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ASTHMA INHALERS – SELF-ADMINISTRATION BY STUDENTS

Student's Name

Grade

Date

To self medicate, the student must be able to: (check all that apply)

- _____ 1. Respond to and visually recognize his/her name.
- _____ 2. Identify his/her medication.
- _____ 3. Demonstrate the proper technique for self-administering his/her medication.
- _____ 4. Sign his/her medication sheet to acknowledge having taken the medication.
- _____ 5. Demonstrate a cooperative attitude in all aspects of self-administration of medication.

Name of Medication

Dosage

Frequency

The above named student has demonstrated the ability to self-administer the physician-prescribed asthma medication, as indicated by the criteria listed above.

Date

Signature (Certified School Nurse)

As the parent/guardian of above named student, I relieve the school district and its employees of any responsibility for the benefits or consequences of the above listed medication when it is physician-prescribed and parent/guardian authorized. I further acknowledge that the school bears no responsibility for ensuring that the medication is taken. I am aware that any improper use/ sharing of the above named medication will result in the immediate confiscation of the inhaler and loss of privilege to self-administer if the medication policy is violated.

Date

Parent/Guardian Signature

I agree to be solely responsible for my asthma inhaler and to follow the directions for its use as ordered by my physician, as well as the district's medication policy. I am aware that any abuse of this privilege will result in the confiscation of my inhaler.

Date

Student's Signature

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: October 18, 2004

REVISED:

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.
3. Authority SC 510 Title 22 Sec. 7.13	Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the name and purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.</p> <p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.</p> <p>Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ACCIDENT
INSURANCE

ADOPTED: October 18, 2004

REVISED:

211. STUDENT ACCIDENT INSURANCE	
1. Purpose	The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.
2. Authority	The Board shall provide parents/guardians the opportunity to purchase insurance coverage, at no cost to the Board, for injury to the students resulting from accidents in any activity during school hours or any activity round-the-clock. The premium will be paid by the parents/guardians.
SC 511	The Board shall maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage at no cost to the student for injury resulting from accidents sustained while participating in an interscholastic sports program, the cheerleader program and the band program, including majorettes and color guard.
3. Delegation of Responsibility	The Superintendent or designee shall be responsible to: <ol style="list-style-type: none"> 1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval. 2. Notify all students and parents/guardians of students who may be eligible for insurance. 3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.
School Code 511	

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

ADOPTED: October 18, 2004

REVISED:

212. REPORTING STUDENT PROGRESS	
1. Purpose Pol. 216	The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.
2. Authority	The Board directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes academic progress reports, report cards and parent/guardian conferences with teachers.
3. Delegation of Responsibility	The Superintendent or designee, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents/guardians.
4. Guidelines	<p>Various methods of reporting appropriate to grade level and curriculum content shall be utilized.</p> <p>Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.</p> <p>Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents/guardians.</p> <p>Report cards shall be issued at quarterly intervals.</p> <p>Progress reports will be issued on the 20th day of each nine-week period.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT
PROGRESS

ADOPTED: October 18, 2004

REVISED:

213. ASSESSMENT OF STUDENT PROGRESS	
<p>1. Purpose Pol. 212</p>	<p>The Board recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.</p>
<p>2. Definition Title 22 Sec. 4.11</p>	<p>Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards and to:</p> <ol style="list-style-type: none"> 1. Learn the student's strengths and weaknesses. 2. Plan an educational or vocational future for the student in areas of the greatest potential for success. 3. Know where remedial work is required.
<p>3. Authority SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52 Pol. 102, 216</p>	<p>The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.</p>
<p>Title 22 Sec. 4.52</p>	<p>Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.</p>
<p>Title 22 Sec. 4.52</p>	<p>The district's assessment system shall include a variety of assessment strategies which may include:</p> <ol style="list-style-type: none"> 1. Written work by students. 2. Scientific experiments conducted by students. 3. Works of art or musical, theatrical or dance performances by students.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: October 18, 2004

REVISED:

214. CLASS RANK	
1. Purpose	The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents/guardians and others of their relative academic placement among their peers.
2. Authority	The Board authorizes a system of class rank, by grade point average, for students in grades 9-12. All students shall be ranked together.
3. Guidelines	<p>Class rank shall be computed by the final grade in all subjects for which credit is awarded.</p> <p>Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.</p>
Pol. 216	<p>A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.</p> <p><u>Weighted Grades</u></p> <p>In recognition of the heavier burden of certain work, grade point averages shall be weighted by awarding extra credit for each designated honors course, as described in the Student Program of Studies.</p>
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.
PA Code Title 22 Sec. 4.24	

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PROMOTION AND RETENTION

ADOPTED: October 18, 2004

REVISED:

215. PROMOTION AND RETENTION	
<p>1. Purpose</p>	<p>The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.</p>
<p>2. Authority SC 1531, 1532 Title 22 Sec. 4.42</p> <p>SC 1532 Pol. 213</p>	<p>The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.</p> <p>A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 4.12, 4.13</p>	<p>The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>Highlands believes in grade promotion in grades K through 8 and subject promotion in grades 9 through 12. Students in grades 6 through 8 must not fail more than two (2) major subjects in order to advance to the next grade. Students in grades 9 through 12 must pass at least four (4) credits per year in order to advance to the next grade.</p> <p>A student may be retained in any grade K through 5. The procedure for recommending retention shall be by a conference of the student's parents/guardians, teachers, counselor and principal.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE RECORDS

ADOPTED: October 18, 2004

REVISED:

216.1. SUPPLEMENTAL DISCIPLINE RECORDS	
<p>1. Authority Title 42 Sec. 6341 SC 1304-A</p>	<p>The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p>
<p>2. Guidelines Title 42 Sec. 6341</p>	<p><u>Adjudicated Students</u></p> <p>Through the juvenile probation department, the court shall report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>
<p>SC 1304-A Pol. 233.1</p>	<p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p> <p>Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: October 18, 2004

REVISED:

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C. Sec. 1232(g) P.L. 93-380 34 CFR 99 Title 22 Sec. 4.52, 12.31 et seq</p>	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations, or permitted by the Board, may be compiled by district staff.</p> <p>Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually, and upon initial enrollment, of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>

**STUDENT RECORDS
NOTIFICATION OF RIGHTS
PARENTS/GUARDIANS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the district's receipt of a request for access.

A parent/guardian or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent/guardian or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent/guardian or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. Officials of another school or school system in which the student seeks or intends to

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION
REQUIREMENTS

ADOPTED: October 18, 2004

REVISED: March 21, 2005

217. GRADUATION REQUIREMENTS	
1. Purpose	The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.
2. Authority Title 22 Sec. 4.24	The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and results of district and/or state assessments.
SC 1611, 1613 Title 22 Sec. 4.13, 4.24 Pol. 100	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan.
Title 22 Sec. 11.27 Pol. 113	The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services.
SC 1613	A list of all candidates for the award of a diploma shall be submitted to the Board for its approval and released to the public.
Pol. 102	A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards.
Title 22 Sec. 11.4, 11.8	The Board requires that each candidate for graduation shall have earned twenty-two and two-fifths (22 2/5) credits.
Title 22 Sec. 11.5, 11.8	The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.
Title 22 Sec. 11.5, 11.8	A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: October 18, 2004

REVISED:

218.1. WEAPONS	
1. Purpose	The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.
2. Definitions SC 1317.2	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
3. Authority SC 1317.2	The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.
SC 1317.2 Pol. 233	The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.
4. Delegation of Responsibility 20 U.S.C. Sec. 1400 et seq	In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.
SC 1317.2	The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TERRORISTIC THREATS/ACTS

ADOPTED: October 18, 2004

REVISED:

218.2. TERRORISTIC THREATS/ACTS	
<p>1. Purpose</p>	<p>The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.</p>
<p>2. Definitions 18 Pa. C.S.A. Sec. 2706</p> <p>18 Pa. C.S.A. Sec. 3301-4101 Sec. 2301-3201</p>	<p>Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.</p> <p>Terroristic act - shall mean an offense against property or involving danger to another person.</p>
<p>3. Authority</p>	<p>The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.</p>
<p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 12.2</p>	<p>The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</p> <p>The Superintendent or designee shall be responsible for developing administrative procedures to implement this policy.</p> <p>Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p>The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: October 18, 2004

REVISED:

218. STUDENT DISCIPLINE	
1. Purpose	The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.
2. Authority SC 510 Title 22 Sec. 12.3	The Board shall establish fair and reasonable rules and regulations regarding the conduct and deportment of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.
Title 22 Sec. 12.3	The Board shall adopt a Code of Student Conduct to govern student behavior.
Title 22 Sec. 12.2	Each student must adhere to Board policies and the Code of Student Conduct governing school discipline.
	<u>Off-Campus Activities</u>
	This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:
Pol. 122, 123	<ol style="list-style-type: none"> 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.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: October 18, 2004

REVISED:

219. STUDENT COMPLAINT PROCESS	
1. Purpose	The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program or activity.
3. Authority	The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> 1. Specific nature of the complaint and a brief statement of relevant facts. 2. Manner and extent to which the student believes s/he has been adversely affected. 3. Relief sought by the student. 4. Reasons why the student feels entitled to the relief sought. <p>The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT EXPRESSION

ADOPTED: October 18, 2004

REVISED:

220. STUDENT EXPRESSION	
1. Purpose	The Board respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.
2. Authority Title 22 Sec. 12.9	Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
SC 511 Title 22 Sec. 12.9	The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:
Title 22 Sec. 12.2	<ol style="list-style-type: none"> 1. Libel any specific person or persons. 2. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students. 3. Use indecent or obscene language, or contain material deemed harmful to students who may receive them. 4. Incite violence; advocate use of force; or urge violation of federal, state or municipal law, district policy or regulations.
Pol. 913	<ol style="list-style-type: none"> 5. Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board. <p>The Board reserves the right to halt the distribution of unprotected materials.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: October 18, 2004

REVISED:

221. DRESS AND GROOMING	
1. Purpose	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority SC 1317.3	The Board has the authority to impose limitations on students' dress in school.
Title 22 Sec. 12.11	The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others.
Pol. 220	When student dress may constitute student expression, Policy 220 Student Expression shall apply.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	The building principal or designee shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming.
Title 22 Sec. 12.11	The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
Pol. 325, 425, 525	Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: October 18, 2004

REVISED:

222. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p>
<p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p>	<p>For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.</p>
<p>3. Authority 20 U.S.C. Sec. 7181 et seq Title 22 Sec. 12.3 35 P.S. 1223.5</p>	<p>The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.</p>
<p>4. Delegation of Responsibility</p>	<p>The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.</p>
<p>5. Guidelines SC 1303-A</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The Superintendent or designee shall develop procedures to implement this policy.</p>
	<p>Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
	<p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MOTOR VEHICLES

ADOPTED: October 18, 2004

REVISED:

223. USE OF MOTOR VEHICLES	
1. Purpose	The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.
2. Authority	<p>The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students are licensed drivers and have followed established procedures and obtained the required permit.</p> <p>The Board shall not be responsible for motor vehicles that are stolen or damaged.</p>
3. Delegation of Responsibility	<p>The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.</p> <p>The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.</p> <p>A parking fee may be assessed.</p> <p>Motor vehicles not displaying an authorized parking permit may be towed, at the owner's expense.</p>
School Code 510, 1519	

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: October 18, 2004

REVISED:

224. CARE OF SCHOOL PROPERTY	
1. Purpose	The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.
SC 777 Pol. 218, 233	It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.
SC 1338	The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.
3. Delegation of Responsibility SC 109, 801	The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment. The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence. Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.
4. Guidelines	The student and his/her parent(s)/guardian(s) shall be responsible for payment of a lost or damaged textbook on a depreciation rate of twenty percent (20%) per year for five (5) years and \$5.00 after five (5) years.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: RELATIONS WITH LAW
ENFORCEMENT AGENCIES

ADOPTED: October 18, 2004

REVISED:

	225. RELATIONS WITH LAW ENFORCEMENT AGENCIES
1. Purpose Pol. 204	The Board recognizes that compulsory attendance laws impose on the Board the custodianship of district students while they are present in the schools.
2. Authority	It shall be the policy of the Board that cooperation with law enforcement agencies is considered essential for the protection of students and staff, maintaining a safe environment in schools, and safeguarding district property.
3. Delegation of Responsibility SC 1303-A	The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that establishes guidelines for when law officials will be called to school and the actions that will follow.
4. Guidelines	<p><u>Interrogations</u></p> <p>When police request permission to interrogate a student at school, the principal shall inform the Superintendent, determine why such interrogation could not occur at the student's home, and attempt to inform the student's parents/guardians.</p> <p>Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.</p> <p><u>Arrests</u></p> <p>When the police request permission to arrest a student at school, the principal shall inform the Superintendent, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant.</p> <p>No student shall be released to police authorities without proper warrant and appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the principal.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SEARCHES

ADOPTED: October 18, 2004

REVISED:

226. SEARCHES	
1. Purpose	The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.
2. Authority SC 510 Title 22 Sec. 12.14	<p>It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.</p> <p>No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.</p> <p>The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.</p>
3. Delegation of Responsibility	<p>The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population. The compelling interest shall be proclaimed by school administrative officials, the Fire Marshall, Fire Chief, Chief of Police, or Bomb Demolition Agent.</p> <p>Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy.</p> <p>The Superintendent or designee shall develop procedures to implement this policy.</p> <p>The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES/
PARAPHERNALIA

ADOPTED: October 18, 2004

REVISED:

<p>1. Purpose</p> <p>2. Definitions 35 P.S. 780-101 et seq 42 P.S. 8337 21 U.S.C. Sec. 812</p> <p>Pol. 210</p>	<p style="text-align: center;">227. CONTROLLED SUBSTANCES/PARAPHERNALIA</p> <p>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, through the use of curriculum, classroom activities, community support and resources, a strong and consistent administration and faculty effort, and rehabilitative and disciplinary procedures, the schools shall strive to prevent abuse of controlled substances.</p> <p>For purposes of this policy, controlled substances shall include all:</p> <ol style="list-style-type: none">1. Controlled substances prohibited by federal and state law.2. Look-alike drugs.3. Alcoholic beverages.4. Anabolic steroids.5. Drug paraphernalia.6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. <p>Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and herbal and nutritional substances.</p> <p>For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.</p>
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HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: October 18, 2004

REVISED:

228. STUDENT GOVERNMENT	
<p>1. Purpose</p>	<p>The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.</p> <p>The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making and offer another avenue toward the realization of district goals.</p>
<p>2. Authority SC 511</p>	<p>The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.</p> <p>The Board will recognize the Student Council as the official voice of the student body.</p> <p>The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents and approved by the Board.</p>
<p>SC 511</p>	<p>The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.</p>
<p>3. Guidelines</p>	<p>The Student Council shall be fully responsible for the planning, organization or coordination of the following activities: its own government; and activities and projects suggested by students.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall establish rules and regulations to implement this policy which:</p> <ol style="list-style-type: none"> 1. Assure that all students have equal access to the student government and an equal opportunity to vote and hold office. 2. Require fiscal accountability and adherence to Board policy for all financial aspects of student government activity.
<p>SC 511 Pol. 618</p>	

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: October 18, 2004

REVISED:

229. STUDENT FUNDRAISING	
1. Purpose	The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.
2. Definition	For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services.
3. Authority	<p>The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.</p> <p>District students are not obligated to conduct door-to-door sales for fundraising activities.</p>
4. Delegation of Responsibility SC 511	<p>Collection of money by approved school organizations may be permitted by the Superintendent.</p> <p>Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.</p> <p>The Superintendent or designee shall establish rules and regulations to implement this policy which:</p> <ol style="list-style-type: none"> 1. Limit the number of fundraisers in a year for any group. 2. Describe permitted methods of solicitation that do not place undue pressure on students or patrons. 3. Limit the kind and amount of advertising for solicitation. <p>The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.</p>
Pol. 618	Funds solicited shall be controlled by Policy 618.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY STUDENTS

ADOPTED: October 18, 2004

REVISED:

230. PUBLIC PERFORMANCES BY STUDENTS	
1. Purpose	The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.
2. Authority SC 510	The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.
3. Delegation of Responsibility	All requests for public performances by student groups require the approval of the Superintendent. The Superintendent or designee shall develop procedures to implement this policy.
4. Guidelines Pol. 204	Parental permission shall be sought and received before students may participate in any public performance. When public performances are scheduled as a regular part of a planned course of instruction taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance. No district student, group of students, or employees may receive compensation for a public performance of students organized as school representatives. The interests of students shall be protected and guarded against exploitation.
School Code 510 Board Policy 204	

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT EXPENSES

ADOPTED: October 18, 2004

REVISED:

231.1. STUDENT EXPENSES	
1. Purpose	<p>The district recognizes that student participation in seminars, conferences and competitions is an enrichment of the educational process and a very important element in the development of the student. It is an honor and privilege to allow these students to represent the Highlands student body throughout the state, re-emphasizing the notion that the Highlands School District offers quality education to all students. This policy was developed for the orderly distribution of funds for this purpose.</p>
2. Guidelines	<p>Student participants must submit an application to the appropriate department head for approval.</p> <p>Expenses will be pre-paid at the discretion of the administration, using the following criteria:</p> <ol style="list-style-type: none"> 1. It must be a Highlands approved event. The event must occur during the regular school year. 2. All eligible students must be notified of the event and appropriate information be made available to students who choose to participate. 3. The department head shall notify the administration of the event, if Board approval is necessary. 4. School mandated programs will be fully paid. 5. Limitations in attendance may be made due to budgetary constraints. <p>When not included in registration, meals and tips are not to exceed the amount designated per day.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: October 18, 2004

REVISED:

231. SOCIAL EVENTS AND CLASS TRIPS	
1. Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511	The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.
SC 517	Class trips and social events that take place outside of school facilities require approval by the Board.
3. Guidelines SC 510	As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.
4. Delegation of Responsibility SC 511	The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following: <ol style="list-style-type: none"> 1. Designation of a staff member who shall be the Board employee responsible for the event. 2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event. 3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.
School Code 510, 511, 517	

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT INVOLVEMENT IN
DECISION-MAKING

ADOPTED: October 18, 2004

REVISED:

	<p style="text-align: center;">232. STUDENT INVOLVEMENT IN DECISION-MAKING</p> <p>1. Purpose The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because:</p> <ol style="list-style-type: none"> 1. As an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making. 2. Students are a valuable resource whose contributions can aid and benefit the programs of the schools. <p>2. Authority The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making in:</p> <ol style="list-style-type: none"> 1. Course Study Guide Revision and Update. 2. Program of Studies. 3. Curriculum Planning. 4. Curriculum Evaluation. <p>Non-academic examples include:</p> <ol style="list-style-type: none"> 1. Superintendent's Advisory Committee. 2. Principal's Advisory Committee. 3. Human Relations Committee. 4. Strategic Planning Community Committee. 5. Inter-District Cafeteria Committee.
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HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSIONS AND
EXPULSIONS FOR NEW
ENTRANTS

ADOPTED: October 18, 2004

REVISED:

<p>1. Purpose SC 1317.2 Pol. 218.1</p> <p>2. Authority SC 1304-A</p> <p>SC 1305-A Pol. 216.1</p> <p>3. Guidelines</p>	<p style="text-align: center;">233.1. SUSPENSIONS AND EXPULSIONS FOR NEW ENTRANTS</p> <p>Federal and state law require the School Board to expel a student for a minimum of one (1) full calendar year if the student is found to have brought a weapon onto school grounds, unless the Superintendent of the district in which the incident occurred recommends, due to special circumstances, a lesser discipline.</p> <p>There is, therefore, clear public policy calling for the universal exclusion from school those students who by their actions pose a threat to the safety of others on school grounds.</p> <p>The Pennsylvania Safe Schools Act requires the parent/guardian of a student, prior to admission of the student to any public school, to provide a sworn statement or affirmation stating whether the student was previously suspended or expelled from any public or private school for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property.</p> <p>The Pennsylvania Safe Schools Act further requires that school entities transfer school disciplinary records of students who transfer from one school entity to another.</p> <p>Pennsylvania law further embodies the long standing public policy of this Commonwealth which leaves to all Boards discretion to impose exclusions from the regular school program for disciplinary reasons including weapons violations.</p> <p>The Highlands School District shall give full faith and credit to the decision of another school entity to suspend or expel a student for those disciplinary reasons set forth in federal or state law applicable to all districts. Therefore, the Highlands School District shall honor and continue to impose all unfinished suspensions and/or expulsions for possession of a weapon that were imposed under the Pennsylvania Safe School Act (Act 26) on all new entrants into the Highlands School District. Each new entrant, whether by transfer or relocation, will serve the remainder of that</p>
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HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: October 18, 2004

REVISED:

233. SUSPENSION AND EXPULSION	
<p>1. Purpose</p>	<p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.</p>
<p>2. Authority SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p>The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel a student.</p>
<p>3. Guidelines SC 1318 Title 22 Sec. 12.6</p>	<p><u>Exclusion From School - Suspension</u></p> <p>The principal or teacher in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Superintendent shall be notified in writing when a student is suspended.</p> <p>When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.</p> <p>Informal hearings under this provision shall be conducted by the building principal.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PREGNANT STUDENTS

ADOPTED: October 18, 2004

REVISED:

234. PREGNANT STUDENTS	
1. Purpose SC 1326 Title 22 Sec. 12.1	No student, whether married or unmarried, who is eligible to attend district schools shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood; nor shall a pregnant student under the age of seventeen (17) be excused from the requirements of compulsory attendance solely for reasons of pregnancy or maternity.
2. Authority	The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.
3. Guidelines	<p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a physician, may be assigned to an alternate educational program.</p> <p>A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for implementing this policy which include:</p> <ol style="list-style-type: none"> 1. Offering counseling services to help the pregnant student plan her future. 2. Cooperation with community resources to assist the pregnant student. 3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request. 4. Designation of a qualified staff member to act upon the physician's statement regarding the examination and health of a pregnant student.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RIGHTS/SURVEYS

ADOPTED: October 18, 2004

REVISED:

235. STUDENT RIGHTS/SURVEYS	
1. Purpose	This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.
2. Authority SC 510 Title 22 Sec. 12.3	<p>The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.</p> <p>Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.</p>
3. Guidelines Title 22 Sec. 12.2	<p>Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policies, rules and regulations of this district.</p> <p>A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by parents/guardians.</p>
Pol. 105.1	<p><u>Instructional Materials</u></p> <p>Parents/Guardians shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, or other supplementary instructional material, used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: October 18, 2004

REVISED:

237. ELECTRONIC DEVICES	
<p>1. Authority SC 1317.1</p> <p>SC 510</p> <p>Pol. 815</p>	<p>The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.</p> <p>The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities.</p> <p>In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.</p> <p>The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.</p>
<p>3. Guidelines Pol. 218, 233</p>	<p>Violations of this policy by a student shall result in disciplinary action and confiscation of the electronic device, in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. First Violation – may be picked up by a parent/guardian. 2. Second Violation – will be kept for a minimum of two (2) weeks or as long as four (4) weeks. 3. Third Violation or More – will be kept for the remainder of the semester and/or school year.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CUSTODY ISSUES

ADOPTED: October 18, 2004

REVISED:

238. CUSTODY ISSUES	
1. Purpose	<p>The district recognizes that the support of parents/guardians is vital to a student's educational success. Communication between the district and parents/guardians is essential. The school district shall promote cooperation among all parties who have a legitimate and legal interest in each student.</p>
2. Delegation of Responsibility	<p>It is the responsibility of parents/guardians living at two (2) addresses to notify the principal(s) of their child(ren)'s schools, in writing, of address and effective date of a second parental address.</p> <p>The school district will make parents/guardians aware of this responsibility through an annual notification in school district publications and/or correspondence.</p> <p>Parents/Guardians must provide written authorization for the school district to speak to designated others (for example, to grandparents, significant others of parents/guardians, etc.) regarding students. Specifically, school district employees will not share information about students with anyone other than a parent/guardian unless such authorization is in place.</p>
3. Guidelines	<p>Noncustodial parents/guardians have the same right of access to their child during school hours as the custodial parent/guardian as long as the custodial parent/guardian is notified. However, noncustodial parents/guardians may not remove their child from school without written consent of the custodial parent/guardian.</p> <p>Unless one or both parents/guardians provide a document to the contrary, the district shall presume that the custodial person will receive report cards, notices, permission slips, etc. The custodial parent/guardian is the parent/guardian with whom the child lives and sleeps, the one who has physical custody, the one who assures compulsory attendance, and the one who is called in an emergency.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE
STUDENTS

ADOPTED: October 18, 2004

REVISED:

239. FOREIGN EXCHANGE STUDENTS	
1. Purpose	In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.
2. Authority 8 U.S.C. Sec. 1101	<p>The Board shall accept foreign exchange students who meet the established guidelines for admission to district schools.</p> <p>The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.</p> <p>The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.</p> <p>The Board reserves the right to limit the number of foreign exchange students admitted to the schools.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee preceding the school year of attendance.</p>
4. Guidelines Pol. 203	Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS
TITLE: CONTESTS
ADOPTED: October 18, 2004
REVISED:

240. CONTESTS	
1. Purpose	The Board recognizes that educationally sound, well-administered contests and activities can offer a valuable source of enrichment to the educational program of every student. At the same time, the Board recognizes its obligation to protect students and parents/guardians from exploitation.
2. Guidelines	<p>No student shall represent the Highlands School District in any form of contest outside the schools without the approval of the Superintendent.</p> <p>No non-school activity or contest shall be conducted within the schools of the district without the approval of the Superintendent.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DISTRICT WELLNESS

ADOPTED: June 20, 2006

REVISED:

246. DISTRICT WELLNESS	
1. Purpose	<p>The Highlands School District is committed to providing a school environment that enhances learning and development of lifelong wellness practices.</p> <p>Good nutrition enhances learning and the quality of life. This plan reflects an integrated approach to ensuring a school environment that promotes optimal nutrition for students. Successful dietary changes must occur gradually. The intent of the policy is to enable schools to provide students with nutritious food and beverage choices while implementing changes progressively.</p>
2. Guidelines	<p><u>Nutrition Standards For School Nutrition Programs</u></p> <p>All foods or beverages made available on school premises during the school day must meet the requirements of this policy.</p> <p>School lunches shall meet current United States Department of Agriculture (USDA) meal pattern requirements and averaged over a period of one (1) week shall:</p> <ol style="list-style-type: none">1. Provide at least one-third (1/3) of students' Recommended Daily Allowances (RDAs) for calories, protein, calcium, iron, and vitamins A and C.2. Limit calories from fat to no more than 30% and saturated fat to no more than 10%.3. Limit sodium to no more than 1100 mgs.4. Provide at least 6g of naturally occurring dietary fiber.5. Offer water. <p><u>Nutrition Standards For Other Foods Sold Or Served During The School Day</u></p> <p>The district shall require that all "other foods" available during the school day reflect the dietary guidelines.</p>

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: October 18, 2004

REVISED:

	<p style="text-align: center;">247. HAZING</p> <p>1. 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.</p> <p>2. Definitions For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p> <p>3. Authority SC 510, 511 Pol. 122, 123 The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>
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HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: November 15, 2004

REVISED:

248. UNLAWFUL HARASSMENT	
<p>1. Purpose</p>	<p>The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.</p>
<p>2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 42 U.S.C. Sec. 1681 43 P.S. Sec. 951 et seq 29 CFR Sec. 1606.8 (a)</p>	<p>The Board prohibits all forms of unlawful harassment of students and third parties including Board members by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>In addition, it shall be a violation of this policy for any teacher, administrator or other school personnel of the district to engage any district student in a relationship of a physical or sexual nature, including dating any student, whether with the consent of the student or student's parents/guardians or otherwise.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

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

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

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

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

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

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. 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 harassed 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

<p>1. Purpose</p>	<p><i>The Highlands School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. Highlands School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.</i></p>
<p>2. Definitions</p>	<p>Bullying shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:</p> <ol style="list-style-type: none"> 1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings. 2. Verbal – includes taunting, malicious teasing, name-calling, and making threats. 3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation. 4. Cyber-Bullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites such as My-Space. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline. <p>Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:</p> <ol style="list-style-type: none"> 1. Physically, emotionally or mentally harming a student. 2. Damaging, extorting or taking a student’s personal property. 3. Placing a student in reasonable fear of physical, emotional or mental harm. 4. Placing a student in reasonable fear of damage to or loss of personal property. 5. Creating an intimidating or hostile environment that substantially interferes with

<p>3. Authority</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p> <p>Pol. 218, 233</p> <p>20 U.S.C. Sec. 1232g</p>	<p>a student's educational opportunities.</p> <p>The term bullying and cyber-bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.</p> <p>It shall be a violation of this policy for any student to bully another student on district grounds, at any school activity, or on the way to or from school.</p> <p>Each staff member shall be responsible to maintain an educational environment free of bullying and cyber-bullying.</p> <p>Each staff member shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber-bullying.</p> <p>Students shall be encouraged to report bullying or cyber bullying complaints to district employees.</p> <p>All employees who receive a bullying or cyber-bullying complaint shall investigate to determine if bullying or cyber-bullying has occurred. If the behavior is found to meet the definition of bullying or cyber-bullying, written documentation must be submitted to the building principal.</p> <p>The building principal or his/her designee will inform parents/guardians of the victim and person accused.</p> <p><u>Investigation Procedures</u></p> <ol style="list-style-type: none"> 1. A student shall report a complaint of bullying or cyber-bullying, orally or in writing, to the teachers, building administrator, or counselor. 2. The building administrator will investigate the alleged conduct that occurred. 3. The building administrator may ask assistance from other district employees in the investigation process. 4. After the investigation, the building principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases. <p><u>Consequences/Intervention</u></p> <p>Consequences for students who bully others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension or other consequences as provided in the Code of Student Conduct.</p> <p><u>Confidentiality</u></p> <p>The Highlands School District recognizes that both the complaining student and the alleged bully/extorter have a strong interest in maintaining the confidentiality of the</p>
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allegations and relation information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Reprisal

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED: October 18, 2004

REVISED:

250. STUDENT RECRUITMENT	
<p>1. Authority 51 P.S. 20221 et seq 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908</p>	<p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p>
<p>2. Guidelines</p>	<p>Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.</p> <p>The district shall annually notify parents/guardians of their right to request student information not be released to representatives of postsecondary institutions and military recruiters without their written consent.</p>
<p>3. Delegation of Responsibility</p>	<p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p> <p>The building principal reserves the right to deny access to students when such will materially and substantially interfere with the proper and orderly operation of the school.</p> <p>The Superintendent or designee shall annually notify parents/guardians about this policy and the notice shall include:</p> <ol style="list-style-type: none"> 1. Notice that the school routinely discloses names, addresses and telephone numbers of students to recruiters, subject to a parent's/guardian's request not to disclose such information without written consent.

HIGHLANDS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HOMELESS STUDENTS

ADOPTED: October 18, 2004

REVISED:

<p>1. Authority 42 U.S.C. Sec. 11431 et seq SC 1306 Title 22 Sec. 11.18</p> <p>2. Definitions 42 U.S.C. Sec. 11434a</p>	<p style="text-align: center;">251. HOMELESS STUDENTS</p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.</p> <p>Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:</p> <ol style="list-style-type: none"> 1. Sharing the housing of other persons due to loss of housing or economic hardship. 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations. 3. Living in emergency, transitional or domestic violence shelters. 4. Abandoned in hospitals. 5. Awaiting foster care placement. 6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings. 7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings. 8. Living as migratory children in conditions described in previous examples.
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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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SC 510, 1318	=	Pennsylvania School Code of 1949
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