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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STRATEGIC PLAN

ADOPTED: October 18, 2004

REVISED:

100. STRATEGIC PLAN	
1. Purpose	The Board recognizes the importance of establishing a comprehensive plan to guide the educational program and operation of the district. Participation by all segments of the school community is a critical element of such planning.
2. Authority Title 22 Sec. 4.4, 4.13	The Board shall develop and approve a Strategic Plan for the school district based upon an analysis of internal and external needs, specifying priorities for actions and action plans. The plan shall be formulated in accordance with state regulations.
Title 22 Sec. 4.13	The Board shall ensure active participation by Board members, administrators, teachers, other district personnel, students, parents/guardians and representatives from businesses and the community.
Title 22 Sec. 4.13	The Board directs that the Strategic Plan be reviewed and revised during the third year of the six-year plan.
Title 22 Sec. 4.13	Prior to approval by the Board, the Strategic Plan, and any revisions, shall be made available for public inspection in the district's administrative offices and the public library until the next regular Board meeting.
3. Delegation of Responsibility Title 22 Sec. 4.13	The Superintendent shall be responsible for recommending the Strategic Plan to the Board and for submitting the plan to the Department of Education.

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: PHILOSOPHY OF EDUCATION/  
MISSION STATEMENT

ADOPTED: October 18, 2004

REVISED:

<p>1. Authority Title 22 Sec. 4.1</p> <p>Title 22 Sec. 4.11</p> <p>Title 22 Sec. 4.13</p>	<p style="text-align: center;">101. PHILOSOPHY OF EDUCATION/MISSION STATEMENT</p> <p>A democratic society is founded on the worth of each individual and the value of his/her unique contribution to that society. The Board is committed to providing a system of education that will offer equal educational opportunities in accordance with a student's interests, abilities and needs, consistent with available resources.</p> <p>The purpose of education in the schools of this district is to facilitate development of the potential of each student to the fullest. Education is the guidance of the student through the learning processes to the end that the individual becomes personally effective in a dynamic society.</p> <p><u>Mission Statement</u></p> <p>The mission of the Highlands School District is to create a quality, caring educational environment and to develop academic, vocational and social programs that will enable students to achieve their highest potential in personal growth; and that the family, the community, business and industry will share in the responsibility to prepare students to function as effective citizens in an ever-changing global community.</p> <p><u>Highlands Philosophy of Education</u></p> <p>We believe:</p> <ol style="list-style-type: none"> <li>1. That the ultimate aim of education is to instill the individual fundamental concepts of democracy.</li> <li>2. That the educational program is directed toward the development of knowledge, skills, habits, and attitudes of the student.</li> <li>3. That the school is concerned with the continuous total growth of the individual.</li> <li>4. That education is both a right and a privilege for all.</li> </ol>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ACADEMIC STANDARDS

ADOPTED: October 18, 2004

REVISED:

102. ACADEMIC STANDARDS	
<p>1. Purpose Title 22 Sec. 4.4, 4.13 Pol. 100</p>	<p>The Board recognizes that education is a vital function of the state and community. The school community, through the strategic planning process, shall be encouraged to participate in the development of the educational goals and academic standards established for this school district.</p>
<p>2. Definition Title 22 Sec. 4.3, 4.11</p>	<p><b>Academic standards</b> - shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate in order to graduate.</p>
<p>3. Authority Title 22 Sec. 4.12, 4.13</p>	<p>The Board shall establish academic standards for district students to attain, in accordance with those adopted by the State Board of Education, in the following content areas:</p> <ol style="list-style-type: none"> <li>1. Reading, Writing, Speaking and Listening.</li> <li>2. Mathematics.</li> <li>3. Science and Technology.</li> <li>4. Environment and Ecology.</li> <li>5. Social Studies - to include history, geography, civics and government, and economics.</li> <li>6. Arts and Humanities.</li> <li>7. Career Education and Work.</li> <li>8. Health, Safety and Physical Education.</li> <li>9. Family and Consumer Science.</li> <li>10. World Languages.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL AND CLASSROOM  
PRACTICES

ADOPTED: October 18, 2004

REVISED:

<p>1. Authority SC 1310 Title VI 42 U.S.C. Sec. 2000d et seq Title IX 20 U.S.C. Sec. 1681 42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 701 et seq Title 22 Sec. 4.4, 14.101 et seq, 15.1 et seq</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES</p> <p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.</p> <p>The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or designee(s) as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p>
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**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination was based on: (circle those that apply)

- |          |            |                    |
|----------|------------|--------------------|
| Race     | Color      | National Origin    |
| Gender   | Disability | Religion           |
| Ancestry | Age        | Sexual Orientation |

Name of person you believe violated the district's nondiscrimination policy: \_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person: \_\_\_\_\_

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
EMPLOYMENT AND  
CONTRACT PRACTICES

ADOPTED: October 18, 2004

REVISED:

<p>1. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681 42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 621 et seq 29 U.S.C. Sec. 701 et seq 43 P.S. Sec. 951 et seq</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">104. NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/ disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or designee(s) as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> <li>1. Development of position qualifications, job descriptions and essential job functions.</li> </ol>
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**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination was based on: (circle those that apply)

Race

Color

National Origin

Gender

Disability

Religion

Ancestry

Age

Sexual Orientation

Name of person you believe violated the district's nondiscrimination policy:

\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:

\_\_\_\_\_

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRICULUM REVIEW BY  
PARENTS/GUARDIANS AND  
STUDENTS

ADOPTED: October 18, 2004

REVISED:

<p>1. Authority Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h</p> <p>2. Guidelines</p> <p>Pol. 102</p>	<p style="text-align: center;">105.1. CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS</p> <p>The Board adopts this policy to ensure that parents/guardians have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p> <p>The rights granted by this policy are granted to parents/guardians of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.</p> <p>Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p> <p>The following conditions shall apply to any request:</p> <ol style="list-style-type: none"> <li>1. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.</li> <li>2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.</li> <li>3. The written request will be sent to the building principal.</li> <li>4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.</li> <li>5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.</li> </ol>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXEMPTION FROM  
INSTRUCTION

ADOPTED: October 18, 2004

REVISED: March 21, 2005

<p>1. Authority Title 22 Sec. 4.4, 11.7</p> <p>2. Guidelines</p>	<p style="text-align: center;">105.2. EXEMPTION FROM INSTRUCTION</p> <p>The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.</p> <p>The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.</p> <p>The district shall excuse any student from specific instruction, subject to the following conditions:</p> <ol style="list-style-type: none"><li>1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.</li><li>2. The written request to be excused shall be sent by the parent/guardian or student to the building principal.</li></ol> <p>One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.</p> <ol style="list-style-type: none"><li>3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented.</li></ol> <p>When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRICULUM DEVELOPMENT

ADOPTED: October 18, 2004

REVISED:

105. CURRICULUM DEVELOPMENT	
<p>1. Purpose Title 22 Sec. 4.4, 4.13</p>	<p>The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum improvement.</p>
<p>2. Definition Title 22 Sec. 4.3</p>	<p>For purposes of this policy, <b>curriculum</b> shall be defined as a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge and skills, and application of such knowledge, by all students.</p>
<p>3. Authority Title 22 Sec. 4.4, 4.12 Pol. 102</p>	<p>The Board is responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board.</p>
<p>Title 22 Sec. 4.4, 4.13 SC 1512 Pol. 107</p>	<p>In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and a remediation plan for students not achieving proficiency.</p>
<p>4. Guidelines</p>	<p>The district's curriculum shall provide the following:</p>
<p>Pol. 109</p>	<p>1. Continuous learning through effective articulation among the schools of this district.</p>
<p>Pol. 112</p>	<p>2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.</p>
	<p>3. Guidance and counseling services for all students to assist in career and academic planning.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: October 18, 2004

REVISED:

106. GUIDES FOR PLANNED INSTRUCTION	
<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p>	<p>Guides shall be prepared for all planned instruction adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards established for a course of study.</p>
<p>2. Guidelines</p>	<p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> <li>1. Objectives of the instruction.</li> <li>2. Concepts and skills to be taught.</li> <li>3. Suggested activities designed to achieve the objectives.</li> <li>4. Suggested methods of instruction.</li> <li>5. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> <li>6. Reading list of supplemental titles for the guidance of teachers.</li> </ol>
<p>3. Delegation of Responsibility</p>	<p>Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.</p> <p>The Assistant Superintendent or designee shall be responsible for development and implementation of a plan for preparation of such guides which includes:</p> <ol style="list-style-type: none"> <li>1. Participation by appropriate staff members and resource personnel.</li> <li>2. Continuing research in instructional methods, materials, activities and assessment strategies.</li> <li>3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF PLANNED  
INSTRUCTION

ADOPTED: October 18, 2004

REVISED:

107. ADOPTION OF PLANNED INSTRUCTION	
<p>1. Purpose Title 22 Sec. 4.11, 4.13</p>	<p>The Board shall provide a comprehensive program of planned instruction to enable district students to strive for educational goals and attain academic standards. Planned instruction shall consist of at least the following:</p> <ol style="list-style-type: none"> <li>1. Objectives to be achieved by all students.</li> <li>2. Content, including materials, activities and instructional time.</li> <li>3. Relationship between objectives of a planned course and established academic standards.</li> <li>4. Procedure for measurement of the objectives.</li> </ol>
<p>2. Authority SC 508, 1511, 1512 Pol. 006</p>	<p>No planned instruction shall be taught in district schools unless it has been adopted by a majority vote of the full Board. The Board reserves the right to determine which units of the instructional program constitute planned instruction and are subject to adoption by the Board.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent is responsible for the continuous evaluation of the effectiveness of the planned instruction and shall recommend to the Board new courses of study deemed to be in the best interests of district students.</p> <p>The Superintendent shall invite the participation of administrative and professional staff members at appropriate levels in the formulation of recommendations.</p> <p>The Superintendent shall maintain a current list of all planned instruction offered by this district and shall furnish each Board member with a copy.</p>
<p>4. Guidelines</p>	<p>The Superintendent's recommendation may include the following information about the proposed planned instruction:</p> <ol style="list-style-type: none"> <li>1. Applicability to students and an enumeration of the group of students affected.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: October 18, 2004

REVISED:

108. ADOPTION OF TEXTBOOKS	
1. Authority SC 508, 801, 803	It is the responsibility of the Board to adopt all textbooks used for instruction in the educational program of this district.
2. Definition	For purposes of this policy, <b>textbooks</b> shall be defined as books used as the basic source of information in class.
3. Delegation of Responsibility SC 803	<p>The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall develop and implement a plan for the selection of textbooks.</p>
4. Guidelines	<p>Guidelines for selecting textbooks may include the following:</p> <ol style="list-style-type: none"> <li>1. Professional staff members selected by the Superintendent or designee shall participate in the selection process.</li> <li>2. The staff shall continually research new sources of textbooks.</li> <li>3. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.</li> </ol> <p>In considering the approval of any proposed textbook, the Board will evaluate its:</p> <ol style="list-style-type: none"> <li>1. Suitability for the maturity level and educational needs of the students who will be using the book.</li> <li>2. Freedom from bias.</li> <li>3. Relationship to the curriculum.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: October 18, 2004

REVISED:

109. RESOURCE MATERIALS	
1. Purpose Title 22 Sec. 4.13 SC 801, 803	The Board shall provide instructional and evaluative materials to implement and support the district's and the schools' educational goals and academic standards.
2. Definition	<b>Resource materials</b> shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.
3. Authority	The Board supports the School Library Bill of Rights, endorsed by the Council of the American Library Association.
4. Delegation of Responsibility SC 803	<p>The Superintendent, after consultation with the administration and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall develop and implement selection procedures for resource materials.</p>
5. Guidelines	<p>Selection procedures for resource materials shall be developed which:</p> <ol style="list-style-type: none"> <li>1. Appoint appropriate administrative and instructional staff to select resource materials, and inform the Superintendent of their choices.</li> <li>2. Ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed equitably throughout the instructional program.</li> <li>3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content.</li> <li>4. Evaluate the effectiveness of resource materials presently in use.</li> <li>5. Direct staff to consult a variety of media sources before selections are made.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL SUPPLIES

ADOPTED: October 18, 2004

REVISED:

<p>1. Authority SC 801</p> <p>2. Guidelines Title 22 Sec. 12.11</p>	<p style="text-align: center;">110. INSTRUCTIONAL SUPPLIES</p> <p>It shall be the policy of the Board to supply each staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved instructional program.</p> <p>The Board may require that students provide certain supplies for participation in extracurricular activities.</p> <p>When individualized and nonreusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall meet standards set by the school. Such standards shall be reasonably related to considerations of safety, health and protection of property.</p> <p>When students prepare useful items they are permitted to keep, they shall pay the district the cost of the materials used.</p> <p>When policy guidelines impose a financial hardship on a student, the school district will assume the cost. The Superintendent or designee shall implement procedures to assure that no student is denied participation in the school program for financial reasons and to guard the privacy of each student.</p> <p><u>Educational Television</u></p> <p>The Board agrees to affiliate itself with the community Educational Television Station WQED and Channel One (Whittle Communications).</p> <p>All television programs shall be viewed in the elementary and secondary schools in accordance with the grade levels as suggested by Station WQED and Channel One.</p> <p>All television viewing is to be used exclusively for educational purposes. Classroom televisions should not be used for recreational or casual viewing unless pre-approved by building administration.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDANCE COUNSELING

ADOPTED: October 18, 2004

REVISED:

112. GUIDANCE COUNSELING	
<p>1. Purpose</p> <p>Title 22 Sec. 4.34</p>	<p>A program of guidance counseling is an integral part of the educational program of the schools. Such a program can:</p> <ol style="list-style-type: none"> <li>1. Assist students in achieving their optimum potential.</li> <li>2. Enable students to significantly benefit from the offerings of the instructional program.</li> <li>3. Provide identification of intellectual, emotional, social and physical needs.</li> <li>4. Aid students in recognizing options and making choices in vocational and academic educational planning.</li> <li>5. Assist students in identifying career options consistent with their abilities and goals.</li> <li>6. Help students learn to make their own decisions and to solve problems independently.</li> </ol>
<p>2. Authority</p> <p>Title 22 Sec. 4.34, 7.1 et seq</p>	<p>The Board directs that a program of guidance and counseling shall be offered to students and shall involve the coordinated efforts of all staff members under the professional leadership of certificated guidance and counseling personnel.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee is directed to implement a guidance program that serves the needs of students.</p>
<p>4. Guidelines</p>	<p>The district's program of guidance counseling shall:</p> <ol style="list-style-type: none"> <li>1. Involve staff members at every appropriate level.</li> <li>2. Honor the individuality of each student.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: DISCIPLINE OF STUDENTS  
WITH DISABILITIES

ADOPTED: October 18, 2004

REVISED:

113.1. DISCIPLINE OF STUDENTS WITH DISABILITIES	
<p>1. Purpose Title 22 Sec. 14.133</p>	<p>When necessary, behavior support programs shall be developed and maintained for students with disabilities in order to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.</p> <p>Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program (IEP), behavior support plan, and Board policy.</p>
<p>2. Authority 20 U.S.C. Sec. 1400 et seq 34 CFR 300.519-300.529 Title 22 Sec. 14.143</p>	<p>The Board directs that the district shall comply with provisions of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of district policy or school rules and regulations. No student with a disability shall be expelled if the student's particular misconduct is a manifestation of his/her disability.</p>
<p>3. Guidelines Title 22 Sec. 14.143</p> <p>Title 22 Sec. 14.143</p> <p>34 CFR 300.524 Pol. 218, 233</p> <p>34 CFR 300.521, 300.522</p>	<p>A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.</p> <p>Any removal from school is a change of placement for a student identified with mental retardation.</p> <p>A student with a disability whose behavior is not a manifestation of his/her disability may be expelled pursuant to district policy and procedures.</p> <p>A hearing officer may order removal of a student with a disability to an alternative setting for forty-five (45) days where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SPECIAL EDUCATION

ADOPTED: October 18, 2004

REVISED:

113. SPECIAL EDUCATION	
<p>1. Purpose Title 22 Sec. 4.28 Title 22 Sec. 14.102</p>	<p>Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student’s needs for educational, instructional, transitional and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.</p>
<p>2. Definition Title 22 Sec. 14.101 34 CFR 300.7</p>	<p><b>Students with disabilities</b> who are provided special education programs by the district shall include all resident children who meet the criteria defined by law.</p>
<p>3. Authority 20 U.S.C. Sec. 1400 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq Title 22 Sec. 14.101 et seq SC 1372</p>	<p>The Board directs that all resident students with disabilities shall be identified, evaluated, and provided with appropriate educational services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parental notification.</p>
<p>Title 22 Sec. 14.104 Pol. 100</p>	<p>The district’s special education plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the Strategic Plan adopted by the Board.</p> <p>The Board shall determine the facilities, programs, services and staff that will be provided by the district for the instruction of students with disabilities.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GIFTED EDUCATION

ADOPTED: October 18, 2004

REVISED:

114. GIFTED EDUCATION	
<p>1. Authority Title 22 Sec. 16.1 et seq SC 1371, 1372 Title 22 Sec. 4.28</p>	<p>In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education programs designed to meet the individual educational needs of each student.</p>
<p>Title 22 Sec. 16.2</p>	<p>In order to provide quality gifted education services and programs, the Board may enter into a cooperative agreement with Allegheny Intermediate Unit No. 3.</p>
<p>2. Definitions Title 22 Sec. 16.21</p>	<p><b>Gifted student</b> - shall mean a student of school age with an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ lower than 130 when educational criteria strongly indicate gifted ability. For purposes of this definition, any determination of mentally gifted status shall include an assessment by a certified school psychologist.</p>
<p>Title 22 Sec. 16.1</p>	<p><b>GIEP</b> - shall mean a Gifted Individualized Education Program.</p>
<p>Title 22 Sec. 16.22</p>	<p><b>GMDT</b> - shall mean a Gifted Multidisciplinary Team. The GMDT shall be formed on the basis of the student's needs and shall be comprised of the student's parents/guardians; a certified school psychologist; persons familiar with the student's educational experience and performance; one or more of the student's current teachers; persons trained in the appropriate evaluation techniques; and, when possible, persons familiar with the student's cultural background. A single member of the GMDT may meet two (2) or more of the specified qualifications.</p>
<p>3. Guidelines Title 22 Sec. 16.2</p>	<p>The district's gifted education program shall provide the following:</p> <ol style="list-style-type: none"> <li>1. Services and programs planned, developed and operated for identification and evaluation of each gifted student.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: VOCATIONAL TECHNICAL  
EDUCATION

ADOPTED: October 18, 2004

REVISED:

115. VOCATIONAL TECHNICAL EDUCATION	
<p>1. Purpose Title 22 Sec. 4.31</p>	<p>The Board shall provide a program of vocational technical education in order to:</p> <ol style="list-style-type: none"> <li>1. Prepare students for gainful employment as skilled workers or technicians in recognized, new and emerging occupations.</li> <li>2. Prepare students for enrollment in post-secondary education programs.</li> <li>3. Assist students in choosing meaningful career pathways.</li> </ol>
<p>2. Definition Title 22 Sec. 4.31 SC 1801</p>	<p>For purposes of this policy, <b>vocational technical education</b> shall be defined as a series of planned academic and vocational technical education courses articulated with one another to teach the knowledge and skills necessary to prepare students to effectively pursue recognized profitable employment.</p>
<p>3. Authority</p> <p>Title 22 Sec. 4.31 SC 1806</p> <p>Title 22 Sec. 4.31, 11.28 SC 1801</p> <p>SC 1807, 1841</p>	<p>The Board shall support a program of vocational technical education which may include:</p> <ol style="list-style-type: none"> <li>1. Vocational technical courses of study interwoven and articulated throughout the curriculum of the school.</li> <li>2. A cooperative education program to offer students experience in private employment.</li> <li>3. Attendance at the Forbes Road Career and Technology Center and participation in a cooperative program of career development. Highlands students attending the career and technology center maintain their identity with their home high school where they receive their academic training, participate in extracurricular activities and receive their high school diplomas. The other part of the school day is spent at Forbes Road Career and Technology Center where they receive the career and technology part of their education.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: TUTORING

ADOPTED: October 18, 2004

REVISED: March 21, 2005

116. TUTORING	
1. Purpose	The Board recognizes that some students may require special help beyond the regular classroom program.
2. Guidelines Title 22 Sec. 4.52	<p>Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.</p> <p>In cases where extra help is desirable and the parents/guardians request such assistance, the building principal or designee may recommend that the parents/guardians secure tutorial services for the student from a list of available tutors maintained by the school.</p> <p><u>Excusal From School</u></p> <p>Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.</p> <p>The tutor's qualifications must be approved by the Superintendent.</p> <p>The district may establish reasonable conditions for excusal of a student for such tutoring.</p> <p><u>Private Tutoring</u></p> <p>The instructional program for students not enrolled in public schools due to private tutoring by a qualified tutor shall comply with state law and regulations.</p> <p>The parent/guardian shall provide written assurance that all instructional requirements are being met.</p>
Title 22 Sec. 11.22	
SC 1327 Title 22 Sec. 11.31	

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOMEBOUND INSTRUCTION

ADOPTED: October 18, 2004

REVISED: March 21, 2005

117. HOMEBOUND INSTRUCTION	
<p>1. Authority SC 1329 Title 22 Sec. 11.25</p>	<p>The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months.</p>
<p>2. Delegation of Responsibility</p> <p>Title 22 Sec. 11.25</p>	<p>Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement and be recommended by the Superintendent.</p> <p>The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months.</p>
<p>3. Guidelines</p>	<p>The Board shall provide homebound instruction only for those confinements expected to last at least two (2) weeks.</p> <p>Exceptions may be recommended by the Superintendent.</p> <p>The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.</p> <p>The Board reserves the right to withhold homebound instruction when:</p> <ol style="list-style-type: none"> <li>1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.</li> <li>2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.</li> <li>3. The condition of the student precludes any benefit from such instruction.</li> </ol>



# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRENT EVENTS

ADOPTED: October 18, 2004

REVISED:

119. CURRENT EVENTS	
1. Purpose	The Board believes that consideration of current events has a legitimate place in the educational program of the schools. Properly introduced and conducted, discussion of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop skills for formulating and evaluating positions.
2. Definition	For purposes of this policy, a <b>current event</b> is a topic not expressly enumerated in the course guide as appropriate for the course of study.
3. Authority	<p>The Board recognizes that some deviation from the assigned course guide is necessary in the free exchange of the classroom. However, the Board specifies for the guidance of the Superintendent and staff that any discussion of current events in the classroom shall be conducted in an unprejudiced and dispassionate manner and shall not:</p> <ol style="list-style-type: none"> <li>1. Disrupt the educational process.</li> <li>2. Fail to match the maturity level of students.</li> <li>3. Be unrelated to the goals of the district and the appropriate course guide.</li> </ol>
4. Delegation of Responsibility	<p>In the discussion of any event, a teacher may express a personal opinion but shall identify it as such and must not express an opinion for the purpose of persuading students to his/her point of view.</p> <p>The Superintendent or designee shall assist teaching staff members to:</p> <ol style="list-style-type: none"> <li>1. Develop an alertness to the occurrence of current events in the context of the curriculum.</li> <li>2. Develop techniques for the management of current events that do not stifle a spirit of free and scholarly inquiry.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: October 18, 2004

REVISED:

121. FIELD TRIPS	
1. Purpose SC 1361	<p>The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.</li> <li>2. Arouse new interests among students.</li> <li>3. Help students relate academic learning to the reality of the world outside of school.</li> <li>4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.</li> <li>5. Afford students the opportunity to study real things and real processes in their actual environment.</li> </ol>
2. Definition	<p>For purposes of this policy, a <b>field trip</b> shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.</p>
3. Authority	<p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board or Superintendent permission.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
ACTIVITIES

ADOPTED: October 18, 2004

REVISED:

122. EXTRACURRICULAR ACTIVITIES	
1. Purpose	<p>The Board believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.</p> <p>All learning experiences offered by the schools, curricular and extracurricular, shall be planned and integrated toward attainment of the district's educational objectives.</p>
2. Definition	<p>For purposes of this policy, <b>extracurricular activities</b> shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.</p>
3. Authority SC 511 Pol. 103 20 U.S.C. Sec. 4071 et seq	<p>The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.</p> <p>Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.</p> <p>The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:</p>
Pol. 110	<ol style="list-style-type: none"> <li>1. The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.</li> <li>2. Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ATHLETIC AND  
CHEERLEADING  
RESPONSIBILITIES

ADOPTED: October 18, 2004

REVISED:

<p>1. Purpose Pol. 123</p> <p>2. Guidelines</p>	<p style="text-align: center;">123.1. ATHLETIC AND CHEERLEADING RESPONSIBILITIES</p> <p>The opportunity to represent the Highlands School District and its communities as a member of an athletic team or cheerleading squad is a privilege that must not be taken lightly or abused. All participants in these activities are bound by the following district guidelines, in addition to the regulations specific to each individual sport or cheerleading squad.</p> <ol style="list-style-type: none"> <li>1. Attendance at all scheduled practices is mandatory if the student is in attendance at school the day of the scheduled practice. All practices scheduled by the coach are mandatory. Only a coach or advisor may excuse a student from practice.</li> <li>2. Attendance at all games, meets and events is mandatory. To participate in a scheduled game, meet, or event, a student must have attended a full day of school that day, unless an absence was due to a school-approved activity, college visit, or appointment.</li> <li>3. Students must use direct transportation to and from all away games and events. Due to liability regulations, the only exception to this rule is that a student may return home with a parent/guardian if approval has been given by a coach or advisor.</li> <li>4. Student participants are responsible for all equipment, items, and uniforms issued by the district. Students will be required to pay the district the cost of replacement of equipment, items, or uniforms lost, damaged or not returned.</li> </ol> <p>The following regulations apply to all students participating in athletic or cheerleading activities. Penalties will be imposed for violations occurring at all times during the activity's season, or at any time during school hours, on school property, at a school-sponsored activity, or while representing the district.</p> <p><u>Tobacco</u></p> <p>The use or possession of any tobacco products, including smokeless tobacco, is prohibited.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: INTERSCHOLASTIC  
ATHLETICS

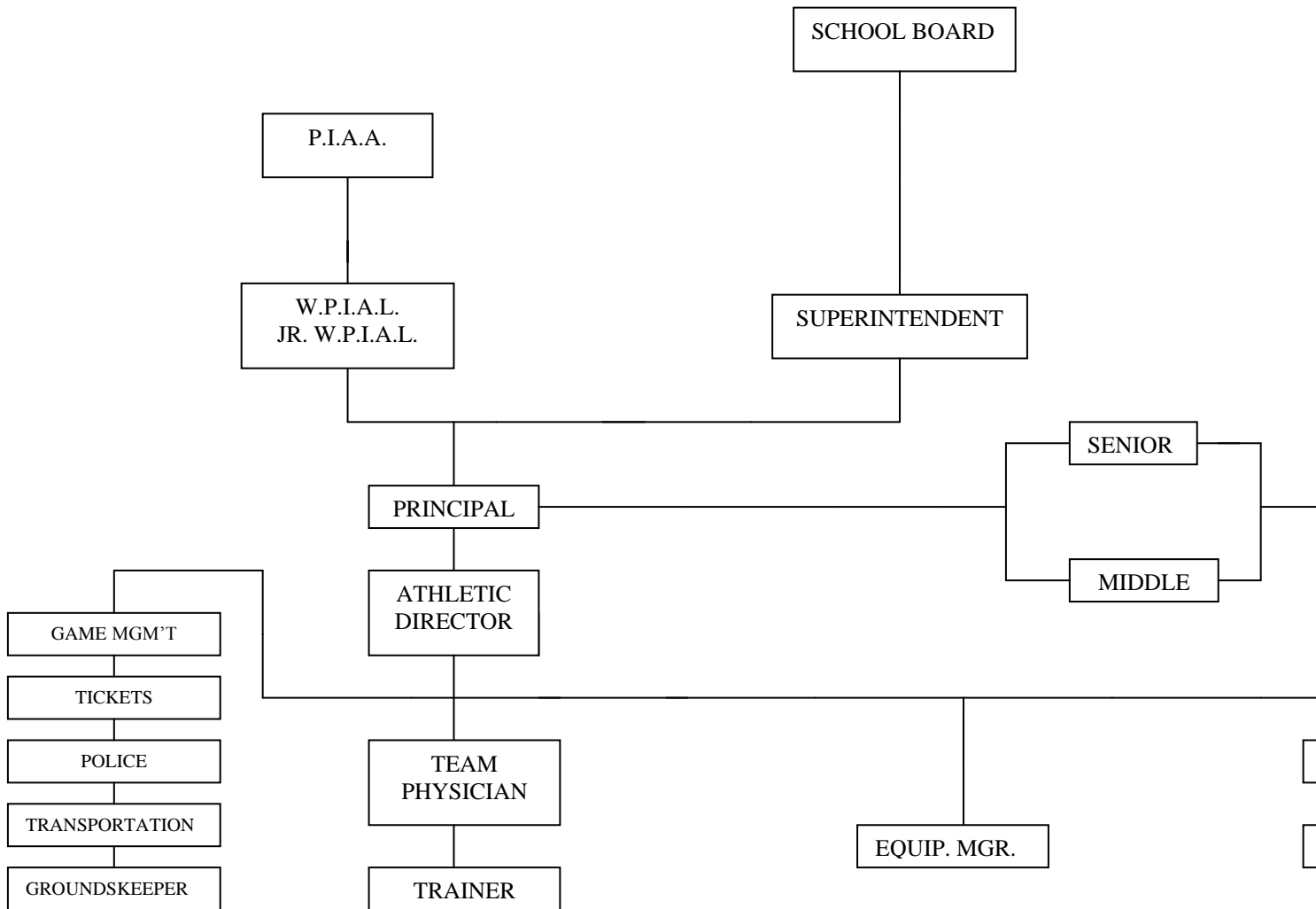
ADOPTED: October 18, 2004

REVISED:

123. INTERSCHOLASTIC ATHLETICS	
1. Purpose	The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.
2. Definition	For purposes of this policy, the program of <b>interscholastic athletics</b> shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.
3. Authority Title 22 Sec. 4.27 Pol. 103	It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with law and regulations.
SC 511	<p>The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.</p> <p>The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; and be free of injury, as determined by the district physician.</p> <p>The Board has placed its athletic program under the jurisdiction of the Pennsylvania Interscholastic Athletic Association, the Western Pennsylvania Interscholastic Athletic League, and Junior Western Pennsylvania Interscholastic Athletic League, and has agreed to abide by their rules, regulations and eligibility standards.</p>

REVISED:  
REISSUED:  
ADOPTED:

# HIGHLANDS SCHOOL DISTRICT ATHLETIC ORGANIZATION CHART



# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SUMMER SCHOOL

ADOPTED: October 18, 2004

REVISED:

124. SUMMER SCHOOL	
<p>1. Authority SC 502, 1901, 1906</p> <p>SC 1903</p> <p>Title 22 Sec. 4.41</p>	<p>It is the policy of the Board that the district may conduct a summer program of remedial and enrichment instruction for resident students of this district and other students the Board may admit.</p> <p>In order to support a program of summer instruction, the Board shall:</p> <ol style="list-style-type: none"> <li>1. Employ teaching and administrative staff.</li> <li>2. Provide necessary books, materials, supplies, and equipment.</li> <li>3. Utilize schools or other facilities as required.</li> <li>4. Provide necessary custodial services.</li> </ol> <p>Planned instruction offered in summer school may be designed as credit or noncredit offerings.</p>
<p>2. Guidelines</p>	<p>Students eligible for the district's summer school program shall include:</p> <ol style="list-style-type: none"> <li>1. Resident students who are eligible for regular attendance in district schools.</li> <li>2. Students eligible by standards established by the funding source.</li> <li>3. Students who have not been absent more than sixty (60) days during the school year.</li> </ol>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Planning the summer school curriculum.</li> <li>2. Recommending appropriate staff appointments.</li> <li>3. Assigning students and staff.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADULT EDUCATION

ADOPTED: October 18, 2004

REVISED:

125. ADULT EDUCATION	
1. Purpose	The Board recognizes the value of educational growth and advancement to adult members of the community and the need of both adults and minors for educational programs.
2. Authority SC 502, 1901, 1906  SC 1903, 1923	<p>The Board may establish and maintain a program of adult education based upon the needs and interests of the residents, consistent with the educational goals and policies of the district.</p> <p>The Board may employ staff, utilize available facilities, supply instructional and supplementary materials, and provide administrative leadership required to maintain the adult education program. The Board shall establish the tuition rate for each course offered in the adult education program.</p>
3. Guidelines	<p>Admission to an adult education program shall be open to:</p> <ol style="list-style-type: none"> <li>1. All adult residents of this district.</li> <li>2. Adult residents of other districts who apply and whose admittance will not deprive admittance to a district resident.</li> </ol>
4. Delegation of Responsibility	<p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Utilize appropriate staff members.</li> <li>2. Assess the needs and resources of the community.</li> <li>3. Develop a program of adult education and present that program to the Board for approval.</li> <li>4. Develop and implement means to inform the public of adult education offerings.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CLASS SIZE

ADOPTED: October 18, 2004

REVISED:

126. CLASS SIZE	
1. Authority	Class size shall be determined by the Board after consultation with the Superintendent and designated administrators.
2. Delegation of Responsibility	<p>The Superintendent shall prepare guidelines for class size, which shall take into account:</p> <ol style="list-style-type: none"><li>1. Subject matter.</li><li>2. Type of instruction.</li><li>3. Ability of students.</li><li>4. Age group of students.</li><li>5. Use of aides.</li><li>6. Use of special facilities and equipment.</li></ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ASSESSMENTS

ADOPTED: October 18, 2004

REVISED:

127. ASSESSMENTS	
<p>1. Purpose Title 22 Sec. 4.52</p>	<p>The Board recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards and will provide information for improving the educational program.</p>
<p>2. Authority Title 22 Sec. 4.13, 4.51, 4.52</p>	<p>The Board shall approve an assessment plan for use in district schools that is aligned with the adopted academic standards and state assessments. The assessment plan shall be described in the district's Strategic Plan.</p>
<p>Title 22 Sec. 4.52</p>	<p>The Board reserves the right to review district assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.</p>
<p>Title 22 Sec. 4.4</p>	<p>The Board shall grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular district office hours. The district shall ensure the security of the assessment documents.</p>
<p>Title 22 Sec. 4.4</p>	<p>The Board shall grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall recommend methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, and staff input.</p>
<p>Pol. 919</p>	<p>The Superintendent or designee shall annually disseminate to parents/guardians and the public information regarding student assessment results, as required by federal and state law and regulations.</p> <p>The Superintendent shall recommend improvements in the curriculum and instructional practices based upon student assessment results.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOMEWORK

ADOPTED: October 18, 2004

REVISED:

	<b>130. HOMEWORK</b>
1. Purpose	<p>Homework assignments should complement classroom instruction. Assignments should develop student responsibility, good study habits and organizational skills.</p> <p>The purpose of homework assignments should be to:</p> <ol style="list-style-type: none"><li>1. Provide practice and reinforcement of skills presented by the teacher.</li><li>2. Provide opportunities for parents/guardians to know what their child is studying.</li><li>3. Encourage parent/guardian and child interaction.</li></ol>
2. Guidelines	<p>Homework shall be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.</p> <p>Homework should not interfere with the proper development of the student's health, nor should it interfere with the student assuming responsibilities in the home.</p> <p>Homework will not be assigned as a form of punishment.</p>

SECTION: PROGRAMS

TITLE:

ADOPTED:

REVISED:

# HIGHLANDS SCHOOL DISTRICT

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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: AFTER SCHOOL  
ALTERNATIVE PROGRAM

ADOPTED: October 18, 2004

REVISED:

132. AFTER SCHOOL ALTERNATIVE PROGRAM	
1. Purpose	<p>The After School Alternative Program provides an alternative to out-of-school suspensions. This alternative requires the student to complete assignments, projects and tests during the specified ASA schedule.</p> <p>This program is designed to reduce student drop outs, increase attendance numbers and provide academic assistance to those who are assigned to the program.</p>
2. Guidelines	<p>With the state emphasis on attendance, this program counts for a day's attendance even though the student would not attend classes during the regular school day, but would attend in the evening. The program runs from 3:30 to 6:30 p.m. four (4) days a week (maximum) for thirty (30) weeks.</p> <p>The students would work on regular class assignments that were given during the regular school day. The completed assignments would be submitted to the student's regular teachers the next day.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
PARTICIPATION BY HOME  
EDUCATION STUDENTS

ADOPTED: February 14, 2006

REVISED:

<p>1. Authority SC 511, 1327.1 Pol. 137</p> <p>Pol. 122, 123</p> <p>2. Guidelines</p>	<p style="text-align: center;">137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS</p> <p>The Board shall approve participation in the district’s extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program if all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student is a resident of the school district.</li> <li>2. The student fulfills all eligibility criteria, or their equivalent, required for participation in an activity or program by district students, in accordance with Board Policy 122 Extracurricular Activities and/or Policy 123 Interscholastic Athletics.</li> </ol> <p>The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district’s extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.</p> <p>Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.</p> <p>A home education student may participate only in extracurricular activities and interscholastic athletic programs at the school building the student would be assigned to if s/he was enrolled in the school district.</p> <p>Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOME EDUCATION  
PROGRAMS

ADOPTED: October 18, 2004

REVISED: March 21, 2005

137. HOME EDUCATION PROGRAMS	
<p>1. Authority SC 1327, 1327.1 Title 22 Sec. 11.31a</p>	<p>Home education programs for students residing in the school district shall be conducted in accordance with state law and regulations.</p>
<p>2. Definitions SC 1327.1</p>	<p><b>Home Education Program</b> - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.</p> <p><b>Supervisor</b> - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.</p> <p><b>Hearing Examiner</b> - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p><b>Appropriate Education</b> - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p>
<p>3. Guidelines  SC 1327.1</p>	<p><u>Eligibility/Affidavits</u></p> <p>A notarized affidavit of the parent/guardian or person having legal custody of the child shall be filed prior to commencement of the home education program and annually thereafter on August 1 with the Superintendent. The affidavit shall set forth:</p> <ol style="list-style-type: none"> <li>1. Name of the supervisor of the home education program who will be responsible for the provision of instruction.</li> <li>2. Name and age of each child who will participate in the home education program.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIMITED ENGLISH  
PROFICIENCY PROGRAM

ADOPTED: October 18, 2004

REVISED:

138. LIMITED ENGLISH PROFICIENCY PROGRAM	
<p>1. Purpose</p>	<p>In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services.</p>
<p>2. Authority</p> <p>Title 22 Sec. 4.26 42 U.S.C. Sec. 2000d 20 U.S.C. Sec. 6801 et seq</p> <p>Title 22 Sec. 4.13 SC 1205.1, 1205.2 Pol. 100, 333, 433</p>	<p>The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction. The program shall be based on effective research-based theory, be implemented with sufficient resources and appropriately trained staff, and be evaluated periodically.</p> <p>The Board shall include the provisions for the LEP program in its Strategic Plan and appropriate training for professional staff in its Professional Education Plan.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall implement and supervise an LEP program that ensures appropriate LEP instruction in each school and complies with federal and state laws and regulations.</p> <p>The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:</p> <ol style="list-style-type: none"> <li>1. Program goals.</li> <li>2. Student enrollment procedures.</li> </ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CHARTER SCHOOLS

ADOPTED: October 18, 2004

REVISED:

140. CHARTER SCHOOLS	
<p>1. Purpose SC 1702-A</p>	<p>In order to provide students, parents/guardians and community members an opportunity to establish and maintain schools that operate independently from this school district, the Board shall evaluate applications submitted for charter schools located within the district, in accordance with the requirements of law and those established by the Board.</p> <p>The Board shall work cooperatively with individuals and groups submitting proposals and applications for charter schools.</p>
<p>2. Definitions SC 1703-A, 1715-A, 1717-A</p>	<p><b>Charter School</b> means an independent, nonsectarian public school established and operated under a charter from the local Board and in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation; and charters may not be granted to any for-profit entity nor to support home education programs.</p>
<p>SC 1703-A</p>	<p><b>Local Board of Directors (Board)</b> means the Board of Directors of the school district in which a proposed or approved charter school is located.</p>
<p>SC 1703-A, 1718-A</p>	<p><b>Regional Charter School</b> means an independent public school established and operated under a charter from more than one local Board and approved by an affirmative vote of a majority of all Board members of each of the school districts involved.</p>
<p>SC 1715-A</p>	<p><b>Appeal Board</b> means the State Charter School Appeal Board established by the Charter School Law.</p> <p><b>The Board of Trustees</b> of a charter school shall be classified as public officials.</p>
<p>3. Authority Title 22 Sec. 4.4, 4.12, 4.13</p>	<p>The Board shall ensure that each charter school application provides appropriate assurances of compliance with the requirements of the Charter School Law, State Board regulations, and any additional requirements established by the Board.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: MIGRANT STUDENTS

ADOPTED: October 18, 2004

REVISED:

142. MIGRANT STUDENTS	
<p>1. Authority SC 1327 20 U.S.C. Sec. 6391 et seq 34 CFR 200.81-200.88</p>	<p>The Board establishes a program to address the needs and provide appropriate services to migrant students attending district schools.</p>
<p>2. Guidelines</p> <p>Pol. 105</p>	<p>The district program for migrant students shall include procedures to:</p> <ol style="list-style-type: none"> <li>1. Identify migrant students and assess their educational and related health and social needs.</li> <li>2. Ensure migrant students have the appropriate educational opportunities to meet the same academic standards required of all students.</li> <li>3. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.</li> <li>4. Provide parents/guardians an opportunity for meaningful participation in the program.</li> <li>5. Provide advocacy and outreach programs for migrant students and their families.</li> <li>6. Provide professional development for district staff.</li> </ol>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures to notify and involve parents/guardians in the development, implementation and evaluation of the district's program for migrant students.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STANDARDS FOR  
PERSISTENTLY  
DANGEROUS SCHOOLS

ADOPTED: October 18, 2004

REVISED:

<p>1. Purpose Title 22 Sec. 403.6 20 U.S.C. Sec. 7912</p> <p>2. Definitions Title 22 Sec. 403.2</p>	<p style="text-align: center;">143. STANDARDS FOR PERSISTENTLY DANGEROUS SCHOOLS</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for identifying persistently dangerous schools.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p><b>Dangerous incidents</b> - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).</p> <p><b>Department</b> - shall mean the Pennsylvania Department of Education.</p> <p><b>Local Educational Agency or LEA</b> - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p><b>Persistently dangerous school</b> - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:</p> <ol style="list-style-type: none"> <li>1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.</li> <li>2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least two percent (2%) of the school's enrollment.</li> <li>3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.</li> </ol>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STANDARDS FOR VICTIMS  
OF VIOLENT CRIMES

ADOPTED: October 18, 2004

REVISED:

<p>1. Purpose Title 22 Sec. 403.6 20 U.S.C. Sec. 7912</p> <p>2. Definitions Title 22 Sec. 403.2</p>	<p style="text-align: center;">144. STANDARDS FOR VICTIMS OF VIOLENT CRIMES</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p><b>Local Educational Agency or LEA</b> - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p><b>Safe public school</b> - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.</p> <p><b>Victim or student victim</b> - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p><b>Violent criminal offense</b> - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:</p> <ol style="list-style-type: none"> <li>1. Kidnapping.</li> <li>2. Robbery.</li> <li>3. Aggravated assault (on the student).</li> <li>4. Rape.</li> <li>5. Involuntary deviate sexual intercourse.</li> <li>6. Sexual assault.</li> </ol>
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HIGHLANDS SCHOOL DISTRICT  
POLICY MANUAL

This Index is designed to direct the reader to the individual Section(s) dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all Sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all of the major Sections dealing with certain important topics.

Example: Employment Contract includes Administrative, Professional and Classified Employees

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Title 22 Sec. 4.4, 11.1	=	State Board of Education Regulations
Art. III Sec. 14	=	Pennsylvania Constitution
35 P.S. 11301	=	Purdons Pennsylvania Statutes
P.L. 93-380	=	Federal Statutes
45 CFR 99	=	Code of Federal Regulations
C.S.A.	=	PA Consolidated Statutes Annotated
Pol. 116	=	Board Policy Reference