, a zero grade will be given to the student for the test, quiz, or assignment. Plagiarism, blatant copying of information from a printed source or the internet without proper citation, will be considered to be cheating. The building administrator will be notified of the incident in writing by the classroom teacher. The teacher will assume the responsibility of notifying the parent immediately. The building administrator may assign disciplinary action.

## **12. Dangerous Objects/Harmless Look-Alikes**

- Any harmless object (i.e. squirt gun) that is not being used to threaten someone else, but could be mistaken as a weapon are prohibited.

## **13. Disrespect/Defiance**

**Discipline will be based on the severity of the incident.**

Any student who commits these acts will be subject to disciplinary action.

- Disrespect is to say or do something that shows a lack of respect for (someone or something). To show or express disrespect or contempt for.
- Defiance is the act or an instance of defying or challenge; disposition to resist.

## **13. Disturbance/Disruption/Inappropriate Behavior or Comment**

These are defined as any student behavior which disrupts the normal routine in the educational process. Incidences of such may result in disciplinary action. Any student who communicates by electronic means, whether in school or out of school, in a manner whereby the communication electronically transmitted causes a disruption to the normal operation of a school, or materially disrupts a class or classroom work, or threatens or intimidates or harasses an employee of the school district or another student in the school district, or interferes with the rights of an employee of the school district or another student, may be disciplined by the HASD. Said discipline could range from detention to referral to the school board for expulsion.

## **14. Dress Code**

- a. Students attending school in clothing deemed by the administration to be disruptive to the orderly educational process will be detained in the office until the matter is resolved.
- b. Clothing articles will be considered unacceptable or disruptive if they are revealing, that is, **too sheer, too short, too tight, or too revealing**. "Too short" is defined as being measured above the fingertips



when the student's arms are relaxed at the student's sides. Any garment that exposes any undergarment or bare midriff is prohibited. Some examples of inappropriate clothing include halter tops, tube tops or tank tops, crop tops, mesh tops, jogging shorts, bicycle shorts, mini-skirts, underwear and undershirts worn as outerwear, pants with holes above the fingertips, muscle shirts, shirts with open sides and pajama pants and costume attire. Absolutely no spaghetti strap tops. Students must wear shoes. Students are not allowed to use blankets in school.

- c. Printed obscenities, profanity, or messages with a double meaning related to obscenity, profanity, sex, **or depict violent acts**, are unacceptable and considered disruptive. Additionally, any appearance or item, which runs counter to the educational mission of the school or interferes with the rights of others is also prohibited.
- d. Outdoor apparel may not be worn in school unless permission to do so is granted by the nurse. Outdoor apparel should be kept in lockers and not carried into the classroom.
- e. Hats or bandanas are not to be worn in school.
- f. Additionally, the following are considered disruptive or unacceptable: any printed words or pictures directly advertising drugs, alcohol, tobacco, sex, or violence.
- g. The District recognizes the right of students to wear jewelry and other adornments. However, certain jewelry and other adornments, and the manner in which they are worn or displayed, may not be appropriate under certain circumstances and may pose a danger to the safety or welfare of the student or other students or staff, and may pose a threat to, or interruption of, the educational process. **For example: rings with sharp points or edges, chain belts, chains hanging from jackets or pants, collars, spiked jewelry or any other jewelry or ornament that could be used as a weapon.** When deemed inappropriate the student will be asked to remove the item. **The item will be confiscated and returned at the end of the day.**

#### **15. Extortion, Intimidation and Threats**

A student who commits these acts will be subject to disciplinary action which could range from suspension to referral to the School Board for expulsion.

- Extortion: No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence, or fear. Students may be referred to Civil Authorities for charges under the Pennsylvania Criminal Code when deemed necessary by school authority.
- Intimidation: The act of making (someone) afraid. Expression/conduct that interferes with the rights of other students/teachers and other School District personnel. Expression/conduct that materially disrupts class work, administration of the school, programs or activities. Expression/conduct that is lewd, vulgar or obscene. Expression/conduct that contains fighting words or constitutes unlawful agitation. Expression/conduct that is slanderous or derogatory. Expression/conduct that creates a clear and present danger to the security, discipline, health, safety, welfare and/or morals of the school population. Expression/conduct that leads to a criminal conviction for engaging in force, destruction or seizure of School District property/persons.
- Threat: A statement saying you will be harmed if you do not do what someone wants you to do; someone or something that could cause trouble, harm etc.; the possibility that something bad or harmful could happen.

#### **16. Failure to Follow a Directive**

**Discipline will be based on the severity of the incident.**

A student does not follow a reasonable directive of a teacher, administrator, or staff member will be disciplined.

#### **17. Fighting**

All students involved in a physical fight will receive discipline that best fits the particular situation. They may be suspended from school up to 10 days. The maximum penalty could extend to permanent expulsion from school attendance. Please be aware that we view physical fighting as something that can never be justified. Students must be prepared to assume the responsibility of the financial and the emotional ramifications when injuring someone during a physical fight. **NOTE:** Civil authorities may be notified.

## **18. Harassment**

It shall be a violation of the Hollidaysburg Area School District's Policy on Harassment for any student to harass another student or district employee through conduct or communication as defined below.

- a. Harassment means verbal or physical conduct related to an individual's race, color, national origin, sex, handicap/disability or religion which actually and substantially interferes with a student's educational performance or rights to education. The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.
- b. Sexual harassment shall consist of, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; suggesting or demanding sexual involvement whether or not accompanied by implied or explicit threats concerning one's grades or job; graphic or suggestive comments about an individual's dress or body; physical assaults or other physical conduct of a sexual nature including unwanted touching, unwanted sexual advances and propositions; or other sexual comments. Such conduct has the effect of actually and substantially interfering with a student's education performance or rights to education.
- c. 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 and/or outside a school setting and walking or riding to and from school that is severe, persistent or pervasive and that has the effect of doing any of the following:
  1. Substantially interfering with a student's education
  2. Creating a threatening environment
  3. Substantially disrupting the orderly operation of the school
- d. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:
  1. Any brutality of a physical nature, such as whipping, beating, branding;
  2. Forced calisthenics;
  3. Exposure to the elements;
  4. Forced consumption of any food, liquor, drug, or other substance;
  5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in extreme humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
  6. Any willful destruction or removal of public or private property.

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

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

## **19. Homework**

Homework is an integral part of the learning process and an important component of the curriculum of the Hollidaysburg Area School District. Education is enhanced when the home and the school work as partners in learning. (See **Appendix D for ways parents can encourage home study.**)

Homework assignment should:

- a. Develop responsibility, good study habits and organizational skills.
- b. Provide practice and reinforcement of skills already presented by the teacher.
- c. Broaden areas of interest through enrichment.
- d. Prepare the student for classroom activities, enabling the teacher to maximize instructional time in the classroom.

## **20. Inappropriate Use of Computers/Internet**

See Appendix H.

## **21. Items Not Permitted In School without Authorization**

Any items or materials that cause a disruption or affect the health and safety of the students may be confiscated; examples include but are not limited to: skateboards, matches, lighters, roller blades, wallet chains, etc. Students found with these items will have the following consequences:

1<sup>st</sup> Offense: Item confiscated and may be returned after school on the following school day.

2<sup>nd</sup> Offense: Item confiscated, parent/guardian contacted to pick up the item in the school office.

3<sup>rd</sup> Offense: Item confiscated, one day of In-school Suspension assigned, Parent/guardian contacted to pick up the item in the school office.

Any further violations of the policy will result in the item being confiscated and the student being treated as defiant.

Students are prohibited from possessing and using laser pointers and attachments during school, on school property and at school sponsored activities, on and off school property.

## **22. Leaving the School Building or Property without Permission**

Students may not leave the school building without proper authorization. This includes leaving property without permission at any school sponsored event (including athletic events) in which a student is a participant.

## **23. Lockers/Desks**

Lockers, locks and desks are school property. Lockers and desks are subject to search at any time.

## **24. Lying/False Accusation**

Any student who is deliberately untruthful may be subject to disciplinary action which may include loss of privileges, parent contact, suspension, etc.

## **25. Obscene or Abusive Language**

If a student uses vulgar, offensive, indecent, lewd, obscene, sexually explicit or profane language or gestures, the incident will be reported to a building administrator, and the discipline administered will be determined by the nature and the degree of the offense by the administration.

## **26. Out of Assigned Area and/or in a Non-Designated Area for Students**

Leaving a specifically assigned area and/or being in a non-designated area may result in denied privileges.

## **27. Photography/Videography**

No photographs or video footage may be taken on school property without the expressed written permission of an administrator or his/her designee.

## **28. Sales**

No student is permitted to sell anything in school unless approved by a building administrator.

## **29. Smoking and Tobacco Products**

Students are prohibited from using and/or possessing tobacco, electronic cigarettes, hookah pens or vapor pens on school-owned property, or within one block of a school building, while traveling on school-provided transport vehicles, or while in any school-owned building. Tobacco is defined by Pennsylvania State Law as "Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form."

Students found in possession of any form of tobacco shall be:

- a. Suspended for two days for the first offense and three days for the second and each subsequent offense of this nature. (See Appendix E.)
- b. Referred to the proper civil authorities for prosecution as a violation of Pennsylvania Law, "Prohibiting Tobacco in Schools, Act 145 (see Appendix E).

## **30. Snowballing**

Any student throwing a snowball will receive an appropriate consequence. Any student throwing a snowball at a moving vehicle will be reported to proper civil authorities in addition to the school consequences.

### **31. Tardy or Unexcused Tardy**

At the start of the school day all doors will be locked and students will have to come in the front door and check in at the office for a pass.

- a. Any student who has a total of 15 tardies for the school year may be required to provide a doctor's excuse for each additional occurrence.

### **32. Terroristic Threats or Acts**

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

- b. Terroristic act shall be defined as any offense against property or involving danger to another person.

Any student who commits these acts will be subject to disciplinary action which could range from suspension to referral to the school board for expulsion. Civil authorities may be notified.

### **33. Theft**

Anyone found guilty of theft by the building administrator may be suspended. Major offenses may be handed over to the civil authorities. Restitution must be made to the satisfaction of the administration.

### **34. Truancy**

Truancy is defined as having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. (Refer to Appendix F.)

### **35. Unauthorized Entry**

Students are not permitted to enter any school building after regular school hours or on days when school is not in session unless they have permission and are under supervision.

### **36. Unexcused Absence**

If a student is absent he/she must hand in a written parent or doctor's excuse within 3 days or the absence will be marked as illegal or unexcused. After a student has accumulated 10 absences, then a doctor's excuse may be required. Unexcused absence is the absence of a pupil for one of the following reasons: absence through parental neglect or truancy. (In all cases students will need to make up any work covered in class). The make-up work will occur during times other than instructional times. (Refer to Appendix F).

### **37. Vandalism**

In cases of vandalism, the offending student's parent/guardian will be required to pay for the correction of the damaged property. The student will be suspended from school and civil authorities will be notified.

### **38. Visitors**

In order to provide an atmosphere that is conducive to education, to ensure the safety of students, to avoid problems of overcrowding the filled-to-capacity areas of the school, the Hollidaysburg Area Elementary Schools Administration reserves the right to direct and control all visitations. All visitors must register with a photo identification prior to entering the main office.

### **39. Weapons: Possession, Use or Transfer of Weapons**

Carrying, bringing, using or possessing any weapons or replicas of weapons on school property, at any school sponsored activity, or on any implement on school transportation is prohibited. Any student violating this policy will be expelled.

The Hollidaysburg Area School District Board shall require that provisions of the Safe Schools Law be adhered to in accordance with prescribed guidelines that provide for:

- a. The expulsion of any student who is determined to have brought a weapon onto any school property, into any school sponsored activity, or onto any implement of school transportation for a period of not less than one calendar year.
- b. Weapon is defined to include, but not be limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- c. The Superintendent of the school district may, in his/her discretion, recommend discipline short of discharge on a case-by-case basis.

Violators, upon return to school will be referred to some form of counseling and/or other services as required. These may include referral to the E.S.A.P. Team or other appropriate community agencies.

## **DISCIPLINE**

### **PHILOSOPHY**

To fulfill its primary goal, the Hollidaysburg Area School district sets forth discipline with levels of organization. Students are encouraged to assume responsibility for their behavior. Each student's rights and those of the entire school community must be respected. Discipline means to recognize and accept personal responsibility to function with the school community in a socially acceptable manner. Discipline is best when self-imposed. Students should recognize right from wrong and act accordingly. Most students possess the maturity to be self-disciplined, some do not. Therefore, the school must develop guidelines, regulations and disciplinary responses to promote student discipline. These guidelines will delineate rights and responsibilities for students, parents, and staff. The code of student conduct will be applied firmly, fairly and consistently. All school community members' rights will be respected. The district will follow established procedures for an "eligible learner" i.e. any student receiving special education services, in accordance with Chapter 14 PA Standards for Special Education and Programs, Section 14.35 Discipline.

Also, the district's behavior management program ensures compliance in accordance with Chapter 342, PA Standards for Special Education and Programs, Section 342.36, Part © and (d) addressing the use of restraints. In accordance with the above Section Part (e), the listed aversive techniques of handling behaviors are considered inappropriate and will not be used by the staff in an educational program. See HASD Board Policy No. 113.1 DISCIPLINE of STUDENT with DISABILITIES.

### **DISCIPLINARY ACTIONS AND PROCEDURES**

When there is a problem or misunderstanding in the classroom, it is the responsibility of the teacher to resolve the issue with the student(s) involved. The actual procedure of disciplinary action may vary depending on the individual case, but in general the following sequence is recommended:

1. Teacher and student conference.
2. Notification of parents/guardian.
3. Conference with the student, parents/guardian, and/or with other school personnel.

These conferences should help restore a positive atmosphere of self-discipline with teacher support. If remedial action is necessary, the teacher may revoke certain privileges and/or detain the student after school.

If the situation is not resolved at classroom level, the teacher should consult with a building administrator. In addition to further conferences, a building administrator may use remedial procedures such as revoking privileges, school detention, Saturday Detention or suspension. The building administrator may also refer the student to his/her guidance counselor or crisis counselor.

If the problem persists, additional action may be required by the building administrator, superintendent and/or school board, in that order, as outlined under each of the levels.

Parents will be involved in the disciplinary process as early as deemed advisable by appropriate school personnel.

#### **Types of Disciplinary Responses for Infractions**

- a. Verbal reprimand
- b. Seat change
- c. Behavioral contract
- d. Restriction of privileges
- e. Time out

- f. Counseling
- g. Parental contact/conferences
- h. Cleanup/payment for damages
- i. Written explanation or apology
- j. Intervention through the Elementary Student Assistance Program (ESAP)
- k. Temporary removal from class
- l. In-school suspension
- m. Out-of-school suspension
- n. Expulsion

### **IN-SCHOOL SUSPENSION (EXCLUSION FROM CLASS)**

No student may 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. The building principal is responsible for issuing this form of suspension.

Communication to the parent/guardian shall follow the suspension action taken by the school.

If the in-school suspension will exceed ten (10) consecutive school days, an informal hearing 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 Regulations on Student Rights and Responsibilities.

The student's school district has the responsibility to make some provisions for the student's education during the period of in-school suspension.

A parent conference will be required in all case of in-school suspension before student may return to regular classes.  
**NOTE:** (Refer to Appendix G).

Suspension carries the restriction that the student is excluded from all extracurricular activities including social functions, interscholastic athletic events, and the academic representation of the school until midnight of the last day of the suspension. The restriction includes both as a participant and/or spectator.

### **EXCLUSION FROM SCHOOL**

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

1. Suspension is exclusion from school for a period from one (1) to ten (10) consecutive school days.
  - a. Suspension may be given by the building administrator or person in charge of the public school.
  - b. No student shall 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.
  - c. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
  - d. If the suspension will exceed three (3) school days, the student and parent/guardian can request an informal hearing.
  - e. Suspensions may not be made to run consecutively beyond the ten (10) school day period.
  - f. 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 school board.
  - g. A parental conference may be required before re-admission of a suspended student.
  - h. Suspension carries the restriction that the student is excluded from all extracurricular activities including social functions, inter-scholastic athletic events and academic representation of the school both as a participant or spectator until midnight of the last day of the suspension.

- i. Once an investigation is over and it is determined a child will receive an out-of-school suspension, he/she will be placed in in-school suspension for the remainder of that day or a parent may come and pick up the child. That day is not considered the first day of the suspension.
2. Expulsion is exclusion from school by the school board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing consistent with the requirements set forth in regulations on Student Rights and Responsibilities.  
If it is determined after an informal hearing that a student's presence in his/her 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 ten (ten) days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study. Expulsions affecting certain eligible learners shall be governed by regulations set forth by the Pennsylvania Department of Education. Expulsions affecting certain eligible learners shall be governed by regulations set forth by Pennsylvania Department of Education.

### **Appeals**

A student or parent/guardian has the right to appeal decisions relating to disciplinary actions.

Appeals of disciplinary action must proceed in the following order:

- a. Principal
- b. Superintendent. The appeal must be in writing stating the reason for the appeal.

If a student is suspended 10 or more days the student and/or parent can write a letter to the principal asking for the 90 day extracurricular suspension to be modified. For this to be considered, the student must have no other suspensions, no unexcused absences, and all grades must be passing. An appeal will not be granted if the violation is a drug violation

If a student is suspended from overnight trips for the remainder of the school year due to a 10 day suspension, the student and/or parent can write a letter to the principal asking for the overnight filed trip suspension to be lifted. For this to be considered, the student must have no other suspensions, no unexcused absences, and all grades must be passing.

### **Hearings**

- a. Informal Hearings
  - 1) In-school suspension: If the in-school suspension will exceed ten (10) consecutive school days, then a student or parent can request an informal hearing.
  - 2) Out-of-School Suspension: If an out-of-school suspension exceeds three (3) school days, then a student or parent can request an informal hearing.
  - 3) The following procedure will be used if an informal hearing is requested:
    - a) Sufficient notice of the time and place of the informal hearing shall be given.
    - b) The school district shall offer to hold the informal hearing within the first five (5) days of the suspension or before the 11th day of the in-school suspension.
    - c) A student has the right to question any witnesses present at the hearing.
    - d) A student has the right to speak and produce witnesses on his own behalf.
- b. Formal Hearings
  - 1) Education is a statutory right, and students must be afforded all appropriate elements of 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, which is a fundamental element of due process.
  - 2) A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors, a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. When the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
  - 3) Procedure:
    - a) Notification of the charges shall be sent to the student's parent/guardian by certified mail.
    - b) Sufficient notice of the time and place of the hearing must be given.
    - c) The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
    - d) The student has the right to be represented by counsel.

- e) The student has the right to be presented with the names of witnesses against him/her and with copies of the statements and affidavits of those witnesses.
- f) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- g) The student has the right to testify and present witnesses on his/her behalf.
- h) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at his/her expense, to a copy of the transcript.
- i) The proceeding must be held with all reasonable speed.
- j) The student or parent/guardian has the right to appeal through the court system.

## SERVICES

### 1. Address and Telephone Changes

It is necessary for the office to have an accurate record of the home address of all students as well as the correct telephone number. We ask that parents accept responsibility in reporting any change of address or phone number to the administration office or on Infinite Campus.

### 2. Assignment of Pupils

All pupils who move into the Hollidaysburg Area School District should contact the attendance office, 405 Clark Street, Hollidaysburg.

### 3. Bulletin Boards

Bulletin boards are located throughout the building and are to be used only for announcements relating to school matters. Permission to post any other information must be secured through your school office. Since the information posted is normally of importance to students, we ask that students refrain from defacing the information posted.

### 4. Counseling Services

The counseling services of the Hollidaysburg Elementary Schools are organized to help the student's total development. Often teachers will help students deal with problems, but there will be times when students need the services of the Guidance Department. Counselors can help students with their educational program. There will be times when students will need help with personal problems. Counselors can help students deal with these matters on an individual or group basis. Many times there are other students with similar concerns, and counseling can be more effective in a small group situation.

### 5. Fire Drills

Fire drills are carried out periodically during the school year. A fire drill is carried out so that in case of necessity, students will be able to leave the building in a quiet, orderly, and safe manner. There is an instruction card posted in each room near the door. **THERE WILL BE NO TALKING ON THE WAY OUT** so that any instructions that are needed may be given. Every person is to leave the building.

### 6. Grading

#### a. Grading System for Grades 2,3,4,5, and 6:

A = 92% or above	C = 77% - 83%	F = 69% and below
B = 84% - 91 %	D = 70% - 76%	I = Incomplete

#### b. Grading System for Grades K and 1:

#### c. Numerical grades are not given on these grade levels. Progress is reported using content specific academic descriptors. Report Cards

Reports of pupils' grades are electronically generated at the end of the 9th, 18th, 27th, and 36th weeks of school. (Kindergarten - end of the 18th and 36th weeks only). Reports are then forwarded to parents through their personal email.



## **7. Insurance: Accident and Dental**

- a. Accident and dental insurance is offered to all students at the beginning of each school year. It is advisable that all students choose to subscribe to these low-cost insurance packages.
- b. The program has the following two plans:
  - 1) School-time protection which covers an accident while the student is attending school, on the school grounds, or on the way to and from school.
  - 2) Round-the-clock protection which covers any accident occurring any time during the course of a day. This includes at school, at home, at play, on weekends, during vacations, or at camp.

## **8. Library (Elementary)**

The library is open in the school for use by both students and teachers. The collection offers reading materials for enjoyment and curriculum support. Each student is issued a library number. No student is permitted to use another student's number. Frequency of library visits and length of each stay is determined by the classroom teacher. If behavior becomes disruptive, the student will be sent back to class. All books, except current reference materials and magazines, are checked out for one (1) week. These materials may be renewed. The number of books checked out by each student is determined by grade level. No overdue fines are charged. If a student returns a book damaged or loses a book, the student will be charged the replacement cost of the book.

## **9. Lost and Found**

In a school community, it is imperative that each student be responsible for his/her own articles. Students will be provided with closet space and a desk in which they may keep possessions. However, each elementary school will maintain a system for handling articles lost or found. Children should be urged to use it. For the protection and identification of personal property, items such as coats, sweaters, boots, mittens, etc. should be clearly marked with the child's name.

**DO NOT LEAVE MONEY OR OTHER VALUABLES IN DESKS OR CLASSROOMS.**

## **10. Nurse**

### **a. Health Room**

If it is necessary for a student to see the nurse, the student must ask his/her assigned teacher for permission before reporting to the health room. If the student is very ill, he/she should be accompanied to the health room by the teacher in charge or by another student. Based on his/her findings, the nurse shall determine if the student will be sent back to class, remain in the health room, or be sent home. If a student calls or texts someone to pick them up and the nurse hasn't provided permission for them to be sent home due to illness, the absence will not be considered a nurse's excuse.

The nurse may request a doctor's excuse after a student has been sent home 3 times for illness. The doctor's certificate will be presented to the nurse upon the student's return to school, and it will be filed with the student's medical records. All students having a doctor's excuse regarding classroom activity must place it on file with the nurse.

Only students with a medical statement from a primary care physician will be excused from Physical Education. An excuse is only valid for the school year it was received. A new excuse is required for each year a student cannot participate in physical education.

A student with an acute injury or unable to participate in physical education on a temporary basis must provide an excuse from the medical provider with the start date and end date of the injury and physical education exclusion. Students with an excuse that states, "until further notice" or without any specific dates must provide an updated excuse on a monthly basis to the school nurse.

The nurse will have office hours posted in each building. In order for medication of any type to be given in school, a signed form must be on file in the health room. This includes over-the-counter medications such as Tylenol, aspirin, etc. Medications that are ordered once a day, twice a day, or three times a day shall be given at home. Only medications that are ordered four times a day will be given at school, unless otherwise ordered by the physician.

Concussions can have a major impact on students in the school setting. If your child is diagnosed with a concussion, please contact the school nurse in the appropriate building. The school nurse can help coordinate necessary program changes for your child as he/she recovers. If you have questions about concussions, please refer to [www.cdc.gov/concussions](http://www.cdc.gov/concussions). The school nurse will provide a concussion form to be completed by the student's primary care provider. School accommodations will be given according to the completed form. Concussion forms are required to be updated on a monthly basis.

**Only illness or accidents occurring during school time are the school nurse's responsibility. Insurance claim forms are available on the main page of the school districts website at [www.tigerwires.com](http://www.tigerwires.com).**

b. Care and Release of Sick and Injured Children

Unless a pupil's life is obviously in danger and/or immediate emergency aid is necessary, the parent/guardian of the pupil will be consulted before a definite treatment or disposition is arranged. If dire emergency exists, the child will be taken to the hospital by ambulance; and efforts to contact the family will be continued. If an emergency situation does not exist, the child will be retained in school, under supervision, until transportation arrangements can be made. The responsibility for transportation rests with the parent/guardian. The principal, teacher, or school nurse will notify the parent/guardian that the child is ill or injured.

c. Emergency Cards

It is essential to the welfare of the child that the parent/guardian fill in completely and return to school the emergency card which is sent home early in the school year or upon admission to the school. Please note on the card important health conditions such as heart murmur, diabetes, and/or allergic reactions. It is vitally important that the parent/guardian provides for the school usable phone numbers and keeps the school informed of any changes that occur during the school year.

d. Early Dismissals of Children for Medical and Dental Appointments

When a parent or guardian requests an early dismissal for a medical or dental appointment, the following procedures must be followed.

- 1) A written request must be presented prior to the date of the appointment except in extreme emergencies.
- 2) The parent or guardian must come to the school office for the child.
- 3) If the nature of the emergency makes it impossible for the parent or guardian to come to school, the person in whose custody the child is released must be known to the principal, teacher, or office staff as a person known by the child. Proof of identification may be required.

e. Health Experiences Your Child Will Have in School

- 1) Physical examinations are compulsory for every child upon entry into school, in the sixth grade, and again in the eleventh grade. You are encouraged to have the examination done by your family physician who will keep a record and make recommendations for correction of defects.
- 2) Dental examinations are also compulsory and are done in grades 1, 3, and 7. Here again, it is wise to have a family dentist do these examinations and make any corrections that are necessary. Decayed teeth can, and often do, cause serious illness.
- 3) Vision is tested for every child yearly K-12.
- 4) Please keep your child at home, and have a physician check if any of the following occur
  - a) Eyes appear red with drainage.
  - b) Any type of rash.
  - c) Lesions or sores on the body that appear to be spreading.
  - d) Contagious disease.
  - e) Fever
- 5) Hearing is tested for every child upon original entry into school and in grades 2, 3, 7 and 11. If there is a possibility of hearing loss, testing will be done every year.

f. Policy on Medication

If a physician's order requires medication to be given during school hours, the parent/guardian must give consent by signing the school district's medication permission form and returning it to the school nurse where it will be kept on file. Any medication, prescriptions, or over-the-counter drugs sent to school by the parent/guardian should be properly labeled with the following information: student's name, name of medication, dosage, Rx#, doctor, time of day to be given (before, after, or with meals), length of time to be given, reason for taking, side effects, and procedure to follow if reaction should occur. The school district does not assume responsibility for any reaction that may occur following administration of medication sent from home nor can there be any responsibility assumed if the parent/guardian does not send sufficient medication and does not complete the proper medication form.

Elementary school nurses are available to aid parents in developing good health habits for their children and to help make referrals to various agencies that can be of assistance to them.

### **13. Parental Conferences**

Parents are encouraged to set up conferences with teachers during the normal school day or at a mutually agreed upon time to discuss their child's progress. In addition, if a teacher or student feels that a parental conference will help to correct a misunderstanding or improve the student's progress, parents, teachers, and students all have the right to request conferences.

### **14. Cafeteria Services**

All elementary schools provide a nutritious breakfast and lunch program. (Refer to Appendix C). If a parent feels his/her child qualifies for the free or reduced meal program, the required forms to be completed may be obtained from the school's main office, at tigerwires.com, or on-line at [www.compass.state.pa.us](http://www.compass.state.pa.us). Any questions or concerns may be directed to the Food Service Office at (814-695-7537). (Refer to Appendix C.)

### **15. Exceptional Classes**

Classes for students identified as exceptional are provided by the Hollidaysburg Area School District. These students are evaluated by a school psychologist and recommended for appropriate educational programs by the multidisciplinary team. Parents or guardians interested in these programs may inquire at the principal's office regarding placement of children in the programs.

### **16. Guidance Services**

The Hollidaysburg Area School District employs full-time, certified elementary guidance counselors. Their services include individual testing and counseling, parent counseling, vocational guidance, and referral to appropriate community agencies as need is indicated. The counselors also conduct developmental classes with all students. If parents desire the services of the guidance staff, they should contact the building office to make initial arrangements.

### **17. Homebound Instruction**

Students who, because of illness or injury, find it necessary to be absent from school for a great length of time will more than likely be eligible for homebound instruction. Medical forms will need to be completed by the family physician before homebound instruction can begin. A teacher will instruct the student at home or in the hospital. This service is provided for no more than five hours a week.

### **18. Kindergarten and First Grade Registration**

Registration for children entering kindergarten and first grade is held in the spring of each year. Notices are sent to parents, prior to registration dates, specifying procedural information. Children who have attended kindergarten in the Hollidaysburg Area School District do not need to register for first grade.

Hollidaysburg Area School District requires the following information for registration:

- a. Proof of student's age (birth certificate, baptismal certificate, etc).
- b. Record of immunization.
- c. Proof of residency for parent registering student (i.e. utility bill).

It is not necessary for the child to be present. During registration, a date and time to bring the child for screening will be assigned.

### **19. Orientation Meetings for Parents "MEET THE TEACHER NIGHT"**

Parents' orientation is held at the beginning of each school year. Individual staff members outline programs and student expectations for the upcoming school term.

### **20. Parent-Principal Meetings**

Each building principal sets aside time on a regular basis when he/she will be available to meet and discuss any problems of general importance. Conferences concerning individual children should be scheduled on an individual basis. Various meetings are also conducted in each building to explain and discuss various aspects of the curriculum and materials used by teachers in instruction.

### **21. Pictures**

Individual and group pictures are taken during the school year. Parents are afforded the opportunity to purchase them.

## **22. Special Permission**

When a child is not living with either natural parent or lives with a legal guardian by court adoption, the person with whom the child resides must furnish the Attendance Office with legal notification stating that the child is a legal resident of the district. Only legal residents may attend public schools within the school district.

## **23. Transfers and Withdrawals**

When parents or guardians plan to move from the district, they should notify the school office of the withdrawal date and provide the necessary information needed to transfer records. When the child transfers from one Hollidaysburg Area School District elementary school to another, records are sent to the new school. The parent/guardian does not have to complete a new registration form.

## **24. Alternate Reading Assignments**

Literature is a vital and integral part of the elementary language arts program. Students frequently read independently, in groups, and as a whole class a variety of paperback novels written for elementary school children. We realize that some parents may prefer that their children not read books with certain themes or subjects. Parents have the right to request that their child be excused from reading an assigned book which they personally find objectionable. In such an instance, the child will be offered an alternative book which will meet the requirements of the assignments. The procedure for parental request for an alternative reading assignment is: the parent may notify the child's teacher and the building principal at the beginning of the school year of themes or subjects which are to be avoided for the child; the parent may notify the same persons when a book is assigned which the parent finds objectionable. The parent should also discuss and define with his/her child subject matter that is not to be read in paperback books. The classroom teacher will make the appropriate modifications for assigned readings that will honor such parental requests. Parents are reminded that a collection of elementary paperback books are used in smaller groups or with an entire class.

## **25. Transportation**

Under normal circumstances, a child must either ride a bus or ride private transportation to and from school. At Charles W. Longer, students are permitted to walk to and from school. At all other elementary buildings, permission from the administration must be granted in order for students to walk to and from school.

## **YOUR CHILD'S SAFETY**

Your child's safety is a major concern of the school, but the cooperation of the home and school is required to build good habits of safety. Teach your child his/her name, address, and telephone number, and check occasionally to see that he/she has not forgotten. Plan with your child exactly where he/she is to go if no one is at home when he/she returns. This is an important arrangement at all times but especially so in the event of an unexpected emergency dismissal. A note from the parent must be sent to school requesting permission and stating the reason for a child to go to someone else's home after school.

Children should be urged to:

1. Start for school early enough to arrive while the crossing guard is on duty but not so early that they must wait on the corner until the crossing guard arrives.
2. Arrive at the bus stop no earlier than five minutes before the scheduled pick up time
3. Look both ways before crossing unprotected streets, and cross only at corners
4. Cross at intersections protected by crossing guards
5. Obey the crossing guards
6. Refuse to get into a stranger's car, to go with a stranger, or to accept anything from a stranger
7. Go directly to school
8. At dismissal, go directly home
9. Be considerate of smaller children
10. Be courteous and quiet on the bus, and remain in the seat while the bus is moving
11. Realize safety rules are for their own safety

## APPENDIX A

### CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY 227 -- REVISED NOVEMBER 18, 2015

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

#### Definitions

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-a-like drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any and all volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

#### Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's education, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for who an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

This policy shall also apply to student **conduct that occurs off school property** and would violate the Code of Student 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 to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

## **Delegation of Responsibility**

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which will:

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. Disseminate to students, parents/guardians and staff, the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use, and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

## **Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent, or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

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.

## **Prescription and Non-Prescription Medication**

Any student who must take a prescription or nonprescription drug must take the medication to the school nurse; the nurse will oversee the individual use of medication. The school reserves the right to check with parents/guardians for confirmation of any student medication needs. Parents/Guardians wishing to bring medication to school for their child's use should deliver it to the school nurse.

## **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

The school district shall also provide education regarding the dangers of anabolic steroids and establish minimum penalties for any student found in violation of the rules and regulations required above.

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

### **Reasonable Suspicion/Testing**

If a student is suspected of being under the influence of drugs/alcohol, the principal, assistant principal or Dean of Students will be contacted. The teacher will remain with the student until an escort arrives to take the student to the nurse's office. The nurse will determine if the student's reactions and vitals are outside of the normal range and if there is a concern for further medical evaluation/drug testing. If a student's vitals are outside of the normal range, an administrator will call a parent/guardian. The nurse determines if the ambulance should be called or if the student can leave with parent or guardian. The parent or guardian must come to the school to pick up the student. The student shall be given a temporary suspension of up to three (3) school days either in or out-of-school, based on administrative judgment. With parent or guardian consent the school may administer the alcohol or drug test or the parent may have a drug or alcohol test completed by an emergency room or a doctor's office and the medical examiner must complete the school issued drug testing form. The student is given a 10 day drug/alcohol suspension if the parent/guardian cannot provide the completed school issued form from the hospital or physician stating that the tests were negative and explaining the symptoms that were observed.

Normal medical perimeters as listed below:

Any results out of the normal range would be concern for further medical evaluation/drug testing through a medical provider.

1. **Orientation Evaluation** – Alert and Oriented to person, place and time
2. **Speech** – Clear and Fluent; quick responses to questions
3. **Pupils** – Brisk and reactive to light stimuli
4. **Heart Rate** – 60-80 beats per minute
5. **Blood Pressure** – 100-120 systolic/60-80 diastolic
6. **Odor** – No presence of suspicious smoke odor

### **Situational Categories**

**Medical Emergency.** A student demonstrates symptoms of possible drug overdose (incoherence, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.

**Student Inquiry.** A student is making an inquiry about or requesting drug-related help or advice from school personnel.

**Concern Regarding Suspected Use.** The possible drug use of a student is of concern; however, there is no evidence of a violation of law or school regulations.

**Drug-Related Paraphernalia.** A student possesses drug-related paraphernalia.

**Possession, Use or Distribution (First Offense).** A student is found in possession of, using, distributing or under the influence of drugs on school property.

**Possession, Use or Distribution (Repeated Offense).** A student is found in possession of, using, distributing or under the influence of drugs on a repeated offense while a student in the Hollidaysburg Area School District.

**Possession, Use or Distribution at a School-Sponsored Function.** A student is found to be possessing, using, under the influence or distributing drugs at a school-sponsored function or school approved activity.

**Non-Student Possessing, Using or Distributing.** A non-student is found to be in possession, using or distributing drugs on school property, at any school-sponsored event, on school provided transportation, or to any school student.

**Student Uses Anabolic Steroids.** A student is determined to be using anabolic steroids.

### **Medical Emergency**

**Immediate Action.** School nurse conducts an assessment. School administrator is summoned.

**Notification of Parents/Guardians.** Administrator will contact parent/guardian in a timely manner. If parent/guardian cannot be contacted a nurse and administrator will determine if student needs to be transported to a hospital and will call 911.

**Student Inquiry**

A student is making an inquiry about or requesting related help or advice from school personnel.

**Immediate Action.** Refer to the guidance counselor. Also refer to the Student Outreach Service.

**Investigation.** There is no need for an investigation in this situation.

**Notification of Parents/Guardians.** Parents/Guardians shall not be notified without written consent of the student.

**Disposition of Substance.** Not applicable.

**Discipline/Rehabilitation.** Referral to Student Outreach Service or counselor. No need for disciplinary action in this situation.

**Notification of Police.** Not applicable.

**Concern Regarding Suspected Use**

**Investigation.** An administrator will collect data to determine if suspected use is valid including discussion with suspected student if warranted.

**Notification of Parents/Guardians.** If there is evidence that student is using, procedural steps outlined for use will be followed.

**Drug-Related Paraphernalia**

**Immediate Action.** Confiscate all items; an administrator is notified.

**Investigation.** An administrator will search the student's locker and possessions in the presence of another staff member, whenever possible.

**Notification of Parents/Guardians.** Parents/Guardians will be notified by an administrator. An immediate in-school conference will be requested.

**Disposition of Substance.** The administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.

**Discipline/Rehabilitation.**

If sufficient evidence indicates that there is a reasonable suspicion of the violation, the administration will enforce the following rules:

1. The student shall be given a temporary suspension of up to three (3) school days, either in or out-of-school, based on administrative judgment.
2. During the time of the temporary suspension, the student will be barred from participating in or attending any school-sponsored activity, on or off school property.
3. Notification of the reasons for the temporary suspension will be given to the parent/guardians and to the student.
4. If suspension will exceed three (3) full days, arrangements will be made with the parents/guardians for an informal hearing regarding the violation. Every effort will be made to conduct this hearing during the time of the temporary suspension. If sufficient evidence establishes student guilt, the student will be suspended for a period of ten (10) school days which includes any temporary suspension for the violation already served and will be suspended for ninety (90) calendar days from participation in extracurricular activities.
5. The student will be referred immediately for counseling services.

**Possession, Use or Distribution (First Offense)**

**Immediate Action.** An administrator is summoned. Staff member writes an anecdotal report of the incident and submits to the administrator.



**Investigation.** An administrator conducts the investigation and searches the student's locker and other possessions in presence of another staff member, whenever possible.

**Notification of Parents/Guardians.** An administrator will contact parent/guardian in a timely manner, describe the situation, and schedule an immediate in-school conference.

**Disposition of Substance.** The administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.

**Discipline/Rehabilitation.** If sufficient evidence indicates that there is a reasonable suspicion of the violation, the administration will enforce the following rules:

1. The student shall be given a temporary suspension of up to three (3) school days either in or out-of-school, based on administrative judgment.
2. During the time of the temporary suspension, the student will be barred from participating in or attending any school-sponsored activity, on or off school property.
3. Notification of the reasons for the temporary suspension will be given to the parents/guardians and to the student.
4. If suspension will exceed three (3) full days, arrangements will be made with the parents/guardians for an informal hearing regarding the violation. Every effort will be made to conduct this hearing during the time of the temporary suspension. If sufficient evidence establishes student guilt, the student will be suspended for a period of ten (10) school days which includes any temporary suspension and will be suspended for ninety (90) calendar days from participating in extracurricular activities.
5. Students who distribute drugs or alcohol may be subject to a Board hearing. A Board hearing may result in expulsion from school.

The student will be referred immediately for counseling services.

#### **Possession, Use or Distribution (Repeated Offense)**

**Immediate Action.** An administrator is summoned. Staff member writes an anecdotal report of the incident and submits to the administrator.

**Investigation.** An administrator conducts the investigation and searches student's locker and other possessions in the presence of another staff member, whenever possible.

**Notification of Parents/Guardians.** Administration will contact parent/guardian in a timely manner, describe the situation, and schedule an immediate in-school conference.

**Disposition of Substance.** The administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.

**Discipline/Rehabilitation.** Procedures used for the first offense will be followed. For second and subsequent violations of the policy, a Board hearing may be recommended. A Board hearing may result in an expulsion from school. For second and subsequent violations of the policy, extracurricular suspension will be increased to sixty (60) days.

**Notification of Police.** Law enforcement authorities will be given all information and evidence pertaining to the violation.

#### **Possession, Use or Distribution at a School-Sponsored Function**

Follow same steps as possession, use or distribution on school property.

#### **Non-Student Possessing, Using or Distributing**

**Immediate Action.** Immediate summons of the administrator and local police, if possible. Confiscation of substance, if possible. Anecdotal report maintained. Attempt to detain or identify seller. Detain involved students and refer to appropriate situational category.

**Investigation.** Administrator and local police will handle investigation from a legal point.

**Notification of Parents/Guardians.** Not applicable for non-student.

**Disposition of Substance.** Administration will give all information and evidence to the law enforcement authorities who will make an analysis and maintain the chain of evidence.

**Discipline/Rehabilitation.** Not applicable for non-student (to be handled by police). Letter of trespass served on non-student.

**Notification of Police.** Law enforcement authorities will be given all information and evidence pertaining to the violation.

#### **Use of Anabolic Steroids**

**Immediate Action.** An administrator is summoned. Staff member writes an anecdotal report of the incident and submits to the administrator.

**Investigation.** An administrator conducts the investigation and searches the student's locker and other possessions in presence of another staff member, whenever possible.

**Notification of Parents/Guardians.** An administrator will contact parent/guardian in a timely manner, describe the situation, and schedule an immediate in-school conference

**Disposition of Substance.** Not applicable unless student has possession of substance. In that case, it will be confiscated and turned over to the building principal.

#### **Discipline/Rehabilitation:**

1. The student shall be given a temporary suspension, of up to three (3) school days, either in-school or out-of-school, based on administrative judgment.
2. During the time of the temporary suspension, the student will be barred from participating in or attending any school-sponsored activity on or off school property.
3. Notification of the reasons for the temporary suspension will be given to the parents/guardians and to the student.
4. If suspension will exceed three (3) full days, arrangements will be made with the parents/guardians for an informal hearing regarding the violation. Every effort will be made to conduct this hearing during the time of the temporary suspension. If sufficient evidence establishes student guilt, the student will be suspended for a period of ten (10) school days which includes any temporary suspension for the violation already served and will be suspended for ninety (90) calendar days from participating in extracurricular activities.
5. The student will be referred immediately for counseling services.
6. Violations by student athlete:
  - a. First violation - suspension from school athletics for the remainder of the season.
  - b. Second violation - suspension from school athletics for the remainder of the season and for the following season.
  - c. Third violation - permanent suspension from school athletics.
7. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of 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.

**Notification of Police.** Law enforcement authorities will be given all information and evidence pertaining to the violation.

#### **LEGAL**

22 PA Code 10.2, 10.21, 10.22, 10.23, 10.25, 12.3, 403.1

24 P.S. 510, 511, 1302.1-A, 1303-A

35 P.S. 780-102, 807.1, 807.2

42 PA C.S.A. 8337

**OUTSIDE AGENCIES**

Blair County Children, Youth and Families – 693-3130

UPMC Altoona Hospital Crisis Center– 889-2141

Blair County Department of Social Services – 693-3023

Blair County Community Action Program – 946-3651

**CLARIFICATION OF EXTRACURRICULAR SUSPENSION**

**1. While Under Extracurricular Suspension:**

- a. No student will be permitted to participate in any extracurricular school activity until after 12:00 midnight of the last day of suspension. **(See definition below.)**
- b. No student will be eligible to run for any elected office.
- c. Students will not be permitted to participate in activities such as band, chorus, and other academic courses of study which require students to be present at certain activities beyond the hours of a normal school day. In these instances:
  - 1) The instructor or sponsor of these activities will be officially notified of students appearing on their rolls who are under extracurricular suspension.
  - 2) The instructor will notify the student that he/she is not required to be in attendance at the course of study activities scheduled beyond the school day.
  - 3) Grades normally assigned for these activities will not be assigned during this period of suspension.
  - 4) Grades established for these subjects, for a nine-week period, will be computed only on the normal school day activities.

- 2. Extracurricular School Activities Are Defined** as those activities of student life which are not a part of the district courses of study. These include those activities in which the student either actively, or as a spectator, would be representing the school outside of the regularly scheduled classroom. Examples are all sports, social events, teams, performing organizations, clubs, school newspapers, student government, committees, field trips, ceremonies, competitions, and tryouts for any school-sponsored extracurricular activity.

**APPENDIX B**

**STUDENT TRANSPORTATION, SAFETY, AND DISCIPLINE**

Safety and proper social attitude in bus transportation as well as in all phases of the school program are prime concern to the administration and the School Board. Students need to familiarize themselves with the obligations and courtesies of public transportation. The Hollidaysburg Area School district uses video on our school busses. Students may be disciplined for actions captured on video tape and/or audiotape.

A pupil who cannot maintain self-discipline while utilizing transportation assets forfeits the privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus. In accordance with the Pennsylvania School Code; the driver has the same authority as a teacher. The relationship between the operator and student must be one of cooperation.

No pupil will be permitted to get off at any stop other than his/her own established stop, unless written consent is obtained from the parent/guardian and approved by the school office.

All guidelines governing student behavior pertain to school-provided transportation.

The most important school bus passenger regulations affecting safety and the punishment if violated are as follows:

### **Minor Violations**

1. Acting discourteously toward and failing to obey the driver
2. Refusing to sit in an assigned seat
3. Standing or changing seats while bus is in motion
4. Discourtesy to other children
5. Crowding to door before bus stops
6. Pushing and jostling when getting on bus
7. Other behaviors which school officials feel warrant disciplinary action

### **Minor Violation Punishments**

1. First Offense: Warning only by bus driver.
2. Second Offense: Warning and reported by bus driver to school office. This will result in school disciplinary action, and parent/guardian will be informed.
3. Third Offense: To be the same as that for a major violation of conduct.

### **Major Violations**

1. Trying to distract bus driver's attention.
2. Smoking or possessing tobacco in any form.
3. Flagrant disobedience to the driver.
4. Destroying bus property. **NOTE:** Repayment of damages to owner is also required before offender can be reinstated onto the bus.
5. Using profanity, vulgarity, or obscene gestures.
6. Striking matches.
7. Fighting.
8. Spitting in the bus.
9. Impairing or endangering the lives of students-or driver.
10. Getting on or off the bus at any stop other than his/her own without permission.

### **Major Violation Punishment**

1. First Offense: Suspend offender from bus for a minimum of five (5) days. The student will be permitted to resume bus transportation after the transportation suspension and after such time as the parent/guardian has a consultation with school officials. A pass will be presented by the school official to the driver.
2. Second Offense: Same procedure as for the first offense except that transportation suspension shall be for ten (10) school days.
3. Third and Subsequent Offenses: Case will be referred to the School Board for further disciplinary action. Student will be suspended from the bus until such action is taken.
4. Tobacco law violators will be referred to the proper civil authorities for prosecution as a violator of Pennsylvania Law, Prohibiting Tobacco in Schools, Act 145 (see Appendix E).

**The above requirements should be followed as closely as possible. It is recognized, however, that each situation is unique, and the administration must consider the current problem as well as past experiences with the individual(s) involved. In some cases where mitigating circumstances prevail, the administration shall have the right to modify specific punishments for misbehavior in order to fairly and equitably resolve the problem.**

## **APPENDIX C CAFETERIA ACCOUNTS**

A computer system is used to track cafeteria transactions including money deposits and meal purchases. It is important to keep a positive balance on the account.

1. Students can put money in their cafeteria account (collected in the classroom). We prefer that you make payments on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com) or with a check made payable to HASD Cafeteria.
2. When purchasing meals and a la carte items, all students must enter their six digit Identification Number (ID) in the PIN pad when they reach the cashier.

### **Student Meal Account Procedures (Policy No. 808-R)**

The Food Service Department will make every reasonable effort to notify a family of the need for a meal account payment. The following measures will be taken when the student's meal account reaches a negative balance:

1. The Food Service Office will send a *School Messenger* phone call weekly to all parents/guardians who have a student with a negative account balance. At this time, no ala carte charges will be allowed.
2. If there is no response to the phone call reminder, the Food Service Office will send written notification to the parents/guardians whose student account has met the negative threshold. A Free/Reduced Meal Application will be provided at this time.
3. If a student's account balance continues to be negative the Cafeteria Manager will contact the Food Service Office to discuss individual circumstances. At this time, the Food Service Office may contact the Principal, Assistant Principal, and/or Guidance Counselor to determine if there are other issues within the students household that have caused the insufficient funds. The Food Service Office will follow-up with at least 2 attempts to reach the student's parent and/or guardian to offer assistance as needed.
4. Cashiers, Cafeteria Managers, and Food Service Employees are prohibited from talking to the students about a negative account balance. All conversations regarding the students account shall be directed to the parent and/or guardian.
5. The Cafeteria Staff shall provide all students with a school meal regardless of their account balance, however, ala carte may only be purchased when a positive balance is maintained.
6. The Food Service Office will conduct Direct Certification a minimum of three (3) times per year to identify students who are eligible for free school meal benefits without the need to submit a household application.

### **Free and Reduced Price Meals**

Students from households that meet income guidelines are eligible and should apply for free or reduced price meals. The cost for a reduced price breakfast is 30 cents and a reduced price lunch is 40 cents. Meal applications are available in the school's main office, at [www.tigerwires.com](http://www.tigerwires.com) or on-line at [www.compass.state.pa.us](http://www.compass.state.pa.us). The application must be filled out yearly.

If you have any questions concerning meal benefits, please contact The Food Service Office, at (814)695-7537.

### **Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

- (2) Fax: (202) 690-7442; or
- (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

#### 2018-2019 Meal Prices

Elementary Breakfast	\$ 1.10	Elementary Lunch	\$ 2.25
Reduced Price Breakfast	\$ .30	Reduced Price Lunch	\$ .40
		Milk	\$ .50

FREE LUNCH = FREE BREAKFAST

### APPENDIX D ELEMENTARY HOMEWORK GUIDELINES

#### Amount and Type of Homework

1. The amount of time each student spends on homework will be affected by his natural ability and the level of courses he is taking.
2. There are two types of homework assignments -- short-term and long-term.
  - a. A short-term assignment is given for one or two consecutive nights. A short-term assignment may be given during the week or over the weekend.
  - b. A long-term assignment is given at least a week in advance and may require the student to use organizational skills so the assignment is completed in steps over a period of time. A long-term assignment will have a specific due date established when the assignment is given. It may extend over a holiday, providing the student with the choice of completing it before the holiday or using the extra time afforded by the holiday.

#### General Guidelines

1. Homework should be clarified by the teacher so that only a minimum of parental help is necessary. It should be adapted to the ability level and the needs of the student.
2. Homework should be purposeful and pertinent to the course objective.
3. Homework should be given as opportunities arise.
4. Homework should not be excessive. Regarding short-term assignments, the amount of student homework should be commensurate with what a teacher can cover or do the day the homework is due. If problems develop, parents and students should express their concern through direct contact with the teacher involved.
5. When establishing due dates, teachers should be considerate if students indicate they already have several lengthy assignments due the same day.
6. Teachers need to give recognition for completed assignments.
7. Feedback from homework assignments should be given within an appropriate amount of time so students can benefit from it.
8. It is the teacher's responsibility to explain, assign and evaluate homework assignments. When the correcting of homework is done as a group experience with students, it should be done under direct teacher supervision.
9. Teachers should make an oral or written statement at the beginning of a course concerning their philosophy and emphasis on homework.
10. Homework assignments are given on the day(s) of an excused absence must be made up within the number of school days missed plus one. If a homework assignment is given prior to an unexcused absence, the student is required to turn in the work on the first day of his return to school. If a homework assignment is given prior to an excused absence, the student is required to turn in the work on the day after his return to school. If a long-term assignment such as a research paper, project, book review, etc. is due while a student is absent, he is required to

turn in the work on the day he returns to school. If the absence is for less than a full day, the homework for that day is still due to be turned in that same day. Additional time may be provided at the discretion of the subject teacher. For further clarification or information with regard to absences, refer to the policy on make-up work in Appendix F.

11. When a child is absent for an extended period of time, please contact the office prior to 9:00 am to request homework for that child. Please **DO NOT** call for homework unless the child is going to be absent **MORE THAN ONE DAY**.

### **Homework Incentives**

1. Provide child with appropriate place to study.
2. Insist on a homework time free from distraction.
3. Check with the teacher when assignments or school policies are not clear.
4. Encourage your child to do his/her best so far as accuracy, neatness and arrangement are concerned.
5. Encourage your child to read books at home and collect materials which will help him/her in school.
6. Read to, and with, your child.

## **APPENDIX E**

### **CRIMES CODE OF THE STATE OF PENNSYLVANIA PERTAINING TO PROHIBITING TOBACCO IN SCHOOLS**

#### **18 PA.C.S., Act 145, Section 6306.1**

#### **Section 6306.1 Use Of Tobacco In Schools Prohibited.**

1. Offense defined - A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.
2. Grading - A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (a), the court may admit the offender to an adjudication alternative as authorized under 42 PA.C.S. S.1520 (relating to adjudication alternative program) in lieu of imposing the fine.
3. Nature of offense - A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
4. Definitions - As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
  - a. **"Pupil."** A person between the ages of 6 and 21 years who is enrolled in school.
  - b. **"School."** A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the act of March 10, 1949, (P.L.30, No. 14), known as the Public School Code of 1949, including area vocational schools and intermediate units.
  - c. **"Tobacco."** A lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.

## **APPENDIX F**

### **ATTENDANCE**

#### **POLICY 204 -- REVISED JULY 26, 2017**

#### **PURPOSE**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

## **AUTHORITY**

Attendance shall be required of all students during the days and hours that the school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of such mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

## **DEFINITIONS**

**COMPULSORY SCHOOL AGE** – the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

**HABITUALLY TRUANT** – six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

**TRUANT** – having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

## **PERSON IN PARENTAL RELATION**

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

**DELEGATION OF RESPONSIBILITY** - The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee, shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.



## **GUIDELINES**

### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

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.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Student sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

### **Excused/Lawful Absence**

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed physician in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Non-school-sponsored educational tours or trips, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non-school-sponsored educational tours and trips to college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

### **Temporary Excusals**

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

### **Parental Notice of Absence**

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

### **Unexcused/Unlawful Absence**

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

### **Parental Notification**

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

### **Enforcement of Compulsory Attendance Requirements**

#### **Student is Truant**

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded for receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

### **School Attendance Improvement Conference**

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individual shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

### **Student is Habitually Truant**

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-base or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

### **Filing a Citation**

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

### **Special Needs and Accommodations**

If a truant or habitually truant student may qualify as a student with a disability, and required special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

## Discipline

The district shall not expel or impose out-of-school suspension, discipline reassignment or transfer for truant behavior.

### ATTENDANCE GUIDELINES AND PROCEDURES

1. Each student is expected to maintain a good attendance record throughout the year.
2. Excuses
  - a. Students must deliver an excuse to the Attendance Office on the first day of his/her return to school following the absence. The excuse must be signed by the parent or guardian and state the specific reason for the absence.
  - b. If a student forgets his/her excuse, the absence will be marked “no excuse” and the absence will be recorded as unexcused. If a valid absence excuse is turned within three (3) school days after the absence, the attendance record will be corrected.
3. A maximum of ten days of cumulative lawful absences verified by parental/guardian notification may be permitted during a school year. All absences beyond ten (10) cumulative days should require an excuse from a licensed physician. Failure to produce a doctor’s excuse within three (3) school days of the student’s return to school following the absence will result in the absence being marked as unlawful.
4. Denial of course credit for excessive unexcused absences:

It is the districts position that education encompasses more than merely tests, exams and other forms of written work or projects. Rather, education includes self-discipline, group interaction and classroom participation that is not always reflected in tests, exams and written work or projects. Because the district believes in the educational value of the overall classroom experience it is expected that the student maintain good classroom attendance.

A student who has received an excessive number of unexcused absences in any course may be denied credit for that course. The number of unexcused absences that constitutes “excessive” for purposes of credit denial shall depend upon the nature of the course (i.e. year-long, semester or quarter) and the number of periods per week that the course meets.

- a. Year-long courses:
  - (1) Meeting 2-3 class periods per week: denial of credit after student has received in excess of five (5) unexcused absences.
  - (2) Meeting 4-6 class periods per week: denial of credit after student has received in excess of ten (10) unexcused absences.
  - (3) Meeting 7-10 class periods per week: denial of credit after student has received in excess of fourteen (14) unexcused absences.
- b. Semester courses: denial credit after student has received in excess of six (6) unexcused absences.
- c. Quarter courses: denial of credit after student has received excess of three (3) unexcused absences.

Notification to Parents or Guardians: Before denial of credit is imposed, the student’s parents or guardian will be sent two (2) written warnings according to the following guidelines:

- a. Year-long courses:
  - (1) Meeting 2-3 class periods per week: the first warning will be issued at two (2) unexcused absences. The second warning will be issued at four (4) unexcused absences.
  - (2) Meeting 4-6 class periods per week: the first warning will be issued at five (5) unexcused absences. The second warning will be issued at eight (8) unexcused absences.
  - (3) Meeting 7-10 class periods per week: the first warning will be issued at seven (7) unexcused absences. The second warning will be issued at ten (10) unexcused absences.
- b. Semester courses: the first warning will be issued at three (3) unexcused absences. The second warning will be issued at five (5) unexcused absences.
- c. Quarter courses: the first warning will be issued at one (1) unexcused absence. The second warning will be issued at three (3) unexcused absence.

Should a student be denied credit for a course pursuant to this policy, the student will be permitted to continue to attend the class and take tests/exams.

### **Educational Tours and Trips (over two (2) school days)**

Principals may approve as excused absence for a student whose absences from school for an educational tour or trip, provided such tour or trip is planned and conducted in accordance with the following:

1. All students going on a vacation must complete a vacation request, have all teachers sign it, and submit it to the main office two weeks prior to the trip.
2. Typically, an absence of this nature will not be approved during the first seven (7) and the last seven (7) days of the school calendar, or during the time that semester or final exams are being reviewed.
3. Trips of this nature shall be limited to one (1) per school year.
4. Requests for five (5) or more school days will require a parent conference with the building administrator or his/her designee. Persons having need of more than ten (10) days may be advised to withdraw the student and re-enter him/her in the appropriate educational environment elsewhere.
5. The student must travel with parents/guardian or approved guardians.
6. Students who have less than ninety percent (90%) attendance for the current school year, poor academic standing, or poor discipline records may be denied approval for an excused absence.
7. There shall be a parent/administrator conference for questionable requests as determined by the building administrator or his/her designee.
8. The student shall obtain assignments from his/her teachers, as directed, prior to the trip.

**NOTE:** All pre-trip assignments (those made specifically for that period of time during the trip) are due by the end of the 2<sup>nd</sup> day upon the student's return from the trip. Any test taken by the class, which were announced or known by the student prior to his/her trip, are due to be taken within two (2) days after the student's return to class unless other arrangements are made with the teacher. Any research paper, homework or other assignments the due date of which falls within the period of the trip, and the due date of which was known by the student, are due upon the student's return to class.

Any other make-up work shall be completed at the reasonable convenience of the teacher and the student. However, all make-up work of this nature must be completed with seven (7) school days regardless of the number of days taken for the trip.

Absences for unapproved tours or trips will be marked unexcused and/or unlawful according to the school code and disciplinary measures may be taken as specified in the Student/Parent Handbook.

### **Tardiness**

If for some reason, a student is unavoidably tardy, he/she should do the following:

1. Any student arriving at school after homeroom starts shall be marked as being tardy. These students will report to the office upon entering. If the student was tardy due to a medical appointment, the student is required to have the doctor or his/her receptionist sign a slip and note the time.
2. Students entering after 10:30AM but before 12:20PM shall be marked either 1/2 day excused or unexcused absence depending on the excuse. These students will report to the office upon entering.
3. Students entering after 12:20PM shall be marked as either a full day excused or unexcused absence depending on the excuse. These students will report immediately to the office upon entering.
4. Any student who has a total of 15 tardies for the school year may be required to provide a doctor's excuse for each additional occurrence.

### **Early Dismissal**

1. The student desiring an early dismissal must present a written excuse signed by a parent or guardian indicating the time of the early dismissal and the specific reason for the request.
2. An early dismissal that extends more than three (3) hours will be marked as a half (.5) day absence. If the early dismissal extends more than three and one half (3.5) hours, it will be recorded as a full day absence.
3. Students will report to the Attendance Office for early dismissal excuses prior to homeroom bell.
4. Students are required to have the doctor or his/her receptionist sign the slip and note the time of the visit. Upon the student's return to school, the slip must be turned in at the Attendance Office. Failure to do so will result in appropriate discipline.

## Making-Up Missed Work

Any student who receives an “excused absence” or “Unexcused/Unlawful absence” for his/her absence from school or a class will be guided by the following policy regarding school work that either he/she owes or has missed because of that absence.

1. Daily Homework and Lab Assignments given prior to the student absence.
  - a. If a daily homework assignment is given prior to an excused absence, the student is required to turn in the work on the **FIRST DAY** of his/her return to school. If the absence is for less than a full day, the homework for that day is still due to be turned in that same day.
  - b. A student who has an unexcused/unlawful absence will not be permitted to turn in work and will receive a zero (0) for that assignment.

\*Example for absence less than a full day:  
Homework is due on Monday and the student reports to school later in the day. Homework assigned for Monday must be turned in for **EVERY CLASS PERIOD MEETING ON MONDAY**.

  - a. Student must assume the **RESPONSIBILITY** of turning in assignments to teachers of classes that they did not attend **PRIOR** to reporting to school. If a student is unable to contact a teacher, the work must be turned in to the office by the close of the school day.
  - b. Students who are sent home by the nurse, whenever possible, must turn in their assignments for classes they will miss prior to leaving the building.
2. Class work, in-school lab work and assignments given on the day of the student’s absence. Class work and assignments given or carried out on the day(s) of an excused absence must be made up within the number of school days missed plus one (1) day form the date that the student returns. For example, if the student has five (5) consecutive days of excused absences, he/she will have six (6) school days in which to complete this work. **HOWEVER, FOR ONE-HALF (1/2) DAY ABSENCES OR LESS, THE STUDENT WILL HAVE A MAXIMUM OF TWO (2) FULL SCHOOL DAYS TO COMPLETE THIS WORK.**
  - a. The student must assume the responsibility of seeking out assignments that were made during his/her absence immediately upon his/her return.
  - b. The absent student may contact a student who is in the missed class to seek assignment information or request this student to make contact with the teacher to secure missed assignments.
  - c. Students should consult with teachers immediately upon returning to school to seek official and accurate information relating to missed work. A schedule will be established by the teacher.
  - d. Students who have unexcused absences **WILL NOT** be permitted to make up work and will receive a zero (0) for work missed during the absence.
  - e. Any work that is sent home during an absence must be completed and turned in the day the student returns to school. If work is sent home, more work will not be collected until the work that is already sent home is returned completed.
  - f. The homework absenteeism policy does not apply for long term project. Long term projects (projects assigned at least a week in advance) must be turned in the day they are due even if a student is going on a field trip. If a student is sick the day a long term project is due, the project must be handed in the day the student returns.
3. Quizzes and tests announced during the student’s absence.

If the student is present on the day a test or quiz is announced and the student has an “**EXCUSED ABSENCE**” on the day it is given, he/she will be required to take the quiz or test during a study hall period or during the scheduled class period for that subject on the **FIRST DAY** of his/her return to school, unless the teacher grants an extension of time.
4. Quizzes and tests announced during the student’s absence.

If the student returns to school one (1) or more days prior to a scheduled test or quiz being given, he/she will be **REQUIRED TO TAKE THE TEST OR QUIZ WHEN IT IS SCHEDULED**. If the student returns on the day of a test or quiz, or after it has been given, and the student had an “excused absence” when the test or quiz was **ANNOUNCED**, he/she will have the number of school days he/she was absent plus one (1) in which to make up the test or quiz.

**NOTE: Students who have an unexcused absence on the day a test or quiz is announced will not be covered by the above policy.**

5. Research Papers, reports, home lab assignments, projects, etc.

If the student is absent on the due date for a research paper, report, project, etc., and the absence is excused, the student will be required to see that the work is turned in upon the first day of his/her return to school unless the teacher grants an extension of time. The teacher may deduct grade percentage for work not turned in on the first day of the student's return.

If the long term assignment is due on a day that is an unexcused absence, the teacher may still accept the work but the grade may be affected.

## **APPENDIX G IN-SCHOOL SUSPENSION**

Any student receiving an in-school suspension will report to the school office as soon as he/she arrives in the morning. General operating procedures for in-school suspension are as follows:

1. Teachers will provide regular class work assignments to cover the length of the suspension. It is the responsibility of the student to complete and return these assignments to the office.
2. A very restricted, non-socializing school environment will be maintained.
3. The student will receive one-to-one help with his/her regular school work.
4. Individualized counseling will be provided with an opportunity for inner-reflecting and modification of behavior through change in attitude and values.
5. If a student fails to report for any reason, the suspension time will be completed upon return to school.
6. Exceptions to in-school suspension may be made by the building administrator if he/she feels that out-of-school suspension is the best interest for all concerned.
7. Failure to comply with the above will result in increased stay in in-school suspension or out-of-school suspension.

### **Student Regulations for "In-School" Suspension**

1. Students will report directly to the office on days slated for in-school suspension.
2. All belongings will be kept with the student. Students are not permitted to go to their room before reporting to the office.
3. Work assignments may be provided by the regular classroom teachers. It is the student's responsibility to complete and return the assignments to the office.
4. A very restricted, non-socializing environment will be maintained. The student will receive one-to-one help with his/her regular school work. Individual counseling will be provided.
5. Use of lavatory will be by permission only.
6. Students may purchase a cafeteria lunch if they desire. Supervision will continue through this period.
7. In-school suspension also carries the restriction that the student is excluded from all extracurricular activities including social functions, athletic events, and academic representation of the school as both a participant and a spectator.
8. If a student fails to attend, the suspension time will be completed upon return to school.
9. Disruptive behavior while in in-school suspension will result in additional suspension.

## **APPENDIX H ACCEPTABLE USE OF INTERNET, COMPUTERS AND DISTRICT TECHNOLOGY RESOURCES POLICY GUIDELINES POLICY 815 -- REVISED JUNE 14, 2017**

### **Purpose**

The Hollidaysburg Area School District provides its employees, students, and other authorized individuals access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, cameras, and cloud or web-

based technologies, including HASD Google accounts.

The Board supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

### **Definitions**

The term **child pornography** is defined under both federal and state law.

**Child pornography** - under *federal* law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under *state* law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

### **District Technology Resources**

District technology resources means all technology owned and/or operated by the district, including computers projectors, televisions, video and sound systems, mobile devices, scanners, printers, cameras, portable hard drives, hardware, software, networks, including the Internet, and district managed Cloud or Web-based resources, including HASD Google accounts.

The term **harmful to minors** is defined under both federal and state law.

Harmful to minors - under *federal* law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under *state* law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene;
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.



**User** – Anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents and/or guardians, and any visitors to the district that may use district technology.

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the district technology resources for any information that is retrieved via the Internet. The district makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other district technology resources.

The Board declares that access to and use of district technology resources is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive, delete or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or technology resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory
2. Lewd, vulgar, or profane
3. Threatening
4. Harassing or discriminatory
5. Bullying
6. Terroristic

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

Upon request by teachers to the IT Department for temporary or permanent unblocking of a site for class use or assignment, the site will be checked and unblocking verified with the principal if appropriate, unblocked for use until the project or assignment is completed.

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Prior to being given access to district technology resources, users must sign agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses technologies to monitor and detect inappropriate use on and off school property.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement curriculum that ensure students are educated on network etiquette, digital citizenship and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

## **Guidelines**

### **Unauthorized Use Prohibited**

Only users who have agreed to abide by the terms of this policy may utilize the district's technology resources.

Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use district technology resources is prohibited

### **Use of Personal Electronic Devices**

The use of personal electronic devices on the district network is permitted only on designated networks. When a user connects a personal electronic device to a district network or district technology resources, this policy and its guidelines apply. Users are subject to the same levels of monitoring and access as if a district-owned device were being utilized. Users who connect a personal electronic device to a district network explicitly waive any expectation of privacy in the content exchanged over the district technology resources.

### **Privacy**

The district reserves the right to monitor any user's utilization of district technology resources. Users have no expectation of privacy while using district technology resources whether on or off district property. The district may monitor, inspect, copy, and review any and all usage of district technology resources including information transmitted and received via the Internet to ensure compliance with this and other district policies, and state and federal law. All e-mails and messages as well as any files stored on district technology resources, including HASD Google accounts and other cloud or web-based applications, may be inspected at any time for any reason.

### **Internet Filtering and CIPA Compliance**

The district utilizes content and message filters to prevent users from accessing material through district technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the district's educational mission. The Superintendent or his/her designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the district's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary and secondary school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

### **Monitoring**

District technology resources shall be periodically monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that district technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated location software and/or screen capturing is not utilized except where necessary to recover lost or stolen district technology.

### **District Provided Resources**

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district provided technology resource or any of its contents.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on district technology resources, including chat rooms, e-mail, social networking web sites, etc. Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, digital citizenship and federal and state law. Specifically, the following uses of district technology resources are prohibited:

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources for commercial or for-profit purposes.
3. Use of technology resources for non-school and non-business work.
4. Use of technology resources for political lobbying/campaigning or advertisement, not including student elections (e.g. student government, club officers, homecoming queen, etc.).
5. Use of technology resources to bully, cyberbully, or to communicate terroristic threats, discriminatory remarks, offensive or inflammatory communication, or hate.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[23]
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
10. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district.
11. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, pseudonyms, or the

impersonation of another user.

12. Fraudulent copying, communications, or modification of materials in violation of copyrighting laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of technology resources to violate any other district policy.
15. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
16. Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
17. Use of technology resources to attempt to interfere with or disrupt others users of district technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes.
18. Destruction, modification, abuse or unauthorized access to district technology resources.
19. The use of proxies or other means to bypass internet content filters and monitoring.
20. Use of district technology resources to tether or otherwise connect to a non-district owned device to access an unfiltered and/or unmonitored internet connection.
21. Unauthorized access, interference, possession, or distribution of confidential or private information.
22. Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
23. Use of technology resources in a manner that jeopardizes the security of the district’s technology resources, or in a manner that attempts to circumvent any system security measures.
24. Using technology resources to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district’s business or educational interests.
25. Use of technology resources to commit plagiarism.
26. Copying district software without express authorization from a member of the district’s technology staff.
27. The use of technology resources to gamble.
28. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
29. The use of encryption software that has not been previously approved by the district.
30. Sending unsolicited mass-email messages, also known as spam.
31. Scanning the district’s technology resources for security vulnerabilities.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student’s or employee’s name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district technology resources.

### **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from district technology resources shall be subject to fair use guidelines and applicable laws and regulations.

### **District Web Site**

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information or unauthorized web pages without authorization from the building principal.

### **Consequences for Inappropriate Use**

Users shall be financially responsible for expenses related to repairs or replacement due to any damage, vandalism, loss or theft of equipment, systems, software, and all other district technology resources resulting from accidental, negligent, deliberate, or willful acts. The IT department will assess the damage and prepare costs needed to repair

or replace. Parents/Guardian/Student will receive an invoice of cost and description of the repair or replacement, and record of the invoice sent and payments received will be kept at the school building in student records. All fees must be paid before participation in school-related events, attendance in school-related events including graduation, participation in extra-curricular activities, and issuing of diploma.

Illegal use of the district technology resources; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user or district technology resources; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of district technology resources shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

## Legal

20 U.S.C. 254, 6777

24 P.S. 1303.1-A, 4601 et seq, 4604, 4610

47 CFR 54.520

18 U.S.C. 2256

18 Pa. C.S.A. 5903, 6312

17 U.S.C. 101 et seq

Board Policy – 103, 103.1, 104, 217, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 448, 548, 814

## **EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES POLICY 815.2 -- ADOPTED JUNE 14, 2017**

### **PURPOSE**

The Hollidaysburg Area Board of School Directors supports and encourages the use of technology to aid in education and operational processes of the district. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.

The Board of Directors also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board of Directors that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both student-provided or any other technology.

The purpose of this policy is to acknowledge that student-owned technology devices may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies which students may possess. In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The district is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the district, to bring the device to school.

If a student exercises the option to bring his/her student-owned technology devices to school, the student and student's parents/guardians understand that there is no expectation of privacy with regard to the student-owned technology devices and its content, and the student and student's parents/guardians agree that all provisions of this policy shall apply to the student's use of the student-owned technology devices while of school premises.

## **DEFINITIONS**

**Student-Owned Technology Devices (SOTD)** – Any electronic device in a student’s possession that is not owned by the District. Including, but not limited to, all devices that can take photographs, record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not limited to, iPods, MP3 players, DVD/Blu-ray players, handheld game consoles, personal digital assistants (PDAs), cellular phones, and smart phones such as iPhones and Android, laptops, Chromebooks, or other student-owned computers, radios, CD players, as well as any new technology developed with similar capabilities of data storage or transmission.

## **AUTHORITY**

The Hollidaysburg Area School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and rights and privacy of all individuals within the school community.

## **DELEGATION OF RESPONSIBILITY**

The district reserves the right to restrict student use of district-owned technologies and SOTDs on school property or at school-sponsored events. SOTDs are permitted, but not required by the district, for use during the school day for educational purposes and/or in approved locations only.

The district reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying or reviewing the SOTD or file contained on the SOTD when administration has a reasonable suspicion that a violation of district policy or applicable law has occurred, and the student and student’s parents/guardians agree that the district shall have such rights and there is no expectation of privacy that would restrict the district’s exercise of such rights.

The Superintendent or designee shall annually notify students, parents/guardians and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the district’s website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

The Superintendent or designee shall develop procedures for the efficient and orderly implementation of this policy.

## **GUIDELINES**

The following guidelines shall apply regarding SOTDs:

1. All prior related School Board Policies shall continue to apply in full force including Policy 249 (Bullying/Cyberbullying), Policy 815 (Internet Acceptable Use), Policy 815.1 (Social Media), and Policy 814 (Copyright Material as applicable).
2. Access is a privilege, not a right. Students have the option, but are not required by the district, to bring his/her SOTD to school. If a student exercised the option to bring their SOTD to school, the student and the student’s parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content, and the student and the student’s parents/guardians agree that all provisions of this policy shall apply to the student’s use of the SOTD while on school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning of the student from bringing personal electronic devices to school, or criminal prosecution if applicable.
3. Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.
4. Inappropriate use of electronic devices has the potential to negatively impact the educational environment and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational

processes and/or violates the rights of individual students is a violation of the Code of Conduct. Students shall not use any electronic device in a manner that disrupts or detracts from the educational environment. Students may not utilize any technology device or application to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the educational community. Use of his/her SOTD to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate SOTD confiscation by district staff, building principal and/or building security. Referral to appropriate authorities and disciplinary action may result. On this point, students are reminded that Board Policy #249 prohibits bullying and cyberbullying in all forms.

5. The Hollidaysburg Area School District teachers and administrators retain full oversight in their buildings and classrooms regarding appropriate, necessary, and/or permissible use of the SOTD. **Elementary Students** – The Board prohibits the use of any SOTD by any Elementary School student during instructional times during the school day (from the beginning of the instructional day until the end of the instructional day), which includes homeroom, except as follows:
  - Elementary students may use SOTD in the classroom during the school day for instructional purposes if, and only if, they have prior permission of the teacher or building administrator to do so.

**District Sponsored Extra-curricular Activities** – Advisors and coaches of extra-curricular activities shall have discretion to regulate and limit the use of electronic devices by students while participating in sports or extra-curricular activities and school sponsored trips.

6. Use of SOTDs shall always be in support of educational goals as identified by each teacher for their specific learning environment and classroom management style.
7. The Hollidaysburg Area School District network is first and foremost provided and maintained for primary benefit of and access by district-owned technology equipment. The district reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on district workstations, laptops, or servers.
8. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of district technology resources, district technology resources will be given first priority.
9. SOTDs often have their own form of Internet connectivity that is separate from the district's Internet connection. These alternate forms of connectivity may be unfiltered and provide access to explicit, inappropriate or other content that is strictly forbidden on school grounds or while riding in school transportation. Students bringing SOTDs are required, during the instructional day, to access the Internet via the district's content-filtered wireless network, and not through 3G, 4G, or other content service providers. Students must disable their own internal Internet connectivity while on district property. Also, many SOTDs feature Internet connection sharing – students are expressly forbidden from using their own, enabling or otherwise providing an Internet connection to another student's SOTD. SOTDs found to interfere with district wireless networks will be identified, shut down, confiscated and provided to the building principal. This may result in additional disciplinary action including the permanent loss of SOTD privileges.
10. Students and parents/guardians choosing to bring SOTDs into the district surrender the right to keep private any content on said SOTD. All district students and parents/guardians shall review this policy and associated technology procedures before students use any school and/or personally owned devices and the student and parent/guardian shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.
11. Students and parents/guardians consent to the possible self-installation of a monitoring application or other district provided management tool as a prerequisite to use of the SOTD on district property.
12. The district reserves the right to search SOTDs where reasonable suspicion exists that the device is being used without permission or inappropriately and the student and student's parents/guardians agree that the district shall have such rights and there is no expectation of privacy that would restrict the district's exercise of such rights. Examples of this may include displaying picture content to peers when not authorized to do so, or attempting to text during unauthorized times. Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
13. The Hollidaysburg Area School District, its teachers, administrators, bus drivers or other personnel are not responsible for physical loss, data loss or corruption, theft, or damage to any SOTD.
14. Bus drivers retain management control over the use of SOTDs on the buses in relation to this policy.

15. Student technology support provided for SOTDs will be limited to self-help documents posted on the district website.
16. Many SOTDs contain camera or motion picture recording technology – SOTDs are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without the teacher’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.
17. The use of SOTDs is strictly forbidden AT ALL TIMES in restrooms and locker rooms.
18. The use of SOTDs is forbidden during assemblies, detention, in-school suspension, during fire or other emergency drills or during actual emergencies.
19. If a student exercises the option to bring his/her SOTD to school, the student and the student’s parents/guardians understand that there is no expectation of privacy with regard to the SOTD and its content. Students shall be required to provide the username/password or other access credentials if asked by a building principal for access to their device. Refusal to provide the required information may result in disciplinary action, including the permanent loss of the SOTD privileges.
20. Devices that are not permitted as an approved SOTD shall be identified as an unacceptable device in the District’s Administrative Procedures and Guidelines in compliance with this policy.
21. No student shall be required to provide a SOTD as a condition of receiving educational instruction. If any student chooses to utilize a device pursuant to this policy, the student and parents assume full responsibility for any phone or data charges that may result from such use.

Legal:

Board Policy – 218, 233, 249, 814, 815, 815.1

**APPENDIX I  
NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES  
POLICY 103 -- Revised February 14, 2018**

**AUTHORITY**

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 without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

Administration will question the complainant to determine if the discrimination occurred on school grounds, at a school-sponsored activity, or on any conveyance providing transportation to or from a school entity or school-sponsored activity. If it is determined that the discrimination occurred on school grounds, at a school-sponsored activity, or on any conveyance providing transportation to or from a school entity or school-sponsored activity the complaint will be fully investigated by administration and appropriate corrective or preventative action will be taken when allegations are



substantiated. If there is no connection to school activity, the administrator will contact the parent/guardian of both the complainant and the accused and, if a violation of the law is suspected, local law enforcement.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

#### Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

### DEFINITIONS

#### Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

#### Sexual Harassment

**Sexual harassment** is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, 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 status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct derives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that is unreasonable interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

## **DELEGATION OF RESPONSIBILITY**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulation, the Board designates the Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the 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 to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's 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 prevent, identify and alleviate problems of discrimination.
3. Resources – Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. 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.
5. District Support – Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation – Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints – Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complaint or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that she/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

## **GUIDELINES**

Complaint Procedure – Student/Third Party

### **Step 1 – Reporting**

A student or third party who believes she/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter 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, as well as properly making any mandatory police or child protective services reports required by law.

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 may be encouraged to use the district's report form (103-A), available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

### **Step 2 Investigation**

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The individual conducting the investigation shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquires related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

Following the investigation, if the allegations were found to be true, the parent/guardian will be notified.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### **Step 3 Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this

policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

#### **Step 4 - District Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

#### **Appeal Procedure**

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, she/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

#### **Legal**

24 P.S. 1301, 1301-A, 1310, 1601-C et seq, 5004

43 P.S. 951 et seq

20 U.S.C. 1681 et seq

29 U.S.C. 794

42 U.S.C. 1981 et seq, 2000d et seq, 12101 et seq

28 CFR Part 35, Part 41

29 CFR 1604.11, 1606.8

34 CFR Part 100, Part 104, Part 106, Part 110

22 PA Code 4.4, Code 12.1, Code 12.4, Code 15.1 et seq

18 Pa. C.S.A. 2709

U.S. Const. Amend. XIV, Equal Protection Clause

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Office for Civil Rights – Guidance on Schools’ Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct 26, 2010)

**APPENDIX J**  
**BULLYING/CYBERBULLYING**  
**POLICY 249 -- REVISED MAY 16, 2018**

**Purpose**

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

**Definitions**

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

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

**Bullying**, as defined in this policy, includes cyberbullying.

**Cyberbullying** means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following:

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

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

**Authority**

The board prohibits all forms of bullying by district students.

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

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

**Delegation of Responsibility**

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

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

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

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

District administration shall annually provide the following information with the Safe 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.

### **Guidelines**

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

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

### **Education**

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

### **Legal**

24 P.S. 1302-A, 1303.1-A

22 PA Code Sec. 12.3

Board Policy –103, 218, 233, 236

## **APPENDIX K HAZING POLICY 247 -- REVISED AUGUST 10, 2016**

### **Purpose**

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.

### **Definitions**

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

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

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

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

### **Authority**

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

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

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

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

### **Delegation of Responsibility**

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

**In addition to posting this policy on the district's website**, the district shall annually inform students, parents/guardians, sponsors, volunteers, and district employees that hazing is prohibited, by means of:

- a. Publication in the **student/parent** handbooks.
- b. Verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

### **Guidelines**

Complaint Procedures:

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation result in a substantiated finding of hazing, the 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.

### **Legal**

24 P.S. 511, 5351 et seq, 5352, 5354

Board Policy 122, 123, 218, 233, 317, 417, 517, 916

## **APPENDIX L SCHOOL VOLUNTEERS POLICY 916 -- REVISED NOVEMBER 18, 2015**

### **Purpose**

The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

### **Definition**

1. **Visitor** – one who visits a classroom or school on an infrequent basis to observe or participate in a single event or several events, under the direct supervision of school district staff, throughout the year

2. **Volunteer** – an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct unsupervised contact with children.

An individual is identified as a Visitor or Volunteer by the appropriate building administrator.

### **Authority**

The Board authorizes the administrative selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular district staff.

### **Guidelines**

#### **SC 111 23Pa. C.S.A. Sec. 6301 et seq**

Volunteers shall complete a volunteer disclosure sheet (see [www.tigerwires.com](http://www.tigerwires.com) - Our District – Board Policies – Policy# 916) and be approved by the appropriate administrator. A record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level.

Volunteers are required to meet the following requirements:

1. Volunteers must be 18 years of age or older, unless a student participating in the Learning Through Service or other district sanctioned program.
2. Volunteers must complete a HASD Volunteer application and be approved by the Hollidaysburg Area School District Board of Directors to serve in a volunteer capacity.
3. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege that is conferred by the administration. As such, any volunteer position or volunteer can be eliminated at any time for any reason or no reason.
4. The building principal will make recommendations of volunteers to the HASD Board of School Directors. The HASD Board of Directors approves all volunteers.
5. Volunteers must provide original copies of Act 34 and Act 151 clearances, as well as tuberculosis test results, to the building principal prior to providing any volunteer service. Volunteers must participate in Act 126 (Mandated Reporters of Child Abuse Training) and provide documentation to the building principal. Costs for all clearances and the materials required for the Act 126 training are the responsibility of the volunteer.
6. The Act 34 and Act 151 clearances would continue to be valid for five (5) years from the date of the clearance. Act 126 training would remain valid for the period of time established by the Commonwealth of Pennsylvania and update training would be required as directed by the Commonwealth. (Currently training is valid for a period of 5 years).
7. The HR Department shall maintain files of volunteers.
8. The school district reserves the right to request updated Act 34 or Act 151 clearances or a Fingerprinting Criminal History Verification from any school volunteer.

A volunteer shall exhibit interest in the educational program, enjoyment in helping children, and a sincere belief that by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance which is supportive, when under the supervision of a staff member. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but rather a privilege which is conferred by the Board and the administration. As such, any volunteer position may be eliminated at any time. The Board shall provide authorized volunteers with the same general liability insurance coverage as provided for employees of the district, while performing their volunteer services. The district's insurance will be in excess of any other insurance which may be available to the volunteer.

### **Delegation of Responsibility**

To assure the proper support for the volunteer programs of the district, the following minimal requirements shall apply:

1. Professional staff in each building that use volunteers in any capacity shall be responsible for orienting the volunteers to perform the specific duties associated with their assignments.
2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at the site.



3. Volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history and child abuse background report. If, under the applicable laws or regulations, their criminal history/child abuse report would preclude someone from being hired as an employee, that person may not be a volunteer.
4. Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees.
5. Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
6. The volunteer shall sign the district's volunteer disclosure sheet acknowledging the receipt and review of this policy.

The administration will develop procedures to implement this policy.

#### Legal

24 P.S. Sec. 111, 1418  
 28 PA Code 23.44  
 23 PA. C.S.A. 6301 et seq.

### **APPENDIX M**

#### **Suicide Awareness, Prevention and Response Policy 819 -- REVISED MAY 16, 2018**

#### **Purpose**

The Hollidaysburg Area School District adopts this policy in acknowledgement of the school entity's commitment to maintaining a safe school environment; to protect the health, safety and welfare of its students; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth; The impact of students' behavioral health on their academic performances and the effect of behavioral health issues and suicide on students and the entire school community are significant. Therefore, in order to ensure the safety and welfare of students, the school entity will work to educate school personnel and students on the actions and resources necessary to prevent suicide and promote behavioral health.

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.

#### **Authority**

This policy shall apply in any situation where a student is expressing suicidal thoughts or intentions of self-harm on school property, at any school-sponsored activity, or on any public vehicle providing transportation to or from a school or school-sponsored activity. This policy shall also apply following a student's suicide threat or attempt that does not occur on school grounds or during a school-sponsored activity, but that is reported to any school personnel.

The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

#### **Guidelines**

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

#### **Definitions**

**At-Risk for Suicide** shall mean any youth with risk factors or warning signs that increase the likelihood of suicidal behavior.

**Behavioral Health** – the promotion of emotional health; the prevention of mental illness and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illness and /or mental disorders.

**Chief School Administrator** shall mean the Superintendent of the school district or joint school district, the chief executive officer of a charter school, regional charter school or cyber charter school, and/or the executive director of an intermediate unit or area vocational-technical school.

**Crisis Response Team** shall include, but may not be limited to, the administrators, guidance counselors, the school nurse, school psychologists, school resource professionals, and/or other member of the Student Assistance Program (SAP), as designated, and may include other members as deemed appropriate by the chief school administrator/school entity. Community mental agency resources may be called for assistance to be part of the team.

**Expressed Suicidal Thoughts or Intentions** shall mean a verbal or non-verbal communication that an individual intends to harm him/herself with the intention to die, but has not acted upon the behavior.

**Prevention** refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

**Protective Factors** shall refer to characteristics (biological, psychological, and social) that reduce risk and the likelihood of the individual developing a mental illness.

**Resilience** shall refer to an individual's innate ability to persevere in the face of adversity and reduce the risk of unhealthy outcomes.

**Risk Factors** shall mean the personal or environmental characteristics associated with suicide. People affected by one or more of these risk factors have a greater probability of suicidal behavior.

**School Connectedness** shall mean the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

**School Personnel** include, but may not be limited to, administrators, school psychologists, guidance counselors, nurses, teachers, paraprofessional, support staff, coaches, bus drivers, custodians, and cafeteria workers.

**Suicide** shall refer to death caused by self-directed injurious behavior with an intent to die as a result of the behavior.

**Suicidal Act or Suicide Attempt** shall mean a potentially self-injurious behavior for which there is evidence that the person probably intended to kill him/herself; a suicidal act may result in death, injures, or no injuries.

**Warning Signs** are evidence-based indicators that someone may be in danger of suicide, either immediately or in the very near future.

### **SUICIDE AWARENESS AND PREVENTION EDUCATION**

The school entity shall establish a crisis response team(s). The crisis response team(s) may include, but is not limited to, administrators, guidance counselors, the school nurse, psychologists, school resource professionals, and/or teachers and other members of the school's Student Assistance Program team. [Community mental agency resources may also be called upon for assistance, but a letter of agreement between the school entity and any community provider(s) is encouraged prior to commencement of any crisis response or postvention services.]

The crisis response team(s) should also include individuals designated as coordinators and/or investigators on cases involving peer-to-peer harassment, as required under federal law. These individuals will help identify overlapping risk factors, including hostile environments created by persistent or severe harassment on the basis of gender, race, disability, or other protected classes.

The school entity shall utilize a multifaceted approach to suicide awareness and prevention, which includes the following:

### **Protocols for Administration of Student Education**

Students shall receive age-appropriate lessons in their classroom through health education or other appropriate curricula on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs as well as help seeking strategies for self and/or others. Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Students shall be taught not to make promises of confidence when they are concerned about a peer or significant other. These lessons may be taught by health and physical education teachers, community service providers, classroom teachers or student service staff. Students who are in need of intervention shall be referred in accordance with school entity's referral procedures for screening and recommendations.

Student education may include but is not limited to the following:

1. Information about suicide prevention. Resources are available on the Department's website [www.education.pa.gov](http://www.education.pa.gov).
2. Help-seeking approaches amongst students, promoting a climate that encourages peer referral and emphasizes school connectedness.
3. Increasing students' ability to recognize if they or their peers are at a risk for suicide.
4. Addressing problems that can lead to suicide, such as depression and other behavioral health issues, anger, and drug use.
5. Inform students about broader behavioral issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.
6. Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.
7. Adhere to safe and effective messaging guidelines, avoid graphic testimonials, and include reputable suicide prevention resources.
8. Promote a healthy school climate where students feel connected to and can identify trusted adults in the building.
9. Primary delivery of information will be conducted in the classroom.

### **Protocols for Administration of Employee Education**

All school personnel, including, but not limited to, administrators, teachers, paraprofessionals, support staff, coaches, bus drivers, custodians, and cafeteria workers, shall receive information regarding the school's protocols for suicide awareness and prevention. All groups listed above shall receive information about risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide awareness and prevention and school connectedness.

As part of the district's professional development plan, professional educators in school buildings serving students in grades kindergarten through twelve (12) shall participate in a minimum of four(4) hours of youth suicide awareness and prevention training over a five(5) year period.

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school counselors, school psychologists, school social workers and school nurses.

### **Resources for Parents/Guardians**

The district may provide parent/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral health resources.

### **METHODS OF PREVENTION**

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In compliance with state regulations and in support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

## **Suicide Prevention Coordinators**

Any school personnel who has identified a student with one or more risk factors, or warning signs, or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention in accordance with the school entity's referral procedures.

The school entity shall create an emotional or behavioral health safety plan to support a student and student's family if the student has been identified as being at increased risk of suicide.

For students with disabilities who are identified as being at-risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's need in accordance with applicable law, regulations and Board policy.

If a student is identified as being at-risk for suicide or attempts suicide and requires special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

District-Wide –

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

Building Level –

Each Building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

## **Early Identification Procedures**

Early identification of individuals with one (1) or more suicide risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicide risk factors and warning signs.

**Suicide Risk factors** refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

Behavioral Health Issues/Disorders:

- Significant problems with sleeping and/or eating.
- Depression.
- Substance abuse or dependence.
- Previous suicide attempts.
- Self-injury.
- Previous referrals to crisis center.

Personal Characteristics:

- Hopelessness/Low self-esteem.
- Loneliness/Social alienation/isolation, lack of belonging.
- Poor problem-solving or coping skills.
- Impulsivity/Risk-taking/recklessness.

Adverse/Stressful Life Circumstances:

- Interpersonal difficulties or losses.
- Disciplinary or legal problems.
- Bullying (victim or perpetrator).
- School or work issues.
- Physical, sexual or psychological abuse.
- Exposure to suicide.

Family Characteristics:

- Family history of suicide or suicidal behavior.
- Family mental health problems.

- Divorce/Death of parent/guardian.
- Parent-Child relationship.

**Warning signs** are evidence-based indicators that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

### **Referral Procedures**

Any district employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

Any district employee who is made aware of any threat or witnesses any attempts towards self-harm that is written, drawn, spoken, or threatened shall immediately notify the principal or designee. Any threat in any form shall be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. In cases of life-threatening situations, a student's confidentiality will be waived. The school entity's crisis response procedures shall be implemented. Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student to the guidance counselor, school psychologist or administrator for further assessment and intervention.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student, should be referred to the district behavioral health professional (staff or contracted), dean of students, school nurse and school psychologist.

**If an expressed suicide thought or intention is made known to any school personnel during an afterschool program and the principal or designee are not available, call 911, 1-814-889-2141 (Altoona Crisis Center), 1-800-SUICIDE or 1-800-273-TALK for help. Thereafter, immediately inform the principal of the incident and actions taken.**

### **Documentation**

The guidance counselor, district behavioral health professional (staff or contracted), dean of students school nurse, school psychologist and/or administrator shall document the reasons for referral, including specific warning signs and **suicide** risk factors identified as indications that the student may be at risk.

## **METHODS OF INTERVENTION**

Suicide intervention procedures shall address the development of an emotional or behavioral health safety plan for students identified as being at increased risk of suicide.

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts outside of school, and suicide death. Suicide intervention procedures shall address the development of a safety plan for students identified as being at increased risk of suicide.

### **Procedures for Students at Risk**

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as counselors, psychologists, and social workers.

### **Procedures for Parental Involvement**

Parent or guardian of a student identified as being at risk of suicide must be immediately notified by the school and must be involved in consequent actions and informed of crisis and community resources. If any mandated reporter suspects that a student's risk status is the result of abuse or neglect, that individual must comply with the reporting requirements of the Child Protective Services Law.

If the parent or guardian refuse to cooperate and there is any doubt regarding the child's safety, the school personnel who directly witnessed the expressed suicide thought or intention will pursue a 302 involuntary mental health assessment by calling County Emergency Services at 1-814-889-2141 and ask for a delegate. The delegate will listen to concerns and advise on the course of action. If a 302 involuntary mental health assessment is granted, the first-hand witness will need to be the petitioner, with support from the principal or other central office administrator.

### **Response to Suicide or Suicide Attempt on Campus**

The first school personnel on the scene of a suicide or suicide attempt must follow the school entity's crisis response procedures, and shall immediately notify the principal or designee.

The school entity will immediately notify the parents or guardians of the affected student(s).

The district shall identify behavioral health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

**Behavioral health service providers** – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral health centers, psychiatrists, psychologists, social workers, and primary care providers. If the student is identified as being at risk of suicide, the district will create a new, or update a previous, safety plan to support the student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family.

### **Students with Disabilities**

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

### **Documentation**

The district shall document observations, recommendations and actions conducted throughout the course of the intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians and behavioral health service providers.

The Superintendent or designee shall develop administrative regulations proving recommended guidelines for responding to a suicide threat.

## **METHODS OF RESPOSE TO SUICIDE OR SUICIDE ATTEMPT**

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others designated by the district such as community behavioral health agency resources.

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide or attempt on school grounds or during a school-sponsored event.

### **Re-Entry Procedures**

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

Prior to a student returning after behavioral health crisis, a district-employed behavioral health-professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of the student and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated district employee will periodically check in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.

### **Response to Suicide (Postvention)**

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

## **REPORT PROCEDURES**

Effective documentation assist in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district behavioral health professionals and school nurses. Building-level information is available to the Superintendent upon request.

## **SUICIDE AWARENESS AND PREVENTION RESOURCES**

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

### **National:**

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: TEXT 741-741 or visit <http://www.crisistextline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools  
<https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

### **Pennsylvania:**

- List of Crisis Intervention contact information by county.
- List of County CASSP and Children's Behavioral Health Contact Persons
- County Task Force Resources: By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources.

## National and State Organizations

### National:

- American Association of Suicidology (AAS): <http://www.suicidology.org/>
- American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>
- Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

### Pennsylvania:

- Prevent Suicide PA: <http://www.preventsuicidepa.org/>
- Jana Marie Foundation: <http://www.janamariefoundation.org/>
- Aavidum: <http://aavidum.com/cms/>
- Services for Teens at Risk (Star-Center)  
<https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>
- Pennsylvania Department of education [www.education.state.pa.us](http://www.education.state.pa.us)
- Safe School Helpline – 1-800-418-6423 ext 359 [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

### Legal

1. 24 P.S. 15226

2 22 PA Code 12.12

Board Policy – 103.1, 113, 113.2, 113.3, 114, 117, 146, 204, 20.7, 216, 236, 248, 249, 333, 805, 806

## APPENDIX N ENROLLMENT IN DISTRICT POLICY 200 -- REVISED AUGUST 19, 2015

### Authority

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

### Definitions

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

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

### Guidelines

#### Enrollment Requirements

A school age student shall be entitled to attend the schools of the district of residence.

The district shall enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, and immunizations required by law.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.

The district shall not inquire about the immigration status of a student as part of the enrollment process.



Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy, by the Superintendent.

The district shall administer a home language survey to all students enrolling in the district schools for the first time.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admission policy by publishing such policy in the parent newsletters, district website and other efficient methods.

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

## **STUDENT REGISTRATION/ENROLLMENT INFORMATION**

1. The person registering a student for school must be a resident of the Hollidaysburg Area School District and must be:
  - a. Either parent listed on the birth certificate.
  - b. A guardian appointed to the student in the custody agreement, signed by a judge.
  - c. A 1302 Affidavit Guardian as outlined in the Hollidaysburg Area School District Policy 202.
  - d. A verified foster parent.
  - e. A host family for an approved foreign exchange student.
  - f. A student may register him/herself if age eighteen (18) or over.
  - g. A pre-adoptive parent.
2. Registrations are by appointment only.
3. To schedule an appointment, call: Administrative Office, 814-695-7431 and ask for Student Registrations.
4. The parent/guardian must provide the following list of required documents for registration.
  - a. Student's proof of age (acceptable documents include):
    - State issued birth certificate.
    - Notarized copy of birth certificate.
    - Hospital issued birth certificate.
    - Baptismal certificate or transcript of the record of baptism, duly certified and showing the date of birth.
    - Current/valid passport.
    - A prior school record indicating the date of birth.
  - b. Student's immunization/shot record (acceptable documents include):
    - Student's immunization record.
    - Written statement from the former school district or medical office stating that the required immunizations have been administered or that a required series is in progress.
  - c. Proof of residency of parent registering student, which must include the name and current address in the Hollidaysburg Area School District (acceptable documents are listed below):

If you provide any of the forms listed below to prove residency, you will only need to provide one:

- **Current Utility Bill**
- **Rental/Lease Agreement** (Dated within the last two (2) Months)
- **Contract to Purchase/build a home** (Dated within the last two (2) Months).

If you provide any of the forms listed below to prove residency, you will need to provide two (2):

- Current credit card bill
- Current Property tax bill
- Current/valid Driver's License

- Current/valid DOT Identification Card
  - Current vehicle Registration
- d. Parental Registration Statement (prepared at time of registration).
  - e. Home Language Survey (prepared at time of registration).
  - f. Residency Questionnaire (prepared at time of registration).

The district reserves the right to verify the authenticity of any documents provided and take appropriate action if not satisfied.

Information not required but beneficial to student for enrollment:

1. Name, address and telephone number of previous school.
2. Documents related to special education needs such as a current IEP, NOREP, Evaluation Report, etc.
3. Court orders concerning custody issues.

Legal

Administrative Regulation 200-AR

## **APPENDIX O ADMISSION POLICY 201 -- REVISED NOVEMBER 18, 2015**

### **Authority**

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

### **Guidelines**

#### First Grade

**Beginners** are children 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 and thereafter at the district's discretion.

A child who is eight (8) years of age shall be admitted to school at any time during the school year.

The Board establishes the district's entry age for beginners as not less than five (5) years before September 1 and not more than six (6) years before the first day of the school term.

The Board may admit as a beginner a child who is five (5) years old and demonstrated readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.

#### Kindergarten

A child is eligible for admission to kindergarten if she/he has attained the age of five (5) years before the first of September. Any exception must be approved by the Superintendent.

### **Delegation of Responsibility**

The Superintendent shall require that each child who registers for entrance to school exhibit his/her birth certificate, immunization records and/or similar documentation as proof of age and birthdate.

#### Non-Beginners

Parents/Guardians registering students who have already started school in another district must follow the entry/reentry procedures for resident students as outlined in procedures 201-R.

## Legal

24 P.S. 503, 1301, 1304, 1326

22 PA Code 4.41, 11.12, 11.14, 11.15, 11.16, 11.41

Board Policy 200, 203

### **ENTRY/REENTRY PROCEDURES FOR RESIDENT STUDENTS (NON-BEGINNERS) 201-R**

- 1.** Parent/Guardian calls for an appointment to register student at the administration building with the Assistant Business Manager's Office.

The person registering a student for school must be a resident of Hollidaysburg Area School District and must be:

- a.** Either a parent listed on the birth certificate when parents were married.
  - b.** Parent listed as custodial parent on the custody agreement, signed by a judge when parents are divorced.
  - c.** Either parent listed on the birth certificate when parents re divorced and a custody agreement does not exist.
  - d.** A guardian appointed to the student in the custody agreement, signed by a judge.
  - e.** A 1302 Affidavit Guardian as outlined in Hollidaysburg Area School District Policy 202.
  - f.** A verified foster parent.
  - g.** A host family for an approved foreign exchange student.
  - h.** A student may register him/herself if age 18 or over.
  - i.** In cases and situations not described above, the Superintendent has the authority to determine eligibility for admission.
- 2.** The parent/guardian is provided with a list of required documents for registration purposes:
    - a.** Student's proof of birth (acceptable documents include):
      - State issued birth certificate.
      - Hospital issued birth certificate.
      - Baptismal certificate.
      - Valid passport.
      - Birth Certificate Affidavit (Prepared on site in lieu of other forms).
    - b.** Student's social security number.
    - c.** Student's immunization/shot record.
    - d.** Name, address, and telephone number of previous school.
    - e.** Photo ID of parent/guardian registering student (acceptable documents include):
      - Driver's license or State issued Identification Card.
      - Valid Passport.
      - Other Official ID.
    - f.** Residency proof of parent registering student, which must include name and current address in the Hollidaysburg Area School District (acceptable documents may include but are not necessarily limited to the following):
      - Current bill for residency.
      - Rental/lease agreement for residency.
      - Contract to purchase/build a home.
      - Residency Affidavit (Prepared on site in lieu of other forms).
    - g.** Legal documents providing custody issues.
    - h.** All documents related to special education needs such as a current IEP, NORA, etc.
    - i.** The district reserves the right to verify the authenticity of any documents provided and take appropriate action if not satisfied.

3. Student information is compiled to a computer-generated Student Registration Form.
4. Parent completes the Parental Registration Statement as outlined in Hollidaysburg Area School District Policy 216.1.
5. Parent receives Public Relations packet which contains the Building Principal contract and building copy of the Student Registration Form Packet.
6. Parent receives bus assignment from Business Manager's secretary.
  - a. Parent receives a copy of the bus information form (TRANS 992) containing bus number, stop and time for both AM and PM buses.
  - b. The parent is guided to appropriate school and instructed to take the building copy of the Student Registration Form to the building secretary.
7. Parent is provided the opportunity to apply for the Free or Reduced School Lunch Program.
8. Parent goes to appropriate school.
  - a. The building secretary receives (and may not proceed without) the building copy of the student Registration Form).
  - b. The building secretary assigns homeroom, counselor, locker number, etc., and obtains other information for school building records.

Legal

Board Policy –201

Administrative Regulation 201-R

## **APPENDIX P**

### **NOTICE OF HOMELESS EDUCATION PROGRAMS**

Each year, more than 800,000 school-age children in the United States experience homelessness. The McKinney-Vento Homeless Assistance Act includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Hollidaysburg Area School District is required to provide activities for, and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other school selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student,

If you have any questions, please contact Mr. Dwight Straesser at 814-695-5585.

**HOLLIDAYSBURG AREA  
ALMA MATER**

Hail Alma Mater, we sing thy praise.  
Great our affection though feeble our lays.  
Nestling so peaceful and calm 'neath the sky.  
Fondly we love thee, our dear H-burg High.

Hail Alma Mater, we sing thy praise.  
Loud in thy honor our voices we raise.  
Your colors ever keep floating on high.  
Now and forever the Blue and the White.

Hail Alma Mater, thy praise we sing.  
Far down the centuries still they may ring.  
Soon at thy portals thy friends bid adieu.  
Still in our hearts may we keep thoughts of you.

The Hollidaysburg Area School District is an Equal Opportunity Education institution and will not discriminate in employment or the provision of programs and services to students based on race, color, gender, religion, age, national origin, or handicap as required by Title VI, IX, and Section 504. For more information regarding civil rights, grievance procedures, and Title VI and Title IX contact Dwight Straesser, Title IX Coordinator and Director of Human Resources at 814-695-5585. Mr. Straesser's office is located in the Administrative Building, 405 Clark Street, Hollidaysburg, PA 16648. For issues pertaining to handicapped provisions and facilities that are accessible, contact Philip Smith, Coordinator for Section 504 and Director of Physical Plant at 814-696-9185. Mr. Smith's office is located in the Hollidaysburg Area Jr. High, 1000 Hewitt Street, Hollidaysburg, PA 16648

