

# HIGHLANDS MIDDLE SCHOOL



## FRAMING THE FUTURE



Student & Parent Handbook 2024-2025

Dear Students, Parents/Guardians,

Welcome to the 2024-2025 school year! Highlands Middle School is committed to cultivating a positive learning environment that is focused on student success. As we begin a new school year, our goal is to develop and foster a growth mindset through dedication and hard work. We strive to provide an environment in which students hold themselves to be Respectful, Accountable, Motivated and Safe.

The purpose of this handbook is to provide students and parents with information regarding the academic and behavior expectations for Highlands Middle School. Upon review of this handbook, please sign below and return to the Middle School.

The teachers and staff at Highlands Middle School are here to support students with their academic, personal and future goals. Please do not hesitate to contact us with questions, concerns and suggestions. We look forward to working with you and your children.

Sincerely,

Rebecca Bragan  
Principal

\*\*\*\*\*

I, \_\_\_\_\_ (Parent/Guardian Name—Please print), have read and understood  
this student handbook for my student, \_\_\_\_\_ (Student Name—Please print).

I have clarified any questions with the teacher or building principal.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DUE BY: SEPTEMBER 20, 2024**

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## **HIGHLANDS SCHOOL DISTRICT MISSION STATEMENT**

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.

## **THE HIGHLANDS COMMUNITY**

The Highlands School District is comprised of the municipalities of Fawn Township, Harrison Township, Brackenridge Borough, and Tarentum Borough. This area is approximately twenty-two square miles with a population of about 25,000. It is located in the northeast corner of Allegheny County along the Allegheny River about 18 miles from Pittsburgh. The Route 28 Expressway provides easy access to the Greater Pittsburgh area. The immediate area contains major industries, including three major research and developmental facilities. The four communities offer a mixture of urban and rural residential areas, and a variety of recreational, educational, shopping, and health care facilities. Residents are within commuting distance of major Pittsburgh and Western Pennsylvania colleges and universities, and a wide selection of business and technical schools.

## **ORGANIZATION OF SCHOOLS**

The Highlands School District is comprised of four school buildings and the Administrative Center. The Highlands High School houses students in grades 9 through 12, the Middle School houses students in grades 5 through 8, Highlands Elementary School houses students in grades 1 through 4, Highlands Early Childhood Center houses students in Pre-Kindergarten and Kindergarten. Total district enrollment approximately 2,500 students.

## HIGHLANDS CENTRAL ADMINISTRATION

### Highlands Central Administration

1500 Pacific Avenue

Natrona Heights, PA 15065

Phone: 724.226.2400

Fax: 724.226.8437

|                        |                                                      |
|------------------------|------------------------------------------------------|
| Dr. Monique Mawhinney  | Superintendent                                       |
| Dr. Cathleen Cubelic   | Assistant Superintendent                             |
| Mr. Paul Paradise      | Executive Director of Business Affairs               |
| Dr. Catherine Russo    | Coordinator of Curriculum, Instruction, & Assessment |
| Dr. Amber Dean         | Director of Student Services                         |
| Dr. Rebecca Keenan     | School Psychologist                                  |
| Dr. Angela Kennedy     | School Psychologist                                  |
| Mrs. Carmen Corna      | School District Attendance Officer                   |
| Dr. Stanley Whiteman   | Director of Innovation                               |
| Ms. Stacey Waffensmith | Director of Food Services                            |
| Ms. Katie Jo Stobert   | Director of Athletics and Transportation             |
| Mrs. Jennifer Goldberg | Coordinator of Communications                        |
| Mr. Tony Ricci         | School Police Officer                                |
| Mr. Chris Reiser       | Supervisor of Buildings and Grounds                  |
| Mrs. Diane Faix        | PIMS Coordinator                                     |
| Mr. Jonathan Westergom | Assistant Director of Technology                     |

## HSD DISTRICT GOALS

## FRAMING THE FUTURE

Academic achievement is a priority for all students. The Highlands School District and Board of Directors established the following goals for the 2019-2024 school years that connect to student achievement.

1. Student Achievement and Growth
2. Teaching and Learning
3. Operational Efficiency
4. Safety and Security
5. Collaborative Community and Culture



## **SCHOOL-PARENT COMPACT 2024-2025**

Highlands Middle School and the parents of the students participating in activities, services, and programs funded by Title I of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership that will help children achieve the Pennsylvania Common Core Standards.

This school-parent compact is in effect during the school year 2024-2025.

### **SCHOOL RESPONSIBILITIES**

**Highlands Middle School will:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's student academic achievement standards as follows:

- Provide engaging and motivating learning experiences through educational best practices and research-based strategies.
- Set high academic and classroom expectations.
- Promote collaboration between staff, administration, parents, and community stakeholders.
- Provide clear explanations of academic and classroom expectations to both students and parents.
- Use differentiation of instruction and research-based interventions through the use of progress monitoring and data collection.
- Encourage lifelong learning through parent involvement activities.
- Emphasize respect and uniqueness of students and families.
- Enable students to become responsible citizens by providing opportunities for success.

**Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**

- Parent conferences will be held yearly in November.

**Provide parents with frequent reports on their children's progress.**

Specifically, the school will provide reports as follows:

- Title I teachers will prepare and send reports 3/x a year (beginning, middle, end).
- PSSA score reports will be mailed home to parents.
- STAR 360 and Progress Reports will be given to parents before Parent/Teacher Conferences.

- Classroom teachers will inform parents about quarterly interim progress reports and quarterly report cards.
- Parents of students moving into Tier III of the MTSS model will be invited to a MTSS Action Plan Meeting.
- Provide *PowerSchool* information to check student grades, attendance, and/or teacher comments.

**Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

- Back to School Night in September
- Parent/Teacher Conferences in November
- MTSS Meetings throughout the year as needed
- Learning Support and Speech IEP meetings throughout the year as needed
- Individual parent conferences as needed
- Title I Night
- Title I/ PAC parent meetings/workshops
- Email

**Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities** (\*clearances needed)

- Parents may observe classrooms by request
- Parents may volunteer to chaperone field trips\*

## **PARENT RESPONSIBILITIES**

We, as parents, will support our child's learning in the following ways:

- Encourage proper study habits, including quiet study time at home.
- Promote my child's self-esteem by talking about school work and activities.
- Reinforce respect for self and others.
- Be aware of my child's progress by checking grades and attendance on-line, attending conferences, checking my child's folder/backpack daily, reviewing school work and communicating with school when needed.
- Attend school events and/or volunteer to help in the classroom or at school activities.
- Monitor my child's screen time (TV, tablets, etc.) and help select worthwhile programs.
- Encourage proper hygiene.
- Follow district dress code.
- Encourage daily attendance and provide written excuses when a child is absent.



## **STUDENT RESPONSIBILITIES**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Complete work on time.
- Give to my parent/guardian all notices and information from my school everyday
- Work hard and challenge myself.
- Ask for help from my teachers, staff members or parent/guardian when needed.
- Respect myself and others and take responsibility for my behavior by following all school/district rules daily.
- Discuss with my parent/guardian what we did in school during the day.
- Be prepared for school every day---book bag, chromebook, pencil, etc.

## **Highlands Middle School will:**

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
- Hold PAC (Parent Advisory Council) meeting(s) to inform parents of the school's participation in Title I programs, and to explain the Title I requirements, and the right of parents to be involved in Title I programs.
- Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- At the request of parents, provide opportunities for suggestions, and to participate, as appropriate, in decisions about the education of their children.
- Provide an individual student report about the performance of their child on the state assessment in Math and English Language Arts.

## **SECTION 1—SCHOOL INFORMATION AND PROCEDURES**

### **HIGHLANDS MIDDLE SCHOOL STAFF DIRECTORY**

| <b>Grade 5 Brown</b>          | <b>Grade 5 Gold</b>              |
|-------------------------------|----------------------------------|
| Math – Kevin Mason            | Math – Shawn Bennis              |
| ELA – Jill Aaron              | ELA – Hannah Miller              |
| Science – Scott Cale          | Science – Jennifer Hartle        |
| Social Studies – Mark Duncan  | Social Studies – Jaime Mochanski |
| <b>Grade 6 Brown</b>          | <b>Grade 6 Gold</b>              |
| ELA – Kailey Swope            | ELA- Lauren DeMaria              |
| Science – Ron DeJidas         | Science – Jenn Koprivnikar       |
| Math – Josh Casey             | Math – Mike Shannon              |
| Social Studies – Shawn Hisiro | Social Studies – Eli Butler      |
| <b>Grade 7 Brown</b>          | <b>Grade 7 Gold</b>              |
| Science – Natalie Cale        | Science – Chris Resek            |
| ELA – Paul Manno              | ELA – Megan McKenna              |
| Math – Adam Farbarik          | Math – Tom Wesolowski            |
| Social Studies – Ben Wolford  | Social Studies – Kala Lenart     |
| Math 7th/ 8th – Joe Bolla     |                                  |
| <b>Grade 8 Brown</b>          | <b>Grade 8 Gold</b>              |
| Science – Jim Doran           | Science – Wendy Hutchison        |
| Math – Jennifer Nguyen        | Math – John Radvan               |
| Social Studies – Mike Foster  | Social Studies – Andrew Murphy   |
| ELA – Alyssa Binck            | ELA – Kate Rizzo                 |
| Math 7th/ 8th – Joe Bolla     |                                  |

| <b>Encore Team (Special Areas)</b>       | <b>Encore Team (Special Areas)</b>                                           |
|------------------------------------------|------------------------------------------------------------------------------|
| Art – John Merolillo                     | Art – Regina Duckstein                                                       |
| Music – Renee Ludwig                     | Music – Lee Lynn                                                             |
| Health/PE – Kathy Black                  | Health/PE – Pat Polcha                                                       |
| Health/PE – Melissa Billingsley          | Tech. Ed. – Jake Emminger                                                    |
| STEM/Computers – Marcie Wallace          | Library – Jen Kosior                                                         |
| Foreign Language - Dan Kornosky          | FACS - Romy Nitowski                                                         |
| <b>Special Education Teachers</b>        |                                                                              |
| Autistic Support – Amanda Coulter        | MTSS Facilitators – Kylie Shields, Lindsey Woods, Kelly Schoepf, Mandy Simon |
| Life Skills Support – Bridgette Jodon    | Gifted Support – Becky Mentecky                                              |
| Learning Support – Leslie Phillips       | Nurse – Aliza Zelina                                                         |
| Learning Support – Erin Conley           | Speech – Angela Mosseso, Lindsay O'Donnell                                   |
| Emotional Support – Brady Sherrieb       | School Counselor 5th and 6th Grade – Julie Allman                            |
| Learning Support – Trish Beam            | School Counselor 7th and 8th Grade – Julie Shankle                           |
| <b>ADMINISTRATIVE SUPPORT</b>            | <b>ADMINISTRATION</b>                                                        |
| Building Secretary – Mrs. Karla Phillips | Principal – Ms. Rebecca Bragan                                               |
| Guidance Secretary – Ms. Karen Barnwell  | Assistant Principal – Mr. Matt Dunker                                        |
|                                          | Dean of Students – Mrs. Holly Paris                                          |

## 2024-2025 Master Bell Schedule

| Period                | Fifth     | Period                | Sixth     | Period                | Seventh   | Period                | Eighth    |
|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|-----------------------|-----------|
| HR<br>8:10-8:20       | Home Room | HR<br>8:10-8:20       | Homeroom  | HR<br>8:10-8:20       | Home Room | HR<br>8:10-8:20       | Home Room |
| 1<br>8:20- 9:00       | Block one | 1<br>8:20- 9:00       | Block one | 1<br>8:20- 9:00       | Block one | 1<br>8:20- 9:00       | Specials  |
| 2<br>9:02- 9:42       | Block One | 2<br>9:02- 9:42       | Block one | 2<br>9:02- 9:42       | Specials  | 2<br>9:02- 9:42       | Block one |
| 3<br>9:44-10:24       | Specials  | 3<br>9:44-10:24       | Block 2   | 3<br>9:44-10:24       | Block one | 3<br>9:44-10:24       | Block One |
| Lunch<br>10:26- 10:56 | Lunch     | 4<br>10:26-11:06      | Block 2   | 4<br>10:26-11:06      | Block 2   | 4<br>10:26-11:06      | Specials  |
| 4<br>10:58- 11:38     | Block 2   | Lunch<br>11:08- 11:38 | Lunch     | 5<br>11:08-11:48      | Block 2   | 5<br>11:08-11:48      | Block 2   |
| 5<br>11:40-12:20      | Block 2   | 5<br>11:40-12:20      | Specials  | Lunch<br>11:50-12:20  | Lunch     | 6<br>11:50-12:30      | Block 2   |
| 6<br>12:22-1:02       | Specials  | 6<br>12:22-1:02       | Block 3   | 6<br>12:22-1:02       | Block 3   | Lunch<br>12:32-1:02   | Lunch     |
| 7<br>1:04-1:44        | Block 3   | 7<br>1:04-1:44        | Specials  | 7<br>1:04-1:44        | Block 3   | 7<br>1:04-1:44        | Block 3   |
| 8<br>1:46-2:26        | Block 3   | 8<br>1:46-2:26        | Block 3   | 8<br>1:46-2:26        | Specials  | 8<br>1:46-2:26        | Block 3   |
| Resource<br>2:28-2:58 | Resource  | Resource<br>2:28-2:58 | Resource  | Resource<br>2:28-2:58 | Resource  | Resource<br>2:28-2:58 | Resource  |

| Period            | Fifth     | Period           | Sixth    | Period           | Seventh   | Period           | Eighth    |
|-------------------|-----------|------------------|----------|------------------|-----------|------------------|-----------|
| HR<br>8:10-8:20   | Home Room | HR<br>8:10-8:20  | Homeroom | HR<br>8:10-8:20  | Home Room | HR<br>8:10-8:20  | Home Room |
| 1<br>8:20-8:42    | Block 1   | 1<br>8:20-8:42   | Block 1  | 1<br>8:20-8:42   | Block 1   | 1<br>8:20-8:42   | Specials  |
| 2<br>8:44-9:06    | Block 1   | 2<br>8:44-9:06   | Block 1  | 2<br>8:44-9:06   | Specials  | 2<br>8:44-9:06   | Block 1   |
| 3<br>9:08-9:30    | Specials  | 3<br>9:08-9:30   | Block 2  | 3<br>9:08-9:30   | Block 1   | 3<br>9:08-9:30   | Block 1   |
| 4<br>9:32-9:54    | Block 2   | 4<br>9:32-9:54   | Block 2  | 4<br>9:32-9:54   | Block 2   | 4<br>9:32-9:54   | Specials  |
| 5<br>9:56-10:18   | Block 2   | 5<br>9:56-10:18  | Specials | 5<br>9:56-10:18  | Block 2   | 5<br>9:56-10:18  | Block 2   |
| 6<br>10:20-10:42  | Specials  | 6<br>10:20-10:42 | Block 3  | 6<br>10:20-10:42 | Block 3   | 6<br>10:20-10:42 | Block 2   |
| 7<br>10:44-11:06  | Block 3   | 7<br>10:44-11:06 | Specials | 7<br>10:44-11:06 | Block 3   | 7<br>10:44-11:06 | Block 3   |
| 8<br>11:08-11:30  | Block 3   | 8<br>11:08-11:30 | Block 3  | 8<br>11:08-11:30 | Specials  | 8<br>11:08-11:30 | Block 3   |
| HALF DAY SCHEDULE |           |                  |          |                  |           |                  |           |

## 2 HOUR DELAY SCHEDULE

| Period      | Fifth     | Period      | Sixth     | Period      | Seventh   | Period      | Eighth    |
|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|
| HR          | Homeroom  | HR          | Homeroom  | HR          | Homeroom  | HR          | Homeroom  |
| 10:10-10:20 |           | 10:10-10:20 |           | 10:10-10:20 |           | 10:10-10:20 |           |
| 1           | Block 1   | 1           | Block 1   | 1           | Block 1   | 1           | Special 1 |
| 10:20-10:50 |           | 10:20-10:50 |           | 10:20-10:50 |           | 10:20-10:50 |           |
| Lunch       | Lunch     |             | Block 1   |             | Block 1   |             | Block 1   |
| 10:52-11:22 |           | 10:52-11:22 |           | 10:52-11:22 |           | 10:52-11:22 |           |
| 3           | Special 1 | 3           | Lunch     | 3           | Block 2   | 3           | Block 1   |
| 11:24-11:54 |           | 11:24-11:54 |           | 11:24-11:54 |           | 11:24-11:54 |           |
| 2           | Block 1   | 2           | Block 2   | 2           | Lunch     | 2           | Special 2 |
| 11:56-12:26 |           | 11:56-12:26 |           | 11:56-12:26 |           | 11:56-12:26 |           |
| 4           | Block 2   | 4           | Block 2   | 4           | Special 1 | 4           | Lunch     |
| 12:28-12:58 |           | 12:28-12:58 |           | 12:28-12:58 |           | 12:28-12:58 |           |
| 5           | Block 2   | 5           | Special 1 | 5           | Block 2   | 5           | Block 2   |
| 12:55-1:24  |           | 12:55-1:24  |           | 12:55-1:24  |           | 12:55-1:24  |           |
| 6           | Special 2 | 6           | Block 3   | 6           | Block 3   | 6           | Block 2   |
| 1:26-1:56   |           | 1:26-1:56   |           | 1:26-1:56   |           | 1:26-1:56   |           |
| 7           | Block 3   | 7           | Special 2 | 7           | Block 3   | 7           | Block 3   |
| 1:58-2:28   |           | 1:58-2:28   |           | 1:58-2:28   |           | 1:58-2:28   |           |
| 8           | Block 3   | 8           | Block 3   | 8           | Special 2 | 8           | Block 3   |
| 2:30-2:58   |           | 2:30-2:58   |           | 2:30-2:58   |           | 2:30-2:58   |           |

| Period      | Fifth     | Period      | Sixth     | Period      | Seventh   | Period      | Eighth    |          |                    |
|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|----------|--------------------|
| HR          |           | HR          |           | HR          |           | HR          |           |          | Encore<br>Specials |
| 9:10-9:20   | Homeroom  | 9:10-9:20   | Homeroom  | 9:10-9:20   | Homeroom  | 9:10-9:20   | Homeroom  |          |                    |
| 1           |           | 1           |           | 1           |           | 1           |           | Period 1 | Grade 8            |
| 9:20-9:55   | Block 1   | 9:20-9:55   | Block 1   | 9:20-9:55   | Block 1   | 9:20-9:55   | Special 1 |          |                    |
| 3           |           | 2           |           | 3           |           | 2           |           | Period 3 | Grade 5            |
| 9:57-10:42  | Special 1 | 9:57-10:42  | Block 1   | 9:57-10:42  | Block 1   | 9:57-10:42  | Block 1   |          |                    |
|             |           | 3           |           | 4           |           | 3           |           | Lunch    | Lunch              |
| 10:44-11:19 | Lunch     | 10:44-11:19 | Block 2   | 10:44-11:19 | Block 2   | 10:44-11:19 | Block 1   |          |                    |
| 2           |           |             |           | 5           |           | 4           |           | Period 2 | Grade 8            |
| 11:20-11:55 | Block 1   | 11:20-11:55 | Lunch     | 11:20-11:55 | Block 2   | 11:20-11:55 | Special 2 |          |                    |
| 4           |           | 5           |           |             |           | 5           |           | Period 4 | Grade 6            |
| 11:57-12:33 | Block 2   | 11:57-12:33 | Special 1 | 11:57-12:33 | Lunch     | 11:57-12:33 | Block 2   |          |                    |
| 5           |           | 4           |           | 2           |           |             |           | Period 5 | Grade 7            |
| 12:35-1:10  | Block 2   | 12:35-1:10  | Block 2   | 12:35-1:10  | Special 1 | 12:35-1:10  | Lunch     |          |                    |
| 6           |           | 6           |           | 6           |           | 6           |           | Period 6 | Grade 5            |
| 1:12-1:47   | Special 2 | 1:12-1:47   | Block 3   | 1:12-1:47   | Block 3   | 1:12-1:47   | Block 2   |          |                    |
| 7           |           | 7           |           | 7           |           | 7           |           | Period 7 | Grade 6            |
| 1:49-2:24   | Block 3   | 1:49-2:24   | Special 2 | 1:49-2:24   | Block 3   | 1:49-2:24   | Block 3   |          |                    |
| 8           |           | 8           |           | 8           |           | 8           |           | Period 8 | Grade 8            |
| 2:26-2:58   | Block 3   | 2:26-2:58   | Block 3   | 2:26-2:58   | Special 2 | 2:26-2:58   | Block 3   |          |                    |

### ONE HOUR DELAY SCHEDULE

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Highlands will continue to offer free breakfast and lunch for all students.

In 2014, Highlands School District received a grant through the Healthy Hunger-Free Kids Act passed in 2010. Our community's eligibility allows all students to receive free breakfast and lunch items that appear on the school's monthly menu calendar. The purpose of this program at Highlands is to improve overall student health by providing nutritious, healthy food.

This same legislation is the catalyst for improving nutritional guidelines in the Highlands' cafes, resulting in meals with lower sodium, less fat and less added sugars. More fruits, vegetables and whole grains have been introduced to students in the lunchroom.

ASK YOUR CHILD: What did you eat today? Did you try anything new? What vegetable or fruit were you offered? What drink did you have? Children's nutrition and diet drives more than just their health and physical attributes. It also keeps their brains in high gear, allowing them to remain more focused and learn more! Please encourage your child to ditch the brown bag and jump in line for a nutritious and delicious meal in our café!

**QUESTIONS?** Contact: Stacey Waffensmith, Food Services Director, at 724-226-2400 ext. 4180.

## **ATTENDANCE POLICY**

Highlands will enforce the state's compulsory attendance laws to eliminate absenteeism. Parents are able to access their child's attendance by logging into the PowerSchool system at [www.goldenrams.com](http://www.goldenrams.com).

### **ABSENCES**

- It is not necessary to call the school when your child is absent. Feel free to communicate with your child's teachers about absences, but please understand that a phone call will not excuse the absences - we need written or email documentation for our records.
- A call will be made to all homes/families of students who were marked absent from their homeroom.
- Family educational trips (up to 5 days) must be pre-approved by the building principal. Requests must be submitted at least one week in advance of the trip and should be submitted to the office.
- If a student has 3 illegal absences, parents will receive a Notice of Truancy in the mail notifying them of the illegal days and encouraging them to contact the school to participate in an attendance improvement meeting over the phone or in-person.
- After the 6th illegal absence, a letter will be sent in the mail with a date and time for a Student Attendance Improvement Plan conference. If parents cannot attend due to work, please contact the attendance office within 48 hours of the meeting to reschedule. Failure to attend the meeting and continued absences may result in a citation with the local magistrate.

- When a student reaches their 8th excused absence, a Warning Letter will be mailed notifying parents that all absences beyond 10 require a doctor's excuse or the absence is illegal.
- **Truancy is 3 unexcused absences; habitually truant is 6 unexcused absences.**
- **If a student has 10 days of consecutive non-attendance, they will officially be withdrawn from Highlands School District.** The student would need to be re-enrolled to attend Highlands School District in the future.
- Please call the attendance office at **724-226-2400, press 3 for the Middle School and then extension 3007**, if you have any questions about the attendance policy.

### **ADMINISTRATORS DISCRETION**

- The Principal of the school shall exercise discretion whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of Highlands School District to discourage excused absences for educational tours or trips during the school year.

### **ASSIGNMENTS**

- Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments for the period of absence during an approved education tour or trip. These requests must be formally submitted to the high school main office, at least three 3 days prior to the approved absence. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period designated by the teacher(s).

### **EXCUSE FOR ABSENCE**

- After an absence, a student **MUST** give their homeroom teacher a written excuse or email the school.
- Acceptable excused absences include illness, accidents, death in the family, religious reasons or impassable roads. All other absences may be judged illegal. The excuse must include the student's full name, date(s) of absence(s), reason(s) for absence(s), the date the excuse was written and the signature of the parent or guardian. The excuse must be submitted upon return to school, or the absence will be classified as illegal. Attendance contacts by building:
  - Highlands Middle School, Karen Barnwell, Guidance Secretary
  - [HMSAttendance@goldenrams.com](mailto:HMSAttendance@goldenrams.com) 724-226-2400
- Parents and students should make every effort to schedule appointments for special services after school. Administrators and teachers discourage the practice of dismissal during school hours, but if it is necessary to be excused during the day, the student must follow this procedure.



- Submit to the office a written request from the parent stating the reason and time the student is to be excused. The excuse must be presented to the principal or assistant principal one day in advance. Requests made by phone will not be honored.
- After verifying the request, the school will give the child a special excuse on a blue slip.
- The parent/guardian must report to the main office with state identification to be provided to the office staff to verify identification. The parent/guardian must sign out the student in the binder provided, prior to the student being released to their parent/guardian.

### **ABSENCE FOR VACATIONS**

For optimal success of our students, we request you not schedule vacation when school is in session. Absences due to family vacations will be considered legal if the following conditions are met:

- Submit the required district form (see the appendix), detailing the nature and dates of the vacation to the building principal at least one week in advance of the departure date.
- The length of the vacation should not exceed five (5) school days. Any days exceeding five (5) will result in illegal absences.
- Parents will be responsible for making sure that missed school work will be completed by the child before returning to school.
- Students referred to the district justice for attendance issues may not be granted approval for vacations. This will be at the principal's discretion.
- **NO VACATIONS DURING PSSA TESTING WILL BE APPROVED BY ADMINISTRATION.**

### **ILLNESS DURING SCHOOL HOURS**

A student's claim of illness does not necessarily justify being excused from class or school. Students who claim to be ill must:

- Ask the teacher's permission to see the nurse, who will determine the degree of illness. If the nurse is not present, the student should report to the office. If a student is sent home from school by the nurse, that day is nurse excused and is not counted as a parent excuse.
- If necessary, the nurse or member of the office staff (NOT THE STUDENT) will contact the home to arrange for transportation.
- If the parent, a near relative or other designated person cannot be contacted, the student will not be permitted to leave school.
- Parents may request the child's homework assignments during an extended absence and should make arrangements for the work to be picked up, either by another student or designated adult after a 24-hour notice.

## **ARRIVAL TO SCHOOL**

- Students are allowed in the building at 7:40 a.m.
- Breakfast is provided each morning for all students in the cafeteria.
- Students will report to their assigned morning locations after picking up breakfast.
- Students must be in their arrival location by 8:10 a.m. Students must be in their homeroom by 8:20 am or they will be marked as having an illegal absence for the day. Arrival after 8:20 a.m. requires that the student must report to the office for a tardy slip.

## **TARDINESS AND CHANGES IN DISMISSAL**

- Students are marked tardy if they arrive at school between 8:20 and 10:00 a.m. Students are marked ABSENT for the morning session (one-half day) if they arrive after 10:00 a.m. Students will be marked ABSENT for the whole day if they arrive after 11:30 a.m.
- A request for early dismissal before 10:00 a.m. will be marked as one whole day of absence. A request must be written and submitted to the office who will contact the parent/guardian to verify the request.
- A request for early dismissal before 11:30 a.m. will be marked as one-half day of absence.
- A written excuse is required for every tardy. There is a one-day grace period to submit an excuse. After the second day, that tardy is illegal.
- After 5 tardies during a school year, a warning letter is sent to the parent/guardian. After a student has accumulated 10 tardies, they are given a half day illegal absence. For each five tardies following the ten tardies, an additional one-half day of illegal absence will be charged against his/her record. After 3 days of illegal absences, a first notice letter will be served to the parent/guardian.
- As stated above, any and all notices served thereafter during a student's entire period of enrollment in the Highlands School District, shall be a truancy citation. Any and all truanies will require the parent/guardian to attend a hearing before the district justice.

Parental cooperation regarding absences will ensure the safety and welfare of students and will promote good attendance habits.

## **ATHLETIC PROGRAMS**

The athletic program at Highlands Middle School exists for the purpose of giving wholesome activities to students, and for providing competition with other schools. We encourage both active participation as well as spectator support. Our seventh and eighth grade student programs meet the requirements of the Pennsylvania Interscholastic Athletic Association (PIAA).

| FALL             | WINTER          | SPRING     |
|------------------|-----------------|------------|
| Cross Country    | Boys Basketball | Softball   |
| Soccer           | Wrestling       | Track      |
| Girls Basketball |                 | Baseball   |
| Football         |                 | Volleyball |

## **GRADE REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

The Highlands School District provides the opportunity for students to: work to their fullest potential, maximize effectiveness in the classroom, stay in school, and participate in a tutorial program designed to improve their grades. The Highlands School District has, therefore, developed the following guidelines that govern student participation in athletics.

- The Athletic Director will contact the Middle School Administration each Wednesday to inform them of students who are failing more than one subject.
- A student failing more than one subject on any given Friday at the time the eligibility report is generated, will be ineligible for the upcoming week (Saturday to Saturday).

## **BOOKBAGS/BACKPACK/Crossbody/Fanny Packs/Belt Bag**

- Students will be provided a locker and are allowed to bring book bags to school.
- All book bags will be checked at metal detectors upon arrival.
- All bags must be stored in each student's locker. **Students will not be permitted to carry any bags around during the day.**
- **All cell phones and non-school technology devices must be kept in their bags/locker during the school day.**
- Students will not be permitted to wear drawstring bags, crossbody, fanny packs, belt bags, purses etc.

## **HEALTH SERVICES**

The nurse's suite is on the first floor and supervised by a certified school nurse. If students are ill, they must secure a pass from their teacher and report directly to the nurse's suite.

Between classes, students must obtain a pass from their next class teacher. Under no circumstances are students making their own decision to leave school because they feel ill. Students are not permitted to remain in the restrooms if they are ill. Instead, they must report to the nurse's suite.

Students returning to class will be given a pass from the nurse. Students who become ill while school is in session must be seen by the nurse to be dismissed. Failure to do so may result in disciplinary action.

Only the nurse or an administrator have the authority to excuse a student from school because of illness.

## **EXAMINATIONS**

Pennsylvania requires each student to receive a comprehensive health examination conducted upon original entry, sixth grade, and eleventh grade. Families may have these examinations completed by their family physician. Forms are available on the Highlands School District website.

## **SCREENINGS**

As school law requires, hearing tests will be conducted at the 7th-grade level, and vision screening tests will be conducted at the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade levels. Dental examinations will be conducted in 7<sup>th</sup> grade. In addition, incoming students who have not had a screening exam will be evaluated.

In addition, a yearly screening program consisting of weight and height measurements are completed on every student. Abnormal screening results will be communicated to parents/guardians. Please contact the school nurse if you choose to opt your child out of health screenings.

In accordance with the school policy, the parents/guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. In addition, the notice shall encourage the parent/guardian to have the examination or

screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such a statement may also include notification that the student may be exempt from such examination or screening, if it is contrary to the parent's/guardian's religious beliefs.

## **IMMUNIZATIONS**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons. Immunization requirement information is available on the Highlands School District website.

## **MEDICATION**

All medication shall be brought to the nurse's office by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

1. **NO** medication, prescription and non-prescription will be permitted in school without the written approval from the school nurse or administration. Failure to follow the below procedures may result in suspension or expulsion from school according to the Student Code of Conduct. Under no circumstances should a student have **any drug** - prescription, over-the-counter, legal or illegal, in his/her possession for any reason.
2. **NO** medication, prescription and non-prescription (Over The Counter), will be administered in school except by the Direct Medication Order Form of a licensed health provider that is accompanied with a parent's/guardian completed and signed [Highlands Medication Administration Permission Form](#). This paperwork must be in place before any medications are dispensed to students. Highlands School District does not supply any medications. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or if the student would not be able to attend school if the medicine were not available during school hours.

3. Only the School Nurse, or other licensed health personnel is solely responsible for administering medications to students. Students are NOT permitted to carry or possess any medications while at school. All medication is to be taken in the presence of the school nurse. In the case of inhalers and EpiPens, the parent/guardian and student will follow the procedures listed below for "...Inhalers and Epinephrine..." The parent/guardian of the child must assume responsibility for informing the school nurse of any changes in the child's health or change in medication. A new "Medication Order" from the licensed provider and the Medication Permission Form, completed by the parent will be required with each change in medication and at the start of each school year. The complete Medication Policy may be viewed at any school building or online at [www.goldenrams.com](http://www.goldenrams.com)
4. Prescription medication must be presented in the original pharmacy bottle and be accompanied by a [Highlands Medication Administration Permission Form](#).
5. Prescription medication shall be delivered in its original packaging and labeled with:
  - Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
  - Student's name.
  - Directions for use (dosage, frequency and time of administration, route, special instructions).
  - Name and registration number of the licensed prescriber.
  - Prescription serial number.
  - Date originally filled.
  - Name of medication and amount dispensed.
  - Controlled substance statement, if applicable.
6. Non-prescription medications (over-the-counter) must also be presented in the original labeled container with the child's name on it and written permission from the parent/guardian, as well as a doctor's note.
7. Unlabeled medications will **not** be given at school.
8. Medications are to be kept in the Nurse's suite. Students are not permitted to carry their medications with them throughout the day.

9. Students caught carrying Prescription or Non-prescription medications into the building, without written permission from a parent/guardian will be dealt with according to the Code of Conduct.
10. **It is the parent's responsibility to supply and deliver all medications with proper instructions from a physician and the Highlands Medication Administration Permission Form to the main office to be administered during school hours.**

### **STUDENT SELF-ADMINISTRATION OF ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS**

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:[\[1\]\[8\]](#)

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - Name of drug
  - Prescribed dosage
  - Time medication is to be taken.
  - Length of time medication is prescribed.
  - Diagnosis or reason medication is needed, unless confidential.

- Potential serious reaction or side-effects of medication.
  - Emergency response.
  - If the child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[\[1\]](#)
  5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.
  6. The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.[\[1\]](#)
  7. A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.
  8. The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.
  9. Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school



hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

#### **STUDENT POSSESSION AND USE OF DIABETES MEDICATION AND MONITORING EQUIPMENT**

1. Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:
2. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
3. A written statement from the student's health care practitioner that provides:
  - Name of the drug.
  - Prescribed dosage.
  - Times when medication is to be taken.

- Times when monitoring equipment is to be used.
  - Length of time medication and monitoring equipment is prescribed.
  - Diagnosis or reason medication and monitoring equipment is needed.
  - Potential serious reactions to medication that may occur.
  - Emergency response.
  - Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
  5. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may

result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment are appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment are stored and the means to access them.

### **ADMINISTRATION OF NALOXONE**

In an effort to ensure the health and safety of its students and staff, the Highlands School District will maintain and administer an opioid antagonist in its schools, specifically Naloxone for use during emergencies to any student or staff member experiencing a known or suspected opioid overdose regardless of a previous history of opioid abuse. In compliance with school board policy, The District's medical director has issued a non-patient specific order to the school nurse to administer Naloxone on- site.

Administration shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.

Additionally, Administration shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations

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[FJ1]Students carry insulin. The nurse signs off on this.

[FJ3]The nurse should be at bag checks everyday and look at any student medication (insulin, inhaler, etc.) that she approved.

### **MANDATED REPORTING**

Act 299 (Pennsylvania General Assembly - December 30, 1970) amends Act 91 (1967) known as The Child Abuse Law (dealing with gross physical neglect or injury to children under eighteen years of age) as follows:

"Any school nurse whose examination of a child less than eighteen years of age or any school teacher whose observation of a child less than eighteen years of age discloses evidence of gross physical neglect or injury shall immediately report such an incident. Any person who makes or participates in the making of a report shall be immune from any liability."

All concerns of abuse will be reported on the Child Abuse Hot Line (1-800-932-0313). This is the law. All school employees are bound by law to report concerns of neglect or abuse that are brought to their attention.

### **DRESS GUIDELINES FOR STUDENTS**

In an effort to keep the focus on learning and not on dress, the following guidelines are in place.

| <b>Acceptable</b>                                                                                                                         | <b><u>NOT</u> Permitted</b>                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| T-shirts, sweatshirts, sweaters, hoods down                                                                                               | Crop Tops, halter tops, pajamas (this includes tops and/or bottoms) wearing hoods up, and hats                                                                                                       |
| Jeans, sweatpants, dresses, skirts, biker (of fingertip length).<br><br>Any holes above fingertip length with an appropriate under-layer. | Clothes that are excessively short/tight, such as biker shorts and tank tops.<br><br>Clothes with excessive holes.<br><br>Holes in pants, jeans, and shorts that expose skin above fingertip length. |
| Shorts (of fingertip length)                                                                                                              | Clothing or jewelry that refers to tobacco, alcohol, weapons, violence, profanity, gangs, sex or drugs.                                                                                              |
| Tennis Shoes, Sandals, Boots                                                                                                              | House Slippers                                                                                                                                                                                       |

|  |                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------|
|  | Tinted eyewear, visible underwear, ski masks or face coverings (not pertaining to medical concerns) |
|--|-----------------------------------------------------------------------------------------------------|

The final decisions about appropriateness of dress will be made by the building principal. The student will be given the option to choose a change of attire in the RAMS Den or have their parent/guardian contacted to request a supply of clothing to change attire.

### **EMERGENCY SCHOOL CLOSINGS**

When it is necessary to announce a delay in starting time or the cancellation of classes for the day because of an emergency, parents and students should follow the standard procedures.

1. When the decision is made to delay or close, a district wide call will be made on the One-Call System to inform everyone registered to receive a call. In addition, the Superintendent will contact the local Pittsburgh radio and television stations, which begin broadcasting school information at 6:00 AM. This information will also be posted on the Golden Rams website at [www.goldenrams.com](http://www.goldenrams.com). **Please do not call the schools for information.** Listen to KDKA or WPXI or check <http://kdka.com/schoolclosings/> or <http://www.wpxi.com/closings/> for all cancellations or delays.
2. When a two (2) hour delay is announced, students should report to their schools two hours later than usual. On a two-hour delay, morning K-FOUR classes and breakfasts in all buildings are canceled.
3. The decision to delay, close, or dismiss school early is based on the safety and welfare of the students, and requires everyone's cooperation. Parents who would not be at home during such an emergency should arrange for students to report to an alternate safe place.

### **FIELD TRIPS**

As part of the educational program, children may attend field trips supervised by classroom teachers. Students are permitted to participate in field trips only with a completed parent permission form. Field trips are a privilege. Students may lose this privilege if their behavior impedes the safety of the students and/or staff.

### **FIRE AND EMERGENCY DRILLS**

According to the PA School Law, fire or school safety drills shall be conducted periodically, but not less than once monthly. All teachers will communicate fire drill procedures to their classes. When the fire

alarm is given, without exception, the building must be evacuated. Students will exit *quickly* and *quietly* with their teacher in an orderly fashion and meet outside at their assigned area. Emergency drills will be held both on and off site.

## **INSURANCE (STUDENT)**

In the event of medical emergencies, expenses incurred are the responsibility of the parent/guardian. **The responsibility for arranging for any insurance needs lies with the respective student or parents/guardian, not with the school.** A student insurance policy covering school accidents with school day coverage or 24-hour coverage is available for purchase each fall. Application forms are given to all students through homeroom teachers at the beginning of the school year. The application and check are then returned to the student's homeroom teacher in the sealed envelope provided.

Late registrants can acquire an application form during student registration or by calling the company directly. **This insurance does not cover interscholastic sports in any form including practice sessions or travel to and from such activities or practices. Before students are allowed to compete on a school team, they must show proof of insurance coverage.**

All accidents or injuries on school grounds should be reported to the main office and to the nurse. Failure to report any accident or injury may cause insurance coverage to be voided. School insurance claim forms may be picked up in the main office.

**NOTE:** *It is recommended that all students purchase insurance coverage.*

## **LOCKERS**

- Lockers will be assigned to every student for the storage of cell phones, books, supplies and clothing. Each locker is provided with a built-in combination lock. Please keep locker combinations confidential.
- Student lockers are the property of the school district, and may be searched by school officials if there is reasonable suspicion as stipulated in the student rights, discipline, and drug and alcohol policies.
- The school is not responsible for any property stored in the student lockers.

## **LOST AND FOUND**

Lost articles, when found, are taken to the office where they can be claimed by the owner. Each year the school accumulates numerous articles that are not claimed. Please help by labeling all items. All unclaimed items at the end of the school year will be given to a local charity organization.

### **MAKE-UP WORK**

Students are responsible for all assignments missed during an excused absence. The student must contact the teachers and arrange to complete all work within the agreed upon timeline. Parents may request make-up work, by contacting the school counseling office, for absences that extend more than 3 days. Please allow 24 hours to obtain the make-up work from the teachers.

### **METAL DETECTORS**

All bags (including, but not limited to, book bags, sports bags and purses) will be checked at the security tables before entering the school. Students will not be permitted to bring in any open food or drink containers. In order to expedite the security procedures students will be responsible for removing any items from their pockets along with their belts. These items will be placed on the security tables for inspection. All students and visitors must pass through the metal detectors before entering the building.

### **REFUSAL TO BE SEARCHED**

**If a student refuses to be searched for any reason, the student may be subject to consequences in accordance with the Highlands Middle School Discipline code. Upon refusal to be searched, the student will be assumed guilty, and the subsequent discipline will correspond to the appropriate Behavioral Consequence Level for the suspected offense as detailed in this Student Handbook.**

### **PETS ON SCHOOL GROUNDS**

Pets are not permitted on the school grounds or in the middle school building without the consent of the school district. This includes before and after school hours, as students enter the building, and during dismissal

### **PICK UP/DROP OFF**

Students should be dropped off in the morning in the small parking loop. If the child arrives tardy, he/she may be dropped off in the parking lot on the Argonne Drive side of the building. This policy is for your child's safety and to avoid conflict with the buses. When picking up your child at dismissal, please pick him/her up on Broadview Boulevard.

### **PROCESS FOR ADDRESSING COMPLAINTS OR CONCERNS**

A parent or student who has a complaint or concern should first speak directly with the teacher involved. If necessary, the matter may then be brought to the principal. Do not rely on hearsay or "second-hand" information. Parents should make an appointment to ensure adequate time to discuss the problem with the teacher/principal.

The Highlands School District is committed to communication with parents and the community. We believe open lines of communication are essential to the educational process. District staff members will make a concerted effort to respond to inquiries in a timely fashion. Please note that staff members are not permitted to contact parents during instructional time and thereby, will not correspond to you immediately during the school day. In the event of an emergency during the school day, please contact the Main Office. Parents are advised to contact their child's teacher(s) or educator in charge of the class or program via voicemail or email when a question or concern arises. Should your child's teacher(s) not be able to assist in fielding the inquiry or addressing the concern, please follow the Chain of Command below.

The Chain of Command serves as a resource to parents and the community regarding communications with various departments for other concerns or questions.

#### CHAIN OF COMMAND FOR MATTERS INVOLVING:

##### **Attendance**

1. Main Office
2. School Counselor/Nurse
3. Principals

##### **General Information on School Programming**

1. School Website
2. Main Office
3. Principals
4. Assistant Superintendent
5. Superintendent
6. Board of Education

##### **Student Activities**

1. School Website
2. Supervising Staff Member
3. Main Office
4. Athletic/Activities Coordinator
5. Building Principals

##### **Credential Support (Access, Usernames, Passwords for school website, school network, Google Account,**



**Edgenuity)**

1. Classroom Teacher
2. Main Office
3. School counselor
4. Edgenuity Lead Teacher
5. Building Principals
6. Director of Technology
7. Assistant Superintendent
8. Superintendent

**Instruction/Curriculum/Student Progress**

1. Classroom Teacher
2. Building Principals
3. Assistant Superintendent
4. Superintendent
5. Board of Education

**Student Discipline based on Board Policy**

1. Classroom Teacher
2. Dean of Students
3. Building Principals
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**Athletics**

1. Coach
2. Athletic Director
3. Building Principals
4. Assistant Superintendent
5. Superintendent
6. Board of Education

**Facilities/Grounds/Buildings**

1. Director of Facilities 724-226-2400
2. Superintendent
3. Board of Education

**Transportation (busing information, personnel)**

- 1 Main Office
2. Building Principals
3. Director of Transportation - 724-226-2400

4. Superintendent
5. Board of Education

#### **Transportation (Student Concerns)**

1. Main Office
2. Counselor
3. Dean of Students
3. Building Principals
4. Director of Transportation
5. Assistant Superintendent
6. Superintendent
7. Board of Education

#### **Harassment, Intimidation, and Bullying**

1. Safe2Say
2. School Counselor
3. Dean of Students
4. Building Principals
5. Assistant Superintendent
6. Superintendent
7. Board of Education

#### **TECHNOLOGY**

It is a privilege to use technology at Highlands. Highlands School District provides computer systems, software and Internet access for educational use only. Students must abide by the District Acceptable Use Policy and all other District policies and procedures relative to the use of technology in the District. Students are not permitted to tamper with equipment or the network in any way.

Students who do not follow our technology policies will receive consequences, potential loss of technology privileges or charges to fix the technology. **If a student needs to temporarily borrow a Chromebook, their Chromebook must be in possession of the technology department. Students forgetting their Chromebooks at home will not be supplied an additional device. Students/Families who refuse to pay their fees for repaired Chromebooks will have an obligation put on the students account. Failure to pay for the obligation could result in the holding of the student's diploma upon graduation.**

## **VIDEO CAMERAS**

For the purpose of supervision, safety, and security, video cameras and recorders may be used on campus and school buses.

## **VISITORS DURING THE SCHOOL DAY**

For the safety of our students and staff, any parent or visitor to the building MUST provide a valid Driver's License or ID to gain permission to enter the building and obtain an identification badge. Parents who need to speak with a teacher MUST prearrange a meeting as per Board Policy 907.

## **SECTION 2—STUDENT SERVICES AND INSTRUCTIONAL PROGRAMMING**

The goal of Highlands Middle School's instructional program is to equip each child to be an informed, caring and effective citizen. Students in middle school are learning skills to read, foundational writing skills, the acquisition of facts and skills and being an individual learner as well as a *community of learners*. We expect our students to express ideas through speaking and writing, work with mathematical operations, investigate, inquire and collaboratively solve problems. All students are also offered experiences in Art, Music, Physical Education, and Library. Units of instruction in conflict resolution, bully prevention, nutrition education, career education, drug, alcohol, and tobacco awareness are part of the total curriculum.

We use the MTSS (Multi-Tiered System of Support) framework which is a comprehensive system of supports including standards-aligned, culturally responsive and high-quality core instruction, universal screening, flexible grouping, data-based decisions, tiered services and supports and parental engagement. Students will be engaged in individual, small group, corrective, remedial and/or enrichment opportunities. We believe that students learn best when they accept challenging yet achievable goals and are given individualized, constructive feedback. We also believe that a positive emotional climate promotes learning. At Highlands Middle School, the potential of each child is celebrated.

## **STUDENT SERVICES**

The Highlands School District Student Services Department is committed to providing a continuum of services to meet the needs of all students. The Student Services Department can be reached at 724-226-2400 ext. 5650

### **SCHOOL COUNSELING DEPARTMENT**

In partnership with the school community, school counselors deliver a school counseling program to support all Highlands School District students. The School Counselors will assist students in applying academic achievement strategies, practicing interpersonal skills, and planning for college and career readiness.

### **SPECIAL EDUCATION SERVICES**

The Highlands School District offers a full continuum of services. Student's Individual Education Programs (IEP) are developed by their IEP teams, including parents/ guardians and, when appropriate, the student. If you have a question or concern about your child's IEP, please contact their IEP Case Manager. If you believe your child may be eligible, please contact your child's school counselor.

### **GIFTED AND TALENTED EDUCATION**

The Highlands School District recognizes that gifted students have special educational needs that should be met within the context of educating the whole child through a variety of services and options. Students needing Gifted Education receive services based on their Gifted Individualized Education Plan (GIEP). These plans are developed by their GIEP teams, including parents/guardians and, when appropriate, the student. If you have a question or concern about your child's GIEP, please contact their GATE teacher. If you believe your child may be eligible, please contact your child's school counselor.

### **504 SERVICES**

Highlands School District provides eligible students services aligned to their disability-related needs, allowing the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate. If you have questions or concerns or believe your child may be eligible, please contact your child's school counselor.

### **ENGLISH AS A SECOND LANGUAGE**

ESL instruction is available to students with limited proficiency in speaking, listening to, reading, or writing English due to their status as immigrants, refugees, foreign exchange students, or American-born children from non-English speaking homes. Parents of children who may require ESL instruction should alert the registration department when enrolling their child.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

SAP services are available to all Highlands School District students. The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying any issues (including academic problems, emotional/social issues, and alcohol, tobacco, and other drug use/abuse) that pose a barrier to a student's learning and success in school. SAP Teams are a specially trained group of teachers, school counselors, administrators, and a liaison from a local mental health agency. If you believe your child could benefit from these services, please contact your child's counselor.

## **NURSING SERVICE**

Please see the Health Services section of the handbook

## **COMPLIANCE NOTIFICATIONS**

Annual Compliance Notifications include the following and additional notifications that can be found on the District's website.

## **CHILD FIND NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAM**

Each school district and other public agencies in the commonwealth must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents, and describe the parents' rights concerning the confidentiality of information obtained during this process. The content of this notice has been written in English but can be translated into other languages or transcribed to braille. If a person does not understand any of these notices, they should contact Dr. Amber Dean at 724-226-2400 ext. 5651, and request an explanation.

## **IDEA AND CHAPTER 14**

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism/pervasive developmental disorder
- Blindness or visual impairment
- Deafness or hearing impairment
- Developmental delay
- Intellectual Disability
- Multiple disabilities
- Neurological impairment
- Other health impairments
- Physical disability

- Serious emotional disturbance
- Specific learning disability
- Speech or language impairment

If you believe your school-aged child may require special education services and related programs, or a young child (age 3 to school-age) may need early intervention, screening and evaluation processes designed to assess the needs of the child and their eligibility are available to you at no cost upon written request. You may request screening and evaluation, whether your child is enrolled in the District's public-school program or not. Requests for evaluation and screening are to be written to the building principal. Additional information is available on the District's website. Questions and concerns should be addressed to Dr. Amber Dean, 724-226-2440 ext. 5651

### **SECTION 504/CHAPTER 15**

In compliance with state and federal law, the School District will provide to each eligible student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. Additional information is available on the district website. Questions and concerns should be addressed to the Section 504 Coordinator, Dr. Amber Dean, 724-226-2440 ext. 5651.

### **GIFTED EDUCATION AND CHAPTER 16**

Specially designed instruction is provided for students who are identified as intellectually gifted in accordance with Chapter 16 of Title 22 of the Pennsylvania Code. These individuals have demonstrated cognitive and academic performance, which has been determined to be significantly beyond age/grade level norms. After thoroughly evaluating each gifted learner's educational needs, a team of qualified professionals and the parents develop a Gifted Individualized Educational Plan (GIEP). Questions and concerns should be addressed to Dr. Amber Dean at 724-226-2440 ext. 5651.

### **NOTIFICATIONS OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Additional information is available on the district website.

### **NOTIFICATION OF RIGHTS UNDER THE FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

All school records are handled in strict compliance with Federal and State laws and regulations. Additional information is available on the district website.

### **HOMEBOUND INSTRUCTION**

If a student is unable to attend school for a temporary (10 days or more) mental or physical illness or other urgent reason, the parent/ guardian should contact their counselor or administrator and ask for the homebound request form. This form requires input from the treating physician indicating the medical or psychological issue and when the student will return. The District approves Homebound Instruction based on a review of these records. Homebound instruction may not exceed three months unless the District has approval from the Pennsylvania Department of Education.

The school counselor will provide you with the required Physician's Statement and the Physician Input form. For additional information, please contact Dr. Amber Dean at 724-226-2400 ext. 5651

### **TITLE IX INFORMATION**

The Highlands School District does not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information, or other legally protected categories in its educational programs, activities, or employment practices. The announcement of this policy is in accordance with State Law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

The District has established Title IX personnel to respond to concerns and sexual harassment and assault reports promptly. All investigations into sexual harassment and assault reports will be impartial, free of bias and conflicts, and will not prejudice the facts for either side. The District strives to maintain an environment where all students, staff, and the greater community feel safe.

Complaints or questions regarding nondiscrimination in school, classroom, and employment should be referred to the District's Title IX Coordinator, Dr. Cathleen Cubelic- Title IX Compliance Officer, Highlands Administrative Center, PO Box 288, Natrona Heights, PA 15065.

### **STUDENTS EXPERIENCING HOMELESSNESS**

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Highlands School District continues to attempt to identify all children within the District that may be experiencing homelessness. If you believe you know of families or individual students that may qualify for this service, please contact Dr. Cathleen Cubelic, McKinney- Vento Liaison, at 724-226- 2400.

### **SUICIDE AWARENESS AND PREVENTION POLICY**

The Highlands School District recognizes the need to protect its students' health, safety, and welfare, promote healthy development, safeguard against the threat or attempt of suicide among school-aged youth, and address barriers to learning. This policy supports other federal, state, and local efforts to provide youth with prevention education, early identification and intervention, and access to all local

resources to promote health and prevent personal harm or injury. For additional information, please contact Dr. Amber Dean, District Suicide Prevention Coordinator, 724-226-2400, ext. 5651

## **HIGHLANDS SCHOOL DISTRICT ANNUAL NOTICE OF STUDENT SERVICES**

### **[Annual Notification](#)**

#### **HIGHLANDS VIRTUAL ACADEMY (HVA)**

Students may choose to enroll in the Highlands Virtual Academy to learn content with Highlands teachers online. To register for HVA, interested students must attend an orientation along with their parent/guardian.

#### **GRADING SYSTEM**

##### **Grades 5 and 6 Standards Based Grading:**

Standards-based assessment is built on the idea that grades must have meaning, learning expectations are clearly defined, students should have multiple opportunities to demonstrate learning, and academic achievement should be reported separately from non-academic items such as class participation and extra credit. Standards-based assessment allows students to learn at their own pace and understands that not every student will succeed on the first try. Homework and other similar items are treated as practice and part of the learning process. Therefore, students are provided descriptive feedback rather than a “grade” so they may improve their practice.

At Highlands Middle School, students will not receive grades, points, or percentages. Rather, a student’s learning is gauged on their current level of understanding, and application of a particular learning standard. Pennsylvania Department of Education has identified those standards that are critical to student success for each course and grade level. These critical standards form the basis of teacher instruction and student understanding, and application of each standard is assessed based on rubrics and performance level descriptors.

Standards-based assessment is designed to meet students at their current level of knowledge and provide a clear path for how to improve. Students are assessed individually, and provided with multiple ways to demonstrate their knowledge, and with multiple opportunities to do so.



**The following grading scale will be used for grades 7 and 8:**

| Letter Grade | Score        |
|--------------|--------------|
| A            | 90-100       |
| B            | 80-89        |
| C            | 70-79        |
| D            | 60-69        |
| F            | 59 and below |

### **ACADEMIC AWARDS**

Each year, the top academic achievers at the Middle School are recognized at a reception. These students are selected according to their performance in the first three nine-week periods of that year; prior grade point history will not be averaged into the rank.

### **BROWN AND GOLD AWARDS**

Each quarter students achieving the criteria of the Brown and Gold Awards (insert criteria here) will be recognized in front of their grade levels. (Add further detail as desired)

### **HOMEWORK**

The value and purpose of homework is to practice and reinforce skills learned in the classroom. Students will be required to complete homework assignments when assigned. Teachers will acknowledge all homework submitted, and will determine if the quality of the completed assignment is acceptable.

## **INSTRUCTIONAL MATERIALS AND SUPPLIES**

Instructional materials and supplies are provided by the school at no cost to the student. There will be a charge for items that are damaged or lost. The amount will not exceed the cost of the replacement.

## **PROGRESS REPORTS & REPORT CARDS**

Every student enrolled in the Highlands School District will be issued a report card that will be available online through Power School every nine weeks. Student progress may be tracked daily through this site. The aim of the report cards and student progress data is to:

- Inform the parents of the student's progress.
- Help the student to self-appraise.
- Help the teacher to study each student's achievement of the Pennsylvania standards.
- Enable home and school to work together in helping the student.

## **RETENTION IN GRADE**

Grade retention is generally considered a last-resort option. The decision to retain a child must be grounded in the belief that an additional year in a given grade will be in the *child's best interest*. The procedure for recommending retention shall be by a conference of the student's parents and the teachers, principals, and school counselor.

## **BENCHMARK AND STANDARDIZED TESTING**

Testing is an integral part of assessing student achievement and improving teaching methods. It is very important that students are well rested and prepared for these testing situations. Throughout the year, parents are given specific information on the type of test that will be given, the date of the testing, and results by means of letters and calendar publications.

In Pennsylvania, schools are required to give the Pennsylvania System of School Assessment (PSSA) to students in grades 3-8. These tests measure Pennsylvania Common Core State Standards. All students will be assessed annually on the PSSA exam in English Language Arts and in Mathematics. Students in Grade 8 will also be assessed in Science. In addition, all students will take the MAP (Measures of Academic Progress) assessments three times during the year.

## **PHYSICAL EDUCATION/PROPER DRESS**

The middle school program has been structured to provide your child with a wide range of experiences. These activities range from basic skill development to creative movement. All areas within the program provide for a comprehensive foundation of values and learning experiences. Please remember that all clothing should be comfortably loose to allow freedom of movement at all times. Appropriate footwear (no sandals, crocs etc.) is required for students to participate. Each student should be properly dressed

for total activity participation. Dressy and restrictive types of clothing are strongly discouraged, as is excessive jewelry.

### **SECTION 3—STUDENT CODE OF CONDUCT**

Highlands School District promotes a district-wide philosophy supported by procedures and policies that contribute to the promotion of a *RAMS for Life* attitude. We expect our students to be Respectful, Accountable, Motivated and Safe in all school settings and in the community. The administration, teachers and support staff teach students what these behaviors look like, recognize those students who display these behaviors and encourage and support students who struggle. A large portion of this philosophy depends on consistency, communication and cooperation among all stakeholders.

One of the primary goals of Highlands Middle School is to promote constructive and respectful behaviors. The procedures and consequences described in the tables below are designed to modify unacceptable behavior, not to punish. Students will be expected to make appropriate decisions concerning their behaviors. Building principals have the right to address behaviors on a case-by-case basis. The following guidelines serve as a framework for behavior throughout the school.

#### **BULLYING/CYBER BULLYING**

Bullying is a form of aggression where (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties.

We, Highlands Middle School, take this very seriously. Bullying violates a student's rights, and can adversely affect a student's education. **NO FORM OF BULLYING WILL BE PERMITTED AT HIGHLANDS MIDDLE SCHOOL.** Depending upon the severity of the bullying offense, the following consequences may be enacted for a student found to be bullying:

Cyber bullying, or bullying through the use of technologies such as cell phones, networking websites, or email, is a federal crime. Anyone caught cyber bullying may be reported to the local police department in addition to being disciplined through the school.

#### **BUS SAFETY**

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous and cooperative. Students are to ride their assigned bus. Students may not ride another bus without a written request from a parent and signed permission from the Principal, Assistant Principal or Dean of Students.

Student's actions which endanger themselves and others will be addressed with consequences. The bus driver is in complete charge of the bus. Situations that need attention should be reported to the driver

immediately. A student who violates any safety regulation may be deprived of the privilege of school transportation, and/or disciplined.

### **BUS MISBEHAVIOR**

Bus transportation is a privilege. Video recordings of bus runs will be reviewed periodically by building principals to assure the safe and orderly transport of students. Misbehavior on a school bus or van may result in the removal of the student from the vehicle and could result in a disorderly conduct citation for serious offenses. Building principals have the right to address behaviors on a case-by-case basis. The following course of action serves as a framework of consequences. With a bus suspension, parents/guardians must provide transportation to and from school. Absence from school on a day of bus suspensions will result in an illegal absence. Parents / guardians will be notified of bus misbehavior.

| <b>Number of Infractions</b> | <b>Consequence</b>                               |
|------------------------------|--------------------------------------------------|
| First                        | Written Warning                                  |
| Second                       | 3 Day Bus Suspension                             |
| Third                        | 5-10 Day Bus Suspension                          |
| Fourth                       | 45 Day Bus Suspension                            |
| Fifth                        | Removal from bus for the duration of school year |

### **CELL PHONES**

The Highlands School Board authorizes student possession of cell phones and other personal electronic devices, such as calculators, laptop computers, handheld computers, cameras, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not

prohibit bringing these devices to school, the district does not recommend it. Students assume all risks of damage, theft, loss or misuse of such devices. Students may only be permitted to utilize such devices in the classroom with the consent of the teacher. **The cell phone should be off and away during school hours.**

Violations of this policy by a student shall result in the following disciplinary action and confiscation of the item:

| Violation     | Disciplinary Action                                                                                                                                   |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| First         | Phone may be picked up at the end of the school day by the student.                                                                                   |
| Second        | Phone may be picked up at the end of the day and the student will receive a disciplinary consequence (i.e. lunch detention, RRR, detention, ASA etc.) |
| Third or More | Phone must be picked up by a parent/guardian and the student will receive a disciplinary consequence (i.e. detention, RRR, ASA, etc.)                 |

- Students **must** turn off their electronic devices upon entering the building. They must be kept in a book bag/locker.
- Students are prohibited from posting pictures and/or negative comments about other students/staff during school time (this includes the bus ride to and from school) that disrupts the normal function of the school day. Failure to comply with this directive will result in disciplinary action.
- Irresponsible use of cell phone technology and/or electronics will result in disciplinary action and confiscation of the device.

Items may be given to the front office for safe keeping during the school day. Students are responsible for their belongings at all times. The school district is not responsible for any loss or theft of items.

*NOTE: If a student refuses to turn over a prohibited item, he/she will be immediately referred to a principal for disciplinary action.*

### **CAFETERIA EXPECTATIONS**

1. Students will remain in the cafeteria during their assigned lunch period.

2. Students are to remain seated until dismissed by staff at the end of the lunch period.
3. Students should clean up after themselves and ensure that all garbage is placed in the appropriate receptacles before leaving the cafeteria.
4. Students will maintain an appropriate voice level in the cafeteria at all times.

Failure to follow expectations will result in, but not limited to, lunch detention, resource detention, after school detention, after school alternative, or other loss of privileges.

### **CHEATING/PLAGIARISM**

1. Cheating involves giving or receiving unauthorized help by talking, by using written notes, or by any other visual, oral, tactile, or electronic means.
2. Plagiarism is the intentional stealing of words or ideas from someone else and submitting them as one's own work. Plagiarism is a crime: both inside and outside school. The internet "cut and paste" is one example of plagiarism.
3. A zero will be given on the activity, project, or test on which the cheating occurred with no opportunity for make-up work.
4. Teachers will notify the parents and refer students to building administration.
5. A summary of the situation will be handed into the office so it can be placed in the student's discipline file.
6. Students that violate the plagiarism policy will be referred to the Dean of Students for a misconduct violation, and consequences will be issued.

### **CLASS CUTS**

In order for a student to achieve at their highest potential, it is imperative that they attend class regularly. Therefore, choosing not to attend class is irresponsible behavior. Students will not have the opportunity to complete any missed assignments during the period they did not attend.

- 1<sup>st</sup> offense: Students will have a conference with the teacher
- 2<sup>nd</sup> offense: Students will receive a lunch/choice detention
- 3<sup>rd</sup> offense: Students will receive after school detention
  - Students that do not show up for after school detention will receive ASA
- 4<sup>th</sup> offense and greater: Students will receive an ASA, which will require them to stay for three hours after school to make up for the time they have missed in class. A parent meeting may be requested to discuss the behavior and an educational plan for future success.

If a student fails to attend ASA within a given time period, they may be subject to RRR or out of school suspension.

### **DEFIANCE AND LACK OF RESPECT**

Students who fail to respond to adult requests, say “no”, ignore or act out are demonstrating defiance and/or lack of respect.

A teacher, staff member or administrator may assign detention to those students who have made poor conduct choices. Detention is after school from 3:00 to 4:00 p.m., Mondays through Thursdays. The student will be given a date to fulfill their detention. If this is not completed on the assigned date, the student will be given in-school consequences and loss of potential extra-curricular privileges. A student who owes a detention is not eligible to participate in school activities. Parents will be notified of all offenses.

### **DRUG AND ALCOHOL POLICY**

The Highlands School District recognizes its responsibility to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by students.

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 Highlands School District will work to combat the problems associated with substance abuse that permeates our society.

\*See Appendices

### **FIGHTING/PHYSICAL ALTERCATION/ASSAULT**

A physical altercation is an unsafe physical act such as pushing, kicking or shoving. A **fight occurs when two or more students are involved** in hitting, punching, kicking, or other aggressive actions. If a child chooses to retaliate, he/she has chosen to participate in the fight.

An **assault** is defined as a violent physical or verbal attack intended to injure another person. The difference between an assault and a fight is that in an assault, **the victim does not participate or retaliate**. When an assault occurs, the police may be called, a citation may be issued, and the student may be arrested. In addition, the student will receive an out of school suspension and will have the possibility of expulsion, depending on the severity of the assault.

## **HARASSMENT**

Harassment is “to annoy or torment repeatedly and persistently.” This includes any and all derogatory sexual, racial, and ethnic remarks, and personal intimidation. After a thorough investigation by the school’s administration, students found guilty of harassing other students or staff members will face severe disciplinary actions. **These actions may include, but are not limited to, a restriction from school activities, assigned detention, a suspension from school, a citation for harassment filed with the district justice and a school board expulsion hearing.**

## **LEAVING THE BUILDING**

Leaving the school building without permission is very serious. Police and parents will be notified immediately.

## **OPEN CONTAINER**

1. Students are not permitted to have any open containers in school. Students bringing in beverages that are not sealed must empty or dispose of them upon arrival.
2. Students are permitted to bring refillable water bottles. Upon entry, these bottles must be empty. This includes parent/guardians dropping off items for students.
3. All food and drinks, except water, are only permitted in the cafeteria. Students that bring large bags or boxes of food will have them confiscated. These situations will be dealt with on a case-by-case basis.

## **FOOD DELIVERY**

Highlands School district does not accept delivery of food from outside entities (i.e. pizza, DoorDash, GrubHub, etc.) Any deliveries will be declined and they will not be reimbursed.

## **INAPPROPRIATE LANGUAGE**

The use of profanity and/or abusive or inappropriate language will not be tolerated. Profanity involves vulgar speech and/or actions. Abusive language involves ethnic, religious, racial and/or sexual slurs. Inappropriate language includes substitute curse words and put downs.



## **SUSPENSION**

Out of school suspension is a **severe** disciplinary consequence in which a student is released to a parent/guardian for a designated period of time. During this time, the student must remain at home during school hours. A student on suspension is not permitted to participate in extracurricular activities. In addition, when a student is suspended and a parent/guardian has been contacted, they must pick up the student at the school ASAP.

When students are suspended from school, they may not attend any school function or activity. Students who attend a function or event during the course of their suspension will have their suspension extended and may receive a citation for trespassing. This also applies to suspension that stretches over a weekend and would include school events that would occur on a Friday, Saturday, and/or Sunday.

## **SUSPENSION WHEN SCHOOL IS CANCELED**

If a suspension falls on a day that school is canceled for some reason, such as a snow day, that day **WILL NOT** count as a suspension day. The suspension will be continued to the next day that school is in session. For example, if the suspension falls on a Tuesday and school is canceled that day due to snow, the suspension will be moved to Wednesday. Thus, the suspended student should not return to school on Wednesday, but would return to school on Thursday.

## **TARDY TO CLASS**

Students are considered tardy if they arrive to class after the teacher has begun with no pass. After three tardies, students will earn a lunch detention/choice detention and a phone call home. Teachers will work with parents and students with chronic tardy concerns.

## **THEFT**

Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission.

## **THREATS**

Threats are defined as an act or reference to do bodily harm. Threatening another student or staff member verbally or physically is intolerable, and is considered severe in nature.

## **VANDALISM**

Vandalism is the damage and/or defacing of school property. The normal repair and maintenance of school equipment and buildings is a costly item in the school budget. When school property is damaged or destroyed through vandalism, it is inconvenient for students and staff of the affected building and

places an unfair burden on the taxpayer. Parents are financially responsible for the cost of repair or replacement if the damage has been done deliberately.

## **WEAPONS**

The definition of “weapon” includes, but is not limited to, any knife, cutting instrument, cutting tool, martial arts device, brass or metal knuckles, firearm, hand gun, shotgun, rifle, chemical agent (such as mace or pepper spray), explosive device, or any other tool, instrument or implement capable of inflicting injury.

The definition of “firearm” includes firearms of any type which will or may readily be converted to expel a projectile by the action of an explosive, any destructive device, pellet gun, BB gun, or look-alike firearm whether capable of operation, loaded or unloaded.

Students suspected of possessing a weapon are subject to a search of pockets, lockers, coats, book bags, purses, and cars parked on school property. Regulations also permit the use of reasonable force by school officials to obtain a weapon or otherwise dangerous object. If a student resists a search, the local police will be called for assistance.

\*See Appendices

## **CODE OF MISCONDUCT AND RESPONSE STRUCTURE**

The examples provided in this Code of Conduct are not to be construed as limiting the behaviors which may require disciplinary action by school personnel. The following misconduct/response structure includes four levels. **Level I, II, III, and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence, determined by school administration.** Students should avoid the behaviors listed as examples under each level and, instead, exhibit good conduct. Any student found in violation of Board Policy and District rules and regulations will receive appropriate disciplinary action.

| Level I Definition | Examples of Level I Misbehaviors include, but not limited to: | Examples of Disciplinary Actions, but not limited to: |
|--------------------|---------------------------------------------------------------|-------------------------------------------------------|
|                    |                                                               |                                                       |

|                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors are usually handled by individual staff members, but sometimes require the intervention of other school support personnel.</p> | <ul style="list-style-type: none"> <li>● Classroom/school disturbance or disruptive/inappropriate classroom/school behavior</li> <li>● Non-defiant failure to complete or carry out directions</li> <li>● Bringing Bluetooth speakers, cell phones, cameras, and other electronic devices without authorization</li> <li>● Eating outside cafeteria or in unauthorized area(s)</li> <li>● Failing to have or return required forms, books, library books, materials, and equipment</li> <li>● Littering</li> <li>● Loitering</li> <li>● Running or shouting in the halls</li> <li>● Unauthorized presence in the halls or other school areas</li> <li>● Inappropriate display of affection</li> <li>● Unauthorized sale of non-harmful items</li> <li>● Classroom tardiness and first offense class cut</li> <li>● Lying</li> <li>● Name calling</li> <li>● Violation of Dress Code</li> <li>● Inappropriate language</li> </ul> | <ul style="list-style-type: none"> <li>● Private conversation with student</li> <li>● Verbal warning or written reprimand</li> <li>● Special Assignment</li> <li>● Written Assignment</li> <li>● Detention</li> <li>● Denial of privileges</li> <li>● Confiscation</li> <li>● Rams Reflection Room</li> <li>● Isolation in class</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **Level II Behaviors**

| <b>Level II Definition of Behaviors</b> | <b>Examples of Level II Misbehaviors</b> | <b>Examples of Disciplinary Actions,</b> |
|-----------------------------------------|------------------------------------------|------------------------------------------|
|-----------------------------------------|------------------------------------------|------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                  | include, but not limited to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | but not limited to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Frequent or serious misbehavior that disrupts the learning environment of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of administrative personnel level because the execution of Level I disciplinary options has failed to correct the situation.</p> | <ul style="list-style-type: none"> <li>• Extreme Level I misconduct</li> <li>• Continuation of Level I misconduct</li> <li>• Abusive, obscene, or disrespectful language, writing, or gestures</li> <li>• Using forged notes or excuses</li> <li>• Unsafe/disorderly bus conduct</li> <li>• Unsafe/disorderly cafeteria conduct</li> <li>• Violation of school attendance policies (e.g. tardiness; truancy; leaving school property without permission; 2nd offense cutting class; unexcused absence)</li> <li>• Failure to serve detentions within reasonable time</li> <li>• Unauthorized possession or use of school property, facilities, lockers</li> <li>• Hazing</li> <li>• Bullying/Cyberbullying</li> <li>• Plagiarism/Cheating</li> <li>• Misbehavior during field trips or school programs</li> <li>• Open defiance of authority; willful refusal to do as ordered; or any form of insubordination</li> <li>• Repeated violation of dress guidelines</li> <li>• Inappropriate use of electronic devices</li> <li>• Using, installing, or downloading</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Parent/Student/Teacher conference</li> <li>• Behavior Contract</li> <li>• Modified day</li> <li>• Detentions</li> <li>• Denial of privileges/extra-curricular activities</li> <li>• ASA</li> <li>• Rams Reflection Room</li> <li>• Out of school suspension</li> <li>• Confiscation</li> <li>• Temporary removal or permanent removal from bus or area</li> <li>• Restitution of damaged property</li> <li>• Citation</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                           |  |
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|  | unauthorized software<br>(i.e. games, music, etc.) <ul style="list-style-type: none"> <li>• Horseplay (unsafe acts such as pushing, shoving, running, jumping etc.)</li> <li>• Verbal harassment of others</li> <li>• Possession of any article disruptive to the school day</li> <li>• Leaving room without permission</li> <li>• Throwing objects without the intent to harm</li> </ul> |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### **Level III Behaviors**

| <b>Level III Definition of Behaviors</b>                                                                                                                                                                | <b>Examples of Level III Misbehaviors include, but not limited to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Examples of Disciplinary Actions, but not limited to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Frequent or serious misbehaviors that tend to disrupt the learning climate of the school and/or acts directed against persons or properties that endanger the health or safety of others in the school. | <ul style="list-style-type: none"> <li>• Continuation of or extreme Level II misconduct</li> <li>• Vandalism</li> <li>• 3rd offense truancy</li> <li>• Petty theft</li> <li>• Instigation</li> <li>• Fighting</li> <li>• Assault</li> <li>• Minority, ethnic, or racial slurs or intimidation</li> <li>• Trespassing on or in school property when closed</li> <li>• Refusal to leave school property when ordered to do so</li> <li>• Intimidating others</li> <li>• Hazing</li> </ul> | <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• School conference</li> <li>• Detention</li> <li>• Confiscation</li> <li>• Temporary removal from area (i.e. class, cafeteria, etc.)</li> <li>• Rams Reflection Room</li> <li>• Out of school suspension</li> <li>• ASA</li> <li>• Denial of privileges/extra-curricular activities</li> <li>• Temporary removal or full removal from bus</li> <li>• Restitution of property or damages</li> <li>• Referral to police or district magistrate</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Bullying/Cyberbullying</li> <li>• Sexting or any inappropriate material on any electronic or cellular device.</li> <li>• Destruction of the property of others</li> <li>• Lewdness or indecent exposure</li> <li>• Possession or use of tobacco, matches, e-cigarettes, lighters, vapes, vaping material, etc.</li> <li>• Harassment</li> <li>• Sexual harassment</li> <li>• Spitting on individuals or property</li> <li>• Inappropriate use of electronic devices</li> <li>• Throwing objects that can cause harm or damage.</li> <li>• Gross disrespect towards staff member</li> </ul> | <ul style="list-style-type: none"> <li>• Citation</li> </ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|

### **Level IV Behaviors**

| <b>Level IV Definition of Behaviors</b>                                                                                                                        | <b>Examples of Level IV Misbehaviors include, but not limited to:</b>                                                                                                      | <b>Examples of Disciplinary Actions, but not limited to:</b>                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Frequent or serious misbehaviors that tend to disrupt the learning climate of the school. Acts directed against persons or property which could, or do, pose a | <ul style="list-style-type: none"> <li>• Continuation of, or extreme Level III misconduct</li> <li>• Extortion or attempted extortion</li> <li>• Bomb threat or</li> </ul> | <ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Citation</li> <li>• Confiscation</li> <li>• Rams Reflection Room</li> <li>• Out of school suspension</li> </ul> |

|                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>threat to the health, safety or welfare of others in the school.</p> <p>Such acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.</p> | <p>threatening phone calls</p> <ul style="list-style-type: none"> <li>● Possession/use/transfer of dangerous weapons</li> <li>● Fighting</li> <li>● Assault</li> <li>● Lighted or ignited objects</li> <li>● Theft or possession/sale of stolen property</li> <li>● Arson or attempted arson</li> <li>● Hacking, cracking, or tampering with the network/computers</li> <li>● Inappropriate use of electronic devices</li> <li>● Transfer/sale/possession /purchase/procurement /distribution/use or under the influence of unauthorized substances (e.g., drugs, alcohol, or drug paraphernalia)</li> <li>● Possession, sale, or use of firecrackers, cherry bombs, or other fireworks</li> <li>● Disorderly conduct</li> <li>● Unauthorized use of fire alarm or equipment</li> <li>● Other violations of federal, state, or local laws</li> <li>● Terroristic threats</li> <li>● Terroristic acts</li> <li>● Repeated incidents of bullying/cyberbullying</li> <li>● Retaliation against a student for reporting bullying or extortion, or for assisting in an investigation</li> </ul> | <ul style="list-style-type: none"> <li>● Permanent removal from bus</li> <li>● Restitution for damages to or loss of property</li> <li>● ASA</li> <li>● Referral to police or district justice</li> <li>● Referral to outside agency</li> </ul> |
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### **AFTER SCHOOL ALTERNATIVE (ASA)**

The After School Alternative (ASA) program is designed to help students maintain grades and attendance when an Out-of-School suspension is assigned or to prevent an Out-of-School Suspension. The student will

be required to report to the Middle School Office for the ASA session that will run from **3:00 p.m. – 5:30 p.m.** The student will receive all of their school work for that day at ASA. Failure to report to ASA will result in the student being marked as an unexcused absence and further consequence may be issued.

#### *ASA EXPECTATIONS:*

- Students must be in the office by 3:00 p.m. Any student arriving after 3:15 p.m. will be turned away and the student will be marked as an illegal or unexcused absence.
- Students should bring all materials they would for class.
- Students will work for the duration of ASA.
- One 10-minute break will be given at 4:15 p.m.
- All classroom rules apply. In the event a student is asked to leave, the student will be marked as an illegal or unexcused absence.

#### **RAMS REFLECTION ROOM (RRR)**

The RAMS Reflection Room is designed to help students learn socio-emotional skills that will help them make better choices for behavior in the future. In addition to two group lessons with the behavioral specialist, students will work one-on-one with the behavioral specialist twice during the school day in addition to completing their regular assignments.

#### *RRR EXPECTATIONS:*

- Report to the main office at 8:15 a.m. after checking in with their HR teacher.
- Bring books, materials, pencils, and any other needed supplies. Assignments will be collected through the main office for all students assigned to the RRR that day.
- If students are uncooperative in the RRR, additional consequences may be assigned.
- All students with special education services will receive those services in the RRR.
- Students must complete additional RRR assignments and activities as directed. Some documents require a parent signature for validation of the time spent.

#### **DETENTION**

- Detention is held Monday through Thursday from 3:15 p.m. to 4:15 p.m.
- Students will report to the cafeteria at 3:10 to serve their detention.
- Students must have school work to complete, and must work during the entire detention.
- Students who do not follow the rules of detention may earn further disciplinary action.
- Students who skip a detention could receive disciplinary consequences at the discretion of the building administration.



## **SECTION 4—PARENT INVOLVEMENT**

Children do better in school when their family takes an active role in their education. There are many ways for us to look at parent involvement, and at least six different categories of involvement have been encouraged by successful schools. At Highlands, parents are encouraged to become as active as possible including all these levels of involvement:

Parenting Level - Ensuring regular attendance, getting the child to the school bus or to the school building on time, calling to report your child is sick, making certain the child completes homework and assignments, congratulating a child's success, supporting the school's discipline, attending the Back-to-School Night and Teacher Conference days.

Communicating Level - Two-way communication includes home-to-school, sending in an excuse or doctor's excuse when a child has missed a day of school, signing the homework planner each night, calling the child's teacher when there is a concern, returning calls from the school, keeping the Emergency Card up to date with working/current phone numbers and contact information.

Volunteering Level - Joining and/or attending the PTO, participating in the school Parent Advisory Committee (PAC), helping with one of the many school-wide student activities, becoming a weekly classroom or office helper, and reading in classrooms to groups of children.

\*See note below regarding VOLUNTEERING in our schools.

Home Learning Level - Working on the class work or homework papers with your child to assess for yourself what your child knows and is able to do, providing the contact with teachers or tutors to assist your child with academic weaknesses.

Decision Making Level - Become involved at the public meetings and open forums of the District-wide Title I PAC, joining the PTO Board, working with other families to create an Action Plan for your school.

Community Collaboration - Participate in Family Literacy activities at the school and in the Community Library and other locations, help to extend the contacts that our Board of School Directors have developed to involve community partners and local businesses in the education programs.

### **PARENT- TEACHER CONFERENCES**

Parents are able to schedule conferences with teachers and principals any day of the school year by calling the school to make an appointment. In addition, the district has scheduled several

parent-oriented events throughout the year when parents can exchange ideas and get information concerning the schools and their children.

A day in November is scheduled for Parent-Teacher Conference Day, held at all schools in the district. The purpose of this day-long event is to allow parents to become acquainted with all of their children's teachers, and to receive information on student potential, performance and achievement early in the school year.

In addition, Back to School Nights are scheduled in September at each school.

Since time limits at these events prohibit lengthy discussions on serious problems, parents are invited to make appointments in advance to discuss problems at a time convenient for both parties.

### **VOLUNTEERS**

Highlands School District welcomes parents and community members into the District as volunteers. The District believes it is important to include the community in its mission to build foundations for the futures of our students. Many programs, extracurricular activities, events and experiences would not be had if it weren't for the graciousness of volunteers. The District anticipates a cordial relationship with you, as a volunteer, and thanks you for your time and dedication to our youth.

### **QUALIFICATIONS FOR VOLUNTEERS**

- Minimum of 18 years of age, unless volunteer is a high school student in a peer-mentoring position.
- Adhere to all regulations, policies and procedures of the Highlands School District.
- Maintain confidentiality when volunteering within the schools.
- Provide State Criminal Record Check and State Child Abuse clearances, as well as FBI clearance or Arrest/Conviction Form, dependent upon period of time of residency in Pennsylvania. Information about how to obtain the necessary clearances is posted on the school website at [www.goldenrams.com/volunteer](http://www.goldenrams.com/volunteer)

## **APPENDICES: HSD ATTENDANCE POLICY 204**

### **Book Policy Manual**

### **Section 200 Pupils**

### **Title Attendance**

## **Code 204**

### **Status Active**

**Adopted August 21, 2017**

### **Purpose**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

### **Authority**

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

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

### **Definitions**

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[9\]](#)[\[8\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.

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

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency, and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[11\]\[1\]](#)

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

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

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

## **Guidelines**

### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[\[5\]](#)[\[14\]](#)[\[2\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]](#)[\[7\]](#)[\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]](#)[\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[22\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]](#)[\[25\]](#)[\[23\]](#)[\[24\]](#)[\[17\]](#)[\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]](#)[\[15\]](#)

### **Excused/Lawful Absence**

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[6\]\[3\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[6\]\[1\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[\[27\]](#)
10. Non School-sponsored educational tours or trips, if the following conditions are met:[\[6\]\[28\]](#)
  1. The parent/guardian submits a written request for excusal prior to the absence.
  2. The student's participation has been approved by the Superintendent or designee.
  3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[6\]](#)[\[3\]](#)

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

#### Temporary Excusals -

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[17\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[29\]](#)[\[27\]](#)
  1. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  2. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  3. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[20\]](#)

#### Parental Notice of Absence -

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

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

### **Unexcused/Unlawful Absence**

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

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

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

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

Student is Truant - When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

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

The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[30\]](#)

School Attendance Improvement Conference -



District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

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

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[\[31\]](#)

1. Shall refer the student to:
  1. A school-based or community-based attendance improvement program; or

2. The local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

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

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[31\]](#)

#### Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[33][34][36]

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[30\]](#)

### **APPENDICES: HSD ELECTRONIC DEVICE POLICY 237**

#### **Book Policy Manual**

#### **Section 200 Pupils**

#### **Title Electronic Devices**

#### **Code 237**

#### **Status Active**

**Adopted March 21, 2016**

**Last Revised May 15, 2017**

**Last Reviewed April 6, 2017**

#### **Authority**

The Board authorizes student possession of cell phones and other personal electronic devices, such as pagers, calculators, personal digital assistants (PDAs), laptop computers, handheld computers, cameras, MP3 players, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not prohibit bringing these devices, the district does not recommend it.[\[1\]](#)

Owners assume all risks of damage, theft, loss or misuse of such devices.

Students may only be permitted to utilize such devices in the classroom with the consent of the teacher.

Students may not use such devices on school property and school-sponsored activities to access and/or view Internet websites that are otherwise blocked to students at school, such as but not limited to FaceBook, MySpace and YouTube.[9]

The following shall also be prohibited while using such devices on school grounds:[9]

1. Sending and/or displaying offensive messages.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Violating copyright laws.
5. Using another individual's password/access codes.
6. Trespassing in digital files, work or folders.

Cameras of any type shall be prohibited in restrooms, locker rooms, swimming pool areas or during testing shall be prohibited.

The Board prohibits possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[\[2\]](#)

Devices shall be powered off or silenced during the school day, unless otherwise permitted by district procedures, rules and/or regulations. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and shall result in disciplinary action and/or confiscation of the electronic device.[3][6][7]

### **Definition**

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, DVD players, handheld game consoles, mobile phones, tablets, laptops as well as any new technology developed with similar capabilities.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
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.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the Board's electronic device policy by publishing such policy in the student handbook, on the district website and in other publications mailed to addresses on file.

### **Guidelines**

Parents/Guardians and students shall sign the acceptable use waiver acknowledging review of Board policy, register applicable equipment with the district and sign related forms.[9]

Sending text, image, sound, video or files for the purpose of cheating shall be grounds for confiscation and/or inspection of transmitted data.[6]

If a device shall be confiscated, it shall only be released and/or returned to a parent/guardian.

Students may not:[9]

1. Employ the district network for commercial or any non-educational purposes.
2. Intentionally waste resources, such as excessive downloading or creating viruses.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided in a student's individualized education program (IEP) and other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

District staff shall not be authorized to share, distribute or download any content from a student's electronic device.

If the district confiscates a student's device, it shall not be responsible for loss of data or damage to the device.

## **APPENDICES: HSD TOBACCO/NICOTINE POLICY 222**

### **Book Policy Manual**

### **Section 200 Pupils**

### **Title Tobacco/Nicotine**

### **Code 222**

### **Status Active**

### **Adopted January 18, 2016**

### **Last Revised April 15, 2019**

### **Purpose**

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

### **Definitions**

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

### **Authority**

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products 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.[\[1\]\[2\]\[3\]](#)

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, Code of Student Conduct, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[1\]](#)

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

### **Guidelines**

#### **Reporting**



The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[9][10][11]

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[9][12]

#### **Additional Provisions - Tobacco Only**

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[9][10][12][13][14]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.[15]

#### **APPENDICES: HSD WEAPONS POLICY 218.1**

## **Book Policy Manual**

### **Section 200 Pupils**

#### **Title Weapons**

##### **Code 218.1**

##### **Status Active**

**Adopted January 18, 2016**

#### **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.

#### **Definitions**

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 any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and 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.

#### **Authority**

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 or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board 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 and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[10\]](#)

### **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[11\]](#)[\[13\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[16\]](#)[\[10\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[13\]](#)[\[10\]](#)

The Superintendent or designee shall report all incidents regarding expulsion for possession of a weapon to the Department of Education.[\[2\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[17\]](#)[\[18\]](#)

### **Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

## **APPENDICES: HSD CONTROLLED SUBSTANCE/PARAPHERNALIA**

### **POLICY 227**

## **Book Policy Manual**

### **Section 200 Pupils**

#### **Title Controlled Substances/Paraphernalia**

##### **Code 227**

##### **Status Active**

**Adopted January 18, 2016**

#### **Purpose**

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 dedicated to the holistic well-being of each student, the utilization of curriculum, classroom activities, community support and resources, strong and consistent administration and faculty efforts and rehabilitative and disciplinary processes shall enable the schools to strive to prevent abuse of controlled substances.

#### **Definitions**

For purposes of this policy, controlled substances shall include all:[1](#)[2](#)

1. Controlled substances prohibited by federal and state laws.
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. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

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

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

School Property - for the purposes of this policy, shall include not only actual buildings, facilities and grounds on the school campus, but shall also include buses, school bus stops, school parking areas and any facility being used for a school function.

Student Assistance Program (SAP) Team - a multi-disciplinary team comprised of school personnel, teachers, staff, administrators, nurses, guidance counselors, probation officers, etc. The team shall be trained to understand and work on the issues of adolescent chemical use, abuse and dependency, and shall play a primary role in the identification and referral process of students.[27]

### **Authority**

The Board prohibits students from aiding in the procurement, using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity on or off school property, and during the time spent traveling to and from school and to and from school-sponsored activities.[\[5\]\[6\]\[7\]](#)

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[\[14\]](#)

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
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.[\[15\]](#)[\[16\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### **Delegation of Responsibility**

The Superintendent or designee shall:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[\[17\]](#)[\[18\]](#)[\[19\]](#)

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

### **Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][20]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[17][18][21][22][23][13]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[21][24][13]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[18][13]

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

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

### **Anabolic Steroids**



The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. **Bodybuilding** and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[\[25\]](#)

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[\[26\]](#)[\[20\]](#)

### **Reasonable Suspicion/Testing**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.