

# HIGHLANDS HIGH SCHOOL

*Framing the Future*

1500 Pacific Avenue  
Natrona Heights, PA 15065

Phone: 724-226-2400  
Fax: 724-226-9611



STUDENT & PARENT HANDBOOK  
2019-2020



Welcome to the 2019-2020 school year! Highlands High 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 High School. Upon review of this handbook, please sign below and return to the High School office.

The teachers and staff at Highlands High 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,

Shawn Bennis  
Principal

Charlie Mort  
Principal

\*\*\*\*\*

**HIGHLANDS HIGH SCHOOL**

I, \_\_\_\_\_ have read and I understand this student  
(Parent/Guardian Name-Please Print)

handbook for my student, \_\_\_\_\_. I have clarified  
(Student Name-Please Print)

any questions with the teacher or building principal.

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

\_\_\_\_\_  
Date

\_\_\_\_\_



# TABLE OF CONTENTS

Highlands School District Information	Page 1
School-Parent Compact	Page 3
Section 1- School Information and Procedures	Page 7
Section 2- Instructional Program	Page 21
Section 3- Student Code of Conduct	Page 39
Section 4- Parent Involvement	Page 47
Appendices:	Page 49
Student Educational Trip Request	
District Policies	

---

## **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 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 is approximately 2,500 students.

## **HIGHLANDS CENTRAL ADMINISTRATION**

Dr. Monique Mawhinney	Superintendent
Dr. Cathleen Cubelic	Assistant Superintendent
Mrs. Lori Byron	Executive Director of Business Affairs
Ms. Catherine Russo	Coordinator of Curriculum, Instruction, Assessment
Dr. Robert Isherwood & Dr. Anne Rose	Student Service Directors
Mrs. Micalla Micus	School Psychologist
Mr. Michael Losk	Director of Technology
Mr. Jim Pritchard	Director of Food Services
Mr. Drew Karpen	Athletic & Transportation Director
Mrs. Jennifer Goldberg	Communications Coordinator
Mr. Jeff Sheldon	School Police Officer
Mr. Joe Naviglia	School Police Officer
Mr. Chris Reiser	Building & Grounds Supervisor
Mrs. Diane Faix	PIMS Coordinator
Mr. Jonathon Westergom	Technology Analyst

Highlands Administrative Center  
1500 Pacific Ave PO Box 288  
Natrona Heights, PA 15065  
724-226-2400 Fax 724-226-8437

# 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 2019-2020**

Highlands High 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 school year 2019-2020.

### **School Responsibilities**

**Highlands High 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)
- Keystone 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 continually update student progress in *PowerSchool* for parent review, including grades, attendance and comments
- Parents of students moving into Tier III of the MTSS model will be invited to a MTSS Action Plan Meeting



**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.
- Contact the school office to communicate with my child during the school day.
- 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.
- Encourage good reading habits by reading to or with my child.
- Limit 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 excuse when student 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 my work on time.
- Read at least 20 minutes a day outside of school time
- Give to my parent/guardian all notices and information from my school everyday
- Work hard and challenge myself.
- Ask for help and attend Homework Academy when needed.
- Respect myself and others and take responsibility for my behavior.
- Discuss with my parent/guardian what we did in school during the day
- Be prepared for school every day---book bag, HW folder, pencil, etc.

**Highlands High 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.
- 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 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.

# HIGH SCHOOL STAFF DIRECTORY

Name	Phone Ext.	Department	Room #	Name	Phone Ext.	Department	Room #
Shawn Bennis	4111	Principal	Office	Brittany Barch	4114	Secretary	Office
Charlie Mort	4102	Principal	Office	Kim Hines	4104	Counseling Secretary	Office
Becky Bragan	4101	Dean of Students	Office	Patty Sirota	4100	Secretary	Office
Armstrong, Sherry	1107	Math	A107	Mclafferty, Jeff	1201	Science	A201
Ballard, Jason	2104	ISS	B104	Mclaughlin, Christine	5101	Special Ed	F101
Bengel, Todd	2207	Social Studies	B207	Melczak, Autumn	2203	Social Studies	B203
Beresik, Matt	5108	Band	F108	Millburn, John	1109	Special Ed	A109
Beresik, Matt	5118	Band	Office	Mort, Shelly	4109	Nurse	Office
Black, Kathy	5103	Health/ Phys. Ed	F103	Murdock, Jordan	1105	Math	A105
Bonnett, Jamee	1206	Science	A206	Music Lab	5107	Music	F107
Carrarini, Beth	4107	School Counselor	Office	Novak, Joseph	3202	Foreign Language	C202
Colberg, Trina	3206	Foreign Language	C206	Olszewski, Sara	5102	Merakey	F102
Cressler, Shawn	1110	HVA	A110	Proano, Laura	3201	Foreign Language	C201
Debor, Chuck	6102	Health/ Phys. Ed	Gym	Reidmiller, Sandy Dr.	4110	Library	Lib.
Dickerson, Michelle	2205	Social Studies	B205	Santucci, Mike	5204	Tech Ed	F202
Doran, James	1208	Science	A208	Sespico, Matt	1108	Science	A108
Eckenrod, Mindy	1104	Special Ed	A104	Silverman, Scott	1104	Special Ed	A104
Emeloff, Teresa	5202	Art	F202	Skwortz, Marilyn	4106	School Counselor	Office
Foster, Faith	5105	Alt. Ed	F105	Stack, Catherine	1204	Science	A204
Galcik, Jen	1205	Special Ed	A205	Stiff, Matt	5203	Tech Ed	F203
Gurrera, Susie Dr.	4105	School Counselor	Office	Stoczynski, Tyler	2206	Social Studies	B206
Jackson, Caroline	1110	Transition	A110	Taladay, Matt	4203	Science	D203
Johnson, Nathan	2102	English	B102	Taylor, Vicki	1203	Science	A203
Karaica, Jeff	6102	Health/ Phys. Ed	Gym	Thompson, Jordan	2201	Social Studies	B201
Katz, Colleen	2107	English	B107	Toole, Michael	1103	Math	A103
Kirin, Tyler	2202	Social Studies	B202	Valenti, Mike	2204	Special Ed	B204
Kremer, Carolyn	3204	Gate	C204	Vieira, Sara	2101	English	B101
Krynicky, Dan	1102	Math	A102	Wells, Zach	3203	Distributive Ed.	C203
Landsberg, Kurt	2103	English	B103	White, Nicole	1106	Math	A106
Library Desk	4116	Library		Whitesell, Noel	2105	English	B105
Lucchino, Kristen	5104	Health/ Phys. Ed	F104	Wilpula, Ryan	2106	English	B106
Macura, Rich	3205	Special Ed	C205	Yoder, Renae	5201	Art	F201
Malobicky, John Dr.	1202	Science	A202	Zeiler, Michael	5106	Choir Office	F106
Mckay, Jennifer	1101	Math	A101	Zeiler, Michael	5116	Choir Room	F106

## SECTION 1 – SCHOOL INFORMATION AND PROCEDURES

### **ALMA MATER**

Hail to thee, O Highlands High School,  
We with reverence sing thy praise,  
May we ever keep thy memory,  
Bright and true throughout our day.  
Gold and brown and white the colors,  
Of our Alma Mater proud,  
Let our zeal be fervent  
As we sing our glories loud.  
Hail to thee, O Highlands High School,  
We with reverence sing thy praise,  
May we ever keep thy memory,  
Bright and true through all our days.

### **BELL SCHEDULES**

#### **REGULAR BELL SCHEDULE**

<b>First Bell</b>	7:45 am
<b>Homeroom/ Period 1</b>	7:50am- 8:37am
<b>Period 2</b>	8:40am – 9:22am
<b>Period 3</b>	9:22am – 10:07am
<b>Period 4</b>	10:10am – 10:52am
<b>Period 5A</b>	10:55am – 11:19am
<b>Period 5B</b>	11:23am – 11:47am
<b>Period 5c</b>	11:51am – 12:15am
<b>Period 6</b>	12:18am – 1:00pm
<b>Period 7</b>	1:03pm – 1:45pm
<b>Period 8</b>	1:48pm – 2:30pm
<b>Dismissal</b>	<b>2:30 pm</b>

#### **TWO HOUR DELAY BELL SCHEDULE**

<b>First Bell</b>	9:45 am
<b>Homeroom/ Period 3</b>	9:50am – 10:18am
<b>Period 4</b>	10:21am – 11:46am
<b>Period 5A</b>	10:49am – 11:14am
<b>Period 5B</b>	11:17am – 11:42am
<b>Period 5C</b>	11:45am – 12:10pm
<b>Period 6</b>	12:13pm – 12:38pm
<b>Period 7</b>	12:41pm – 1:06pm
<b>Period 8</b>	1:09pm – 1:34pm
<b>Period 1</b>	1:37pm – 2:02pm
<b>Period 2</b>	2:05pm – 2:30pm
<b>Dismissal</b>	<b>2:30pm</b>

#### **PEP ASSEMBLY BELL SCHEDULE**

The schedule through lunch stays the same. The rest is as follows:

<b>Period 6</b>	12:18pm – 12:50pm
<b>Period 7</b>	12:53pm – 1:25pm
<b>Period 8</b>	1:28pm – 2:00pm
<b>Pep Assembly</b>	2:05pm – 2:30pm

## **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 and the program at Highlands is to improve overall student health by providing nutritious, healthy food.

Students who pack their lunch and wish to purchase a milk will have to pay \$0.65. The "My SchoolBucks" accounts will still be used to charge students for such purchases. SchoolBucks balances will carry over from last year. Parents will not need to fill out a Free or Reduced Lunch Application.

This same legislation is the catalyst for improving nutritional guidelines in the Highland's 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 lunch room.

**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 Jim Pritchard, Food Services Director, at 724-226-1000, ext. 6109.

1. A "closed lunch" program is in effect; students may bring their own lunch or receive a free lunch from the school cafeteria, but all students must eat in the cafeteria. Pizza and/or fast food deliveries are not permitted.

## **ATTENDANCE POLICY**

One of the most important items on a student's record is attendance. Good attendance is a habit every student should develop. A student with excessive absenteeism cannot be taught effectively and cannot keep up with the work missed in class. To develop and maintain good attendance habits for all students, Highlands has adopted a strict and effective attendance policy. *The School Laws of Pennsylvania classified all absences as unexcused or illegal except those for the following reasons: illness of the pupil, death in the family, religious, vacation, and "exceptionally urgent reasons" such as quarantine, recovery from an accident, required court attendance, approved family educational trips, educational tours, etc.*

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). When a student is absent, parents are asked to call and notify the school

office by 8:00 AM at 724-226-1000, ext. 4100. If the office is not notified, the school will attempt to contact the homes of students marked absent after morning attendance is checked.

A parent or Guardian **may** be asked to accompany the student to school after the third day of absence for a conference with a principal or a Truancy Elimination Plan (TEP) meeting; a conference **may** also be required for every unexcused absence. A doctor's excuse will be required for absences due to illness in excess of ten days, and for each day of absence and thereafter. A warning letter will be sent after the eighth day of absence.

Parents will be served the first notice of illegal absence as required by state law after three illegal absences. A TEP meeting will be required. Any and all notices served thereafter, during the student's entire period of enrollment in the Highlands School District, shall be considered second notices with issuance of a citation with the district justice. The principal will assign home visits by the attendance officer when necessary.

Students who arrive between 7:45 AM and 9:30 AM will be marked tardy. Any student arriving between 9:30 AM and 11:00 AM will be marked absent for a half day. Students who arrived after 11:00 AM will be given no credit for that day.

Students who leave school before 9:30 AM will be marked absent for the day. Students to leave school between 9:30 AM and 11:00 AM will be marked absent for ½ day and students to leave after 11:00 AM will be given full credit for the day.

Unexcused absences will result in failing grades for daily class work missed; makeup work will not be permitted. Students may also be assigned In-School Suspension for unexcused absences.

Assignments to After-School-Alternative (ASA) and Out-of-School suspensions are considered excused absences and students are permitted to make up missed work.

1. Excuses

Absentees must submit a written excuse signed by a parent/guardian upon returning to school.

A. The excuse must be written to the period 1 teacher. It must include the student's full name, dates and reason for absence, the date the excuse was written, and the signature of the parent or guardian (a student signing for a parent is unacceptable).

B. Excessive absence due to illness will necessitate a letter being sent to the home advising that further absences due to illness must be accompanied by a doctor's excuse.

2. Forgetting an Excuse

If a student does not present an excuse within 3 days, the absence is classified as illegal or unexcused.

3. Illness during School Hours

If a student becomes ill during school hours, the student must follow the Procedure for Release of High School Students—Nurse’s Office. Compliance with this procedure will ensure the safety and well-being of all students.

- a.) If the student is ill, the student must report to the Nurse’s Office. In the nurse’s office, the student can expect the medical official to complete a nursing assessment, determine an appropriate intervention, and, if necessary, contact the parent/guardian.
- b.) If it is determined by the parent and/or school medical official that the student needs to go home, the parent will make arrangements for the retrieval of the student. If the student drove to school, the school nurse will determine if the student is capable of driving home safely; will obtain verbal permission from the parent to permit the student to drive home. Security personnel will also be informed that the student has parental permission to drive home and will be exiting the student parking lot.
- c.) The student will receive a “Nurse’s Office” pass which must be presented to the Main Office at the time of “signing out”. (Neither the school administration nor the main office staff will recognize a “legal” release from the high school, due to illness, without a “Nurse’s Office” pass.
- d.) At all times, the student must remain in the building while waiting for the parent to arrive. The student must only exit through the main office.

**Compliance with this procedure will provide the student with a “medically excused absence”. This information will be documented in the student’s attendance records. Non-compliance with this procedure will result in possible disciplinary consequences and/or receipt of an “unexcused absence.”**

#### 4. Special Excuses (Blue Slips)

- A. Parents and students should make every effort to schedule appointments for special services after school. Administrators and teachers will 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.
  1. 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.**
  2. Parents must phone the school office in advance to verify the written excuse. If presented on the same day of the appointment, the request must be verified by the office before a special excuse can be issued.
  3. Upon approval, a special excuse will then be issued.
  4. The parent/guardian must report to the office when leaving and present the special excuse to the secretary.

5. Students must sign out in the office when leaving and present the special excuse to the secretary.
  6. When the student is returning the same day, he/she must sign in at the main office.
- B. During final exams, no special excuses will be honored. Please plan accordingly.
- C. Special excuses for seniors during graduation practice will not be honored. Please plan accordingly.
- D. Students requesting a special excuse for a visit to a post-secondary school must have a letter from that school with the time and date of appointment stated.
- E. Doctor or dental appointments during the school day are expected to be no longer than two (2) hours in duration except for special circumstances. Also, the doctor/dentist appointment pass must be filled out and signed by the doctor. The completed pass **must** be presented to the office immediately upon returning to school.

**NOTE: NO SPECIAL EXCUSES FOR ANY REASON WILL BE GRANTED THE LAST TWO WEEKS OF THE SCHOOL YEAR.**

## **ATHLETIC PROGRAMS**

The athletic program at Highlands High 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. The athletic program meets the requirements of the Pennsylvania Interscholastic Athletic Association (PIAA).

<b><u>FALL</u></b>	<b><u>WINTER</u></b>	<b><u>SPRING</u></b>
B & G Cross Country	B & G Basketball	Baseball
B & G Soccer	Wrestling	Girls Softball
Football	B & G Swimming	B & G Track
B & G Golf		Boys Tennis
Girls Tennis		
Girls Volleyball		

### **Grade Requirements for Student Participation in Extracurricular Activities**

The following position statement has been developed by the Highlands School District in order to provide our students with an opportunity to: work to their fullest potential, motivate them to be more effective in the classroom, encourage them to 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.

1. The Principal or Assistant Principal will contact the Athletic Director to inform him of students who are failing more than one subject every Friday morning.



2. A student failing more than one subject on any given Friday at the time the eligibility report is generated will be ineligible for one week, beginning the Saturday following the Friday until the next Saturday.

## **BOOKBAGS/BACKPACKS**

Students are permitted to carry standard sized book bags in the high school. These bags will be searched upon entry into the building. Athletic bags will also be searched upon entry into the high school and stored in the main office. Purse sizes are limited to 8 ½ X 11 inches or smaller. All purses will be searched upon entry into the high school. Purses that are larger than 8 ½ X 11 inches may be stored in the main office or the student's locker during the school day.

## **HEALTH SERVICES**

1. The health suite is located on the second floor of the commons. It is under the supervision of the school nurse.
2. The school nurse is normally available for first aid and consultation services every day. Should any student find the health suite closed, he/she should report to the main office.
3. A physical examination, required by school law, will be conducted at the 11<sup>th</sup> grade level.
4. First aid is one of the school health services. It should be emphasized that first aid is immediate temporary care. Beyond such treatment, the student is referred to his/her family for any continuing care. The school nurse does **not** have the authority to diagnose, treat, or prescribe medications for injuries that occur beyond the school hours.
5. The purpose of the health room is to evaluate the condition of children who become ill in school and to give immediate first aid for injuries that occur **during** school hours.
6. Any request to change dressings, rewrap ace bandages, etc. that have been applied by the parent or doctor must be accompanied by a signed note from the parent/guardian, or a written order from the doctor.

## **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 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 teachers, school nurses, and social workers are bound by law to report concerns of neglect or abuse that are brought to their attention.

## **MEDICATION IN SCHOOL**

1. Prescription medication must be presented in the original pharmacy bottle with written permission from the parent/guardian.
2. Non-prescription medications (over-the-counter) must also be presented in the original labeled container with child's name on it and written permission from the parent/guardian, as well as a doctor's note.
3. Unlabeled medications will **not** be given at school.
4. Medications are to be kept in the Nurse's office. Students are not permitted to carry their medications with them throughout the day.
5. 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. Students caught carrying Prescription or Non-prescription medications in the building will receive consequences indicated in the Code of Conduct.

## **INHALERS**

The Pennsylvania Health department has mandated that all students with a diagnosis that requires a prescribed inhaler have the option to carry their inhaler with them at school and self-medicate. Highlands School District will comply with this new regulation, but **before any student is permitted to carry their inhaler and self-medicate at school, they must first meet the following requirements:**

1. Provide a written statement from the parent/guardian requesting the school to comply with the doctor's order.
2. Provide a statement from the parent/guardian acknowledging that the school is not responsible for ensuring that the medication is taken and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. Provide a written statement from the doctor stating:
  - Name of drug
  - Dosage prescribed
  - Times medication is to be taken
  - Length of time medication is prescribed
  - Diagnosis or reason medication is needed
  - Potential serious reaction or side effects of the medication
  - Emergency response
  - If the child is qualified and able to self-administer the medication

No student will be permitted to carry their inhaler nor self-medicate at school until all written requirements have been completed and returned to the nurse. The student must then demonstrate to the nurse that they can responsibly use this medication without the supervision of the nurse. If the need to self-medicate should arise, the student shall inform the nurse, and the use will be documented.

If the parent prefers, the inhaler may continue to be stored in the nurse’s office and administered under the supervision of the school nurse.

## STUDENT DRESS GUIDELINES

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

Acceptable	NOT Permitted
T-shirts, sweatshirts, sweaters, hoods down	Crop Tops, halter tops, pajamas, wearing hoods up, hats
Jeans, sweatpants, dresses, skirts (of fingertip length). Any holes above fingertip length with an appropriate under-layer.	Clothes that are excessively short/tight (fingertip length is appropriate), tank tops. Clothes with excessive holes. 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
	Visible underwear

The final decisions about appropriateness of dress will be made by the building principal. A parent/guardian may be required to supply a change in 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. Forbes Road Career and Technology Center will not be in session.
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.

## **Forbes Road Career & Technology Students**

This pertains to all Forbes Road CTC morning students:

If Highlands High School has a two-hour delay and Forbes is canceled, our busses will pick you up and bring you to Highlands. If Highlands has a one-hour delay, the buses will run one hour later and you will still go to Forbes Road. If Forbes cancels, then obviously, there is no Forbes and our buses will pick you up to bring you to Highlands according to the district schedule. Listen to KDKA or WPXI or check [www.goldenrams.com](http://www.goldenrams.com), <http://kdka.com/schoolclosings/> or <http://www.wpxi.com/closings/> for all cancellations or delays.

## **FIRE AND EMERGENCY DRILLS**

According to the PA School Law, fire 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.

## **BUS EVACUATION DRILLS**

The purpose of school bus evacuation drills is to have the bus driver and each student know exactly what to do in case of an emergency. Emergencies may occur because of fires or accidents, and in every instance the school bus driver will give the evacuation instructions. If the bus driver is unable to carry out his duties, a predesignated student should assume the leadership to carry out the drill. The two evacuation drills are scheduled during the school year by the Director of Transportation.

## **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**

1. Lockers will be assigned to every student for the storage of books and clothing. Each locker is provided with a built-in combination lock. Please keep locker combinations confidential.
2. 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.

## **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 book bags, sports bags and purses will be checked at the security tables before entering the school. 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.

## **OBLIGATIONS**

Students are required to fulfill all obligations annually. Obligations must be current in order to attend Prom or participate in commencement. Legal action may be pursued by the district for unfulfilled obligations.

## **PARKING (STUDENT VEHICLES)**

All students who drive automobiles to school must park only in the parking lot that is adjacent to the swimming pool area. No student will park in the faculty parking area at the end of A-wing or at the rear of the auditorium. Violators will face appropriate disciplinary action by the main office. All cars are to remain in the parking area during the hour's school is in session. The speed limit for all vehicles on school property will be 10 miles per hour. Violators will be forbidden to drive their cars onto school property for a period of no less than 2 weeks and up to one school year as determined by administration. If further infractions occur during this time, further disciplinary action will result.

1. Any student vehicle parked on school property during school hours must be registered and display an approved parking sticker. Violators may be towed at the owner's expense.
2. The permit must be displayed on the back of the rear view mirror and must be clearly visible from the front of the vehicle.
3. The cost of a student parking permit is \$10 for each vehicle registered. If you register more than one vehicle, you will still only be assigned one parking space.
4. Parking spaces will be assigned as first come/first served, based on available space. No student spaces will be reserved.
5. Upon arriving in the morning, park and exit the vehicle immediately. **There is no loitering in cars or in the parking lot.** Take all of your books with you. If you must re-enter the lot, get permission from the Assistant Principal or Security staff. Be sure to turn off your lights and to lock the car. Please use the school's trash baskets for the trash from your car.
6. The use of motor vehicles on campus is restricted to coming to school at the beginning of the student's day and to leaving campus at the end of the student's school day. Students are not permitted to be in or near the vehicles during school hours without permission from Administration.
7. Parking privileges may be revoked for any driving violations while on school property such as: speeding, driving in a reckless manner, and driving/parking in an unauthorized area.
8. Any violation may result in a loss of parking privileges, suspension from school, ticket for a moving violation, and/or towing at owner's expense.
9. Any loss in parking privileges will result in the forfeiture of the registration fee. A new permit must be purchased.
10. Lost registration stickers must be replaced by the purchase of a new sticker at the \$5 fee.
11. Placing a registration sticker on a vehicle other than the vehicle to which it is registered will result in loss of parking privileges for one semester and possible towing at owner's expense.

12. Students determined to be “not in good standing” will forfeit parking privileges until reinstated to good standing.
13. Once driving privileges have been suspended, any student who continues to drive and park in school lots without approval will face suspension from school and possible towing at owner’s expense.
14. The school cannot assume responsibility for any theft or damage to automobiles, mopeds, motorcycles, or bicycles. For your protection lock your vehicle. Any student’s vehicle left overnight is not Highlands’ responsibility.

## **PROM GUIDELINES (JUNIOR-SENIOR)**

Guidelines for student attendance at the Junior-Senior Prom have been established by the High School administration.

1. The prom is for Highlands’ 11<sup>th</sup> and 12<sup>th</sup> grade ‘students in good standing.’
2. A Highlands junior or senior may invite another Highlands student in grades 10-12, a student from another school district in grades 10-12, or a person who has graduated from high school within the last 3 years, but has not yet reached the age of 21. No 9<sup>th</sup> grade students are permitted to attend the prom.
3. A student from another school, or a student who has already graduated, must have a Highlands High School Prom form completed or present a letter from the principal of that school which verifies:
  - A. Student was in good standing
  - B. Proof of age
  - C. Year of graduation
  - D. Student’s photograph

## **SCHEDULE CHANGE/COURSE DROP POLICY**

Every effort is made to accurately schedule students in the required and elective courses that fit their educational plans. All schedule changes must be made before August 15<sup>th</sup>. After August 15<sup>th</sup>, the **only** requests for schedule changes that will be honored are those resulting from errors made by the school counseling department, or in the cases where a student opts to take a more challenging course in that curricula. (i.e. A.P. Physics chosen over Physics) Any course dropped after classes begin for the school year will result in a fifty percent grade which will be noted on the transcript.

## **STUDENT IN GOOD STANDING**

Acting in a mature and responsible manner is an important step towards becoming a productive adult in society. At Highlands High School, students are expected to carry themselves in such a manner. A student in good standing reflects an effort towards acquiring this skill. The act of being in good standing is defined as doing what is expected of a student. This would include attending classes, arriving on time, maintaining passing grades, and showing respect to one's peers and instructors. Such a student will have benefits that other students may not receive. Some of these benefits may include but are not limited to: attendance to semi-formal dances, sporting events, college visits, homecoming dance, Senior banquet, awards banquet and the Junior-Senior Prom.

## **STUDENT PUBLICATIONS**

Student publications, such as the Newspaper and the Yearbook, are school sponsored and school controlled. The content is subject to review and approval prior to publication by school administrators.

## **TECHNOLOGY/COMPUTERS**

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 the equipment or the network in any way. Students who do not follow our technology policies may receive a minimum of two-day suspension and/or loss of computer privileges.

## **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. All visitors are required to sign out at the Main Office and return the name tag. Parents who need to speak with a teacher **MUST** prearrange a meeting as per Board Policy 907. Former students may visit any time after 2:30 PM or with an approved appointment.



## **WITHDRAWAL**

When a student is withdrawing from school, it is necessary for the parent or guardian to go to the School Counseling Office to authorize the withdrawal. Withdrawal procedures will include returning all textbooks and materials to teachers who will then complete the necessary withdrawal information. **All obligations must be cleared at this time.**

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

### **STUDENT SERVICES**

When students struggle to make meaningful progress academically, the joy of learning may be lost to frustration. Highlands School District's mission is to provide support for students, staff, families, and community so that students may have successful educational experiences.

Student Services Programs are organized to meet the needs of all students and to support the educational program within each school building.

#### ***Chapter 14 of the PA School Code: Special Education Services***

*It is the policy of the Highlands School District that every child shall be provided with the opportunity for a free and appropriate public education (FAPE). To the maximum extent possible, children with disabilities shall be educated in the most appropriate physical, social, and academic environment available. Children with disabilities shall be, as deemed individually appropriate, included in regular programs, placed in itinerant programs, and/or placed in part-time or full-time special classes as determined by the Individualized Education Plan (IEP) Team.*

After all evaluations are completed, an Evaluation Report will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the student's specified needs. Through the evaluation process, students can be identified with one of the following educational disability categories: Autism; Deaf-Blindness; Orthopedic Impairment; Other Health Impairments; Specific Learning Disability; Speech or Language Impairment; Traumatic Brain Injury; Visual Impairment; Deafness; Emotional Disturbance; Hearing Impairment; Mental Retardation / Intellectual Disability; Multiple Disabilities.

Two criteria must be met in order to be considered eligible for special education services: (1) The student must meet one of the 13 disability categories defined by the Individuals with Disabilities Education Act (IDEA), 2004; (2) The student must need special education; that is, the child requires specifically designed instruction to receive educational benefits.

If a student is found to meet both criteria, then an Individual Education Program (IEP) will be developed for specialized services for the student. The IEP Team will consist of at least; a parent or guardian, the Principal / LEA, the special education teacher, the regular education teacher(s), and the student if age 14 or older. Other members may attend if needed. Special education services can be provided through: Learning support programs; Life skills support programs; Emotional support programs; Speech and language programs; Autistic support programs; Multiple disabilities support programs; Physical support programs; Blind and visually impaired support programs; and Deaf and hearing impaired support programs.

Further information about these procedures may be obtained by calling the Highlands School District Student Services Office at 724-226-2400, ext. 4520.

### ***Chapter 15 of the PA School Code: 504***

A student that does not qualify for special education services under IDEA (federal educational law) still may qualify for services under Section 504 (a civil rights law) if the disability is shown to substantially limit his or her educational performance.

A student with a disability is one who has a physical or mental impairment that substantially limits major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Accommodations often refer to building accessibility, classroom adjustments and curriculum adaptations and may be updated or revised as the need changes.

If you believe that your student might be in need of these services, please contact your child's school counselor for more information about the evaluation process utilized to assist in determining student eligibility.

### ***Chapter 16 of the PA School Code: Gifted Services***

The screening of students for the mentally gifted program begins with a review of the students' achievement and ability tests, grades, learning characteristics, interests and experiences. Teachers, parents, or students in some cases, may initiate this screening process. Students who are referred to the gifted program must pass the district's initial screening process prior to being referred to the School Psychologist for a comprehensive evaluation, which includes individual intelligence and individual academic achievement assessments. The assessment data determines whether the student meets the multiple referral criteria established by the school district and is aligned with Chapter 16 regulations.

If you believe that your student might be in need of gifted support services, please contact the Highlands Student Services Department at 724-226-2400 ext. 4520.

### **School Health Services**

Nursing Services are available in all buildings. Some of the services include dental examinations, health screenings, medical examinations, and medication administration. Health screenings include the following: heights and weights for all grades; Scoliosis screening for grades 6 and 7; annual vision screening for all grades; annual hearing screening for grades K-3, 7, and 11.

School Nurses may administer medications during the school day that enable the student to attend school and to take full advantage of his or her educational program. However, the Board of School Directors shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours, in accordance with the direction of a parent/guardian or family physician, will be permitted only

when: failure to take such medicine would jeopardize the health of the student and the student would not be able to attend school if the medicine were not available during school hours.

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, and it is the parent's responsibility to supply and deliver all medications to be administered during school hours.

The parent/guardian is responsible for the delivery of all medications, required consent form, and medication order to the school health personnel. Students are not permitted to carry or possess any medications while in attendance of the Highlands School District Schools.

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 and for possession and use of emergency medications.

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.

### ***Services for homelessness***

The district provides services to students and families experiencing ***homelessness***. Federal guidelines, as set forth in No Child Left Behind Act of 2001 and reauthorized by the Every Student Succeeds Act of 2016, require that school districts identify children who are homeless. The federal mandate, and the intention of Highlands School District, is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school supplies/materials, with tutoring, and with transportation so that they can remain in their school of origin (the school where they were attending when they became homeless.)

*If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school.*

If you are a student and you are 'couch-surfing' with friends or do not have a place to stay that is adequate (has heat, water, food, a bed, a bathroom, etc.), you may qualify for support. Please talk to your school counselor or principal.

### ***School Counseling Services***

School Counselors play in integral part of the school program. Counselors focus their efforts toward helping students make appropriate choices and providing practical help with everyday problems. The counselors nurture and encourage the growth of each student.

The counselors work closely with the administrators, teachers, and support staff to enhance the learning and development of all students socially as well as academically. Every student is seen as often as possible during the school year for personal and academic counseling. When necessary, referrals to outside agencies are made.

At all levels, counselors can provide the following services: orientation; academic counseling; crisis counseling; career exposure / counseling. At the high school, school counselors can provide guidance toward college and /or career goals. The high school counselors can also provide resources regarding financial aid available from outside funding agencies and institutions.

### ***School-Based Outpatient Counseling Services***

An outside mental health provider offers mental health services, from licensed therapists, to children and adolescents in partnership with the school district in the form of a school-based outpatient counseling program. The program, which occurs at the school during school hours, provides mental health treatment for children and adolescents who are dealing with emotional and behavioral health challenges. Treatment includes assessment, individualized service planning and family, individual and/or group therapies. Services may also include psychiatric evaluations and medication monitoring.

If you believe that your child might be in need of these services, please contact your school counselor for more information.

### ***Student Assistance Program (SAP) Services***

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 comprised of a specially trained group of teachers, school counselors, administrators, and a liaison from a local mental health agency.

Student assistance is not a treatment program; rather, it is a systematic process using effective, accountable professional techniques to mobilize school resources to remove barriers to learning. When the problem is beyond the scope of the school, staff members will work to assist the parent and the student with information so they may access services in the community.

SAP Services are available to all Highlands School District students. Please contact your school counselor for more information.

## **Highlands School District Alternative Education Program**

The Highlands School District will operate an Alternative Education Program for Disruptive Youth (AEDY) in grades 7 thru 12. This program specifically addresses the needs of students who have difficulty managing their behavior in the traditional classroom setting as a result of conduct problems, emotional dysregulation, impulse control problems and oppositional defiance. The program is designed to provide intense individual academic instruction, behavior modification and support and counseling to assist students in returning to the general education environment within 45 days of initial placement. The program was designed with adherence to the state and federal requirements for alternative education programs. Reasons for referral to the AEDY Program include the following:

- Disregard for school authority including persistent violation of school rules and policies
- Display or use of controlled substance on school property or during school affiliated activities
- Violent or threatening behavior on school property or during school affiliated activities
- Possession of a weapon on school property
- Commission of a criminal act on school property or during school affiliated activities
- Misconduct that would merit expulsion according to school rules and policies

Students who enter into the AEDY Program will undergo an evaluation process that includes a review of existing data related to discipline, school conduct, grades, attendance and standardized test scores. A team of educators including the principal, guidance counselor, alternative education program coordinator, teacher, parent and student will participate in the evaluation process.

### **Program Schedule**

The Alternative Education Program will operate in the Highlands SD High School and include a five (5) day per week schedule. Students will be expected to attend school from 8 AM to 2 PM Monday thru Friday each week and will include a lunch period. The program will operate on the same schedule as the district schedule/calendar. Transportation will be provided for students in the AE program.

Monday thru Friday- 8 AM to 2 PM

### **Academic Program**

The Alternative Education Program will offer students' academic instruction in all of the core academic areas including: Language Arts/Reading, Mathematics, Science and Social Studies. Students will also be provided with instruction in areas such as social skill development, anger replacement training and career counseling. Students will also be provided instruction in health and wellness. Guidance counselors will be available for 2.5 hours per week to provide support for students. Students who require credit recovery will also have access to the Highlands Virtual Academy to complete academic work in a cyber-environment if needed.

### **Positive Behavior Support Program**

One of the significant goals of the AEDY Program is to help students manage and self-regulate their own behaviors and emotions. In order for students to accomplish this goal each student in

the program will have a positive behavior support plan. The PBSP will include specific goals that address the needs of each student as well as positive reinforcement for meeting the goals in the PBSP. The goals will be specific, measurable, attainable, realistic and include a timetable for success (SMART Goals).

If a student continues to struggle during their participation in the AEDY Program, a functional behavioral assessment (FBA) will be conducted. The FBA will be carried out by a trained psychologist or Board Certified Behavior Analyst in which an examination of the antecedents, behaviors and consequences will be completed. The FBA will be done with the intention of informing the team how to better serve the student and what changes to the PBSP may be needed to improve behaviors.

### **Transition Plan**

The goal for each student who is in the AEDY Program will be to return to the general education environment within 45 days of initial placement. The exception will be for students who violate school rules and policies resulting in expulsion (weapons, drugs, criminal behavior, etc.). In these cases, a student may be enrolled in the AEDY program for an entire school year.

Once a student enters into the program, a transition team will meet at day 20 and prior to day 45 to determine if a student is able to transition back to the general education environment. The transition team will include the principal, AEDY program coordinator, guidance counselor, teacher, parent and student. A transition plan will be developed for a student when the team believe progress is being made toward the goals in the student's PBSP. The transition plan will identify a timeline for transition, an attendance

plan if necessary, supports that need to be in place for the student to be successful and personnel responsible for the transition process. Students may transition earlier than 45 days or may extend their placement in AEDY if lack of progress is being made.

### **Special Education and AEDY Programs**

Students with disabilities are referred to an AEDY program by an IEP team decision, or unilaterally removed for weapon and drug violations, and/or inflicting serious bodily injury as mandated by Chapters 14 and 711 and Individuals with Disabilities Education Act (IDEA). The IEP Team reconvenes to discuss the student's special education and related services, including educational placement, annual goals, program modifications, specially designed instruction, and positive behavior supports. The IEP meeting is conducted and must include a special education teacher, regular education teacher, the LEA, the parents, the student (if age 14 or older) and a representative from the AEDY program. The IEP team discusses the reason(s) they are seeking a change in placement to an AEDY program. If the student with a disability meets one or more of the criteria for AEDY and the IEP Team has determined the AEDY program will enable the student with a disability to participate in the general education curriculum and make progress toward the goals of the student's IEP then the LEA will issue a Notice of Recommended Educational Placement/PWN (NOREP/Prior Written Notice) prior to change in placement for disciplinary reasons. The district sends the student's educational records with updated special education/academic records to the AEDY program. The LEA responsible for the student's provision of a free appropriate public education (FAPE) will be responsible for the implementation of the IEP and take the steps necessary to keep the student's IEP, RR, and other special education documents up to date.

### **Complaint Resolution Process**

The AEDY Program has a complaint resolution process as mandated by the PA Department of Education. The process is in place for parents and students who may have concerns with any number of problems including English Language Services, Special Education and/or 504 plan procedures, entering and exiting decisions, discipline, academics and behavioral support. There are two steps to the process. Step one is the filing of a complaint form at the local level with the school district, and step two is the filing of a complaint form with the State AEDY Office. All LEAs and AEDY Programs are required to provide information about the complaint process and forms to parents and guardians, students, and organizations before the student is placed in the AEDY program. The complaint resolution form will be provided to parents upon the start of each meeting.

**Local Level Resolution:** Students, Parents, and others having complaints and concerns regarding AEDY will be required to seek resolution of complaints and concerns via the relevant AEDY Program and/or LEA rather than elevating concerns to PDE in the first instance. If the complaint cannot be resolved at the local level the parent has the right to file a complaint with the PA Department of Education.

**PDE Review:** Students, parents, and others will be provided an opportunity to seek PDE review if a local complaint or concern is not resolved at the local level and/or if students, Parents, or others wish to challenge the local level resolution.

At both the local level resolution and PDE review stages, the complaint process will include providing all interested persons with: the relevant policies for investigation of complaints, including policies regarding interviews and consideration of relevant evidence, as well as possible outcomes of an investigation; timely procedures for responding to the person making the complaint; information about potential means of responding to the complaint; reasonable time frames for response; and information regarding how to determine the status of a complaint.

PDE will notify AEDY stakeholders, including Parents, students, advocates, LEA Coordinators, and AEDY Program Coordinators, about the local level resolution and PDE review process by posting the process on PDE's website in both English and Spanish, and include information that explains how persons who require oral or written translation into a different language can obtain that translation. In addition, PDE will require LEAs and AEDY Programs to notify students, Parents, and others, about the local level resolution and PDE review process in a manner that is accessible to Parents, Parents with disabilities, ELs, and students with disabilities given their language needs and disabilities.

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

Students may choose to enroll in the Highlands Virtual Academy to earn credits toward graduation. To register for HVA, interested students must attend an orientation, along with their parent/guardian. Students enrolled in HVA may also attend Forbes Road Career and Technology School. Full-time and part-time HVA students are responsible for meeting all of Highlands School District graduation requirements in order to earn a diploma.



## **GRADUATION**

In order for a student to receive a high school diploma and to participate in commencement exercises, he/she must complete all of the Highlands School District Board of Directors requirements prior to graduation day.

## **CREDIT EVALUATION**

One credit equals a minimum of 200 minutes of classroom work per week for a period of 36 weeks. Partial units of credit are granted by Highlands School District on the basis of 1/5 credit for each day per week a particular class meets. For example, a class or course which meets 2 periods per week for 36 weeks has a value of 2/5 credit.

## **REQUIREMENTS FOR GRADUATION**

Graduation requirements are based primarily on standards set by the Department of Education and the Highlands School Board of Directors and Administration.

Every student must successfully complete one credit each in English, Math, Science and Social Studies each year.

Currently, the minimum 24.5 credits required for graduation and participation in commencement exercises are:

English	4 credits
Social Studies	4 credits
Science	4 credits
Mathematics	4 credits
Electives	4 credits
PE/Health/Aquatics	2.5 credits
Arts/Humanities	2 credits

## **PERCENTAGE GRADING SYSTEM**

Percentage grades are used for each nine week grading period as well as semester and final averages. This is designed to encourage students to work to their fullest potential and to better prepare our students for post-secondary study. Weighted grades will be reflected in the nine weeks, semester and final averages. The current scale (90, 80, 70, 60) will be used.

If a student receives a failing grade for the final average in a required subject, that course must be repeated. Students who fail subjects can make special arrangements with the school counseling counselor or principal to make them up in summer school depending on course availability. The grade earned in summer school will not replace the failing or otherwise low grade received during the regular school term. Both grades will be entered on the permanent

record and transcript forms with a notation indicating the summer school grade. Both grades are considered in determining class rank.

Students who earn a 96% average or above for **either** of the two semesters will receive an Academic Letter. Students who earn a 96% average or above for **both** semesters of an academic school year will receive a gold pin insert for the Academic Letter.

## **WEIGHTED GRADES AND QUALITY POINT AVERAGE**

In the computation of a student's grade point average, weighted grades will apply to some courses. The percentage earned in all AP courses will be multiplied by 1.1 indicated by an "A" on the report card. The percentage earned in all Honors courses will be multiplied by 1.05 indicated by a "C" on the report card.

## **ACADEMIC AWARDS CELEBRATION**

Each year, the top academic achievers in grades 9 through 12 are recognized at a reception. These students are selected by class rank based only on the previous three nine-week periods of that year; prior grade point history will not be averaged into the rank.

Students who earn the Vocational Education Award are also recognized.

Promote good will throughout the school and volunteer to help at school functions

## **CLASS RANK**

For each semester, the current credits and the quality points from previous years starting with grade 9 are added together to compute the class rank.

## **FINAL GRADE COMPUTATION**

The final grade for a full-year course is computed in the following way:

First nine-weeks	22.5% of final grade
Second nine-weeks	22.5% of final grade
Third nine-weeks	22.5% of final grade
Fourth nine-weeks	22.5% of final grade
Final Exam	10% of final grade

## **GRADE CLASSIFICATION**

Credits required for students to be classified in designated grades:

<u>Grade Level</u>	<u>Credits</u>
Sophomores	5
Juniors	11
Seniors	17
Total for Graduation	24.5

## **HOMEBOUND INSTRUCTION**

If a student anticipates being confined at home because of illness for a period of three weeks or more, the parent or guardian should request a homebound instruction application from the School Counseling Office or Highlands Administration Center. This service is provided by Highlands School District at no cost.

## **HOMEWORK POLICY**

The value and purpose of homework is to be an enrichment activity specifically designed for practice and reinforcement of skills presented in the classroom.

Students will be required to complete homework assignments on a regular basis throughout each week. Teachers will acknowledge all homework submitted, and will determine if the quality of the completed assignment is acceptable.

## **NATIONAL HONOR SOCIETY APPLICATION AND ADMISSIONS**

1. All students who have earned a 93% or better average, as indicated on the computer print-out grade report, will be given an application, instructions, and a deadline date for submission.  
The 93% average for each grade level will be computed as follows:  
Grade 12 – cumulative 7 semesters (grades 9, 10, 11 and 1<sup>st</sup> semester of grade 12)  
Grade 11 – cumulative 5 semesters (grades 9, 10, and 1<sup>st</sup> semester of grade 11)  
Grade 10 – cumulative 3 semesters (grade 9 and 1<sup>st</sup> semester of grade 10)
2. Students who receive the application will be invited to an assembly where National Honor Society regulations and requirements will be explained.
3. These students must complete and return the applications by the deadline; applications will be dated as received.
4. Students submitting applications will be evaluated by the Honor Society advisory committee of faculty members. The Honor Society sponsor may not serve on the committee. The committee will determine which candidates qualify for admission, and will submit the list to the sponsor.

5. The Honor Society sponsor will notify in writing all students who were not accepted for admission prior to posting the list of accepted candidates; after which the list of accepted candidates will be publicly posted.
6. A student who is not accepted as a candidate may submit an appeal to the sponsor. The sponsor may reveal the area(s) in which the student was deficient, but since the teacher ratings are confidential, no rating will be identified.
7. Members must maintain the 93% average to remain in good standing.

**School Activities for National Honor Society Admission:**

Aides (Office, Library, etc.)	Freshman Class Officers	School Newspaper
Art Club	Interact	Ski Club
Athletics	Junior Class Officers	Sophomore Class Officers
Audio-Visual, Stage Crew	Junior Executive Committee	Spring Musical
Cheerleaders	Majorettes	Student Council
Colorguard	Marching Band	Volunteering/Community Service
DECA	SADD	Senior Executive Committee
Drama Club	Senior Class Officers	Yearbook
Fall Play		

**District-Wide Committees:**

Cafeteria Committee	Principal's Advisory Committee
Curriculum Advisory Committee	Superintendent's Advisory Committee
Human Relations Committee	Transportation Committee

**PROGRESS REPORTS-Where Available-And How**

Student progress is available via Power School for all parents of those elementary and secondary students to check on and track current levels, growth and grades in assigned subjects. The reports itemize specific academic weaknesses and strengths, and/or provide parents with the opportunity to schedule a conference with the teacher. Report cards are also available online via Power School during the end of each nine week marking period.

## **ASSESSMENTS (STATE STANDARDS)**

Highlands School District employs two types of testing. The first is the teacher-designed test of specific knowledge and skills taught in the curriculum subject areas. The second is the standardized program of state and national tests. Throughout the year parents are given specific information on the type of test that will be given, the dates of the testing, and the results by means of notices, letter, and calendar publications.

## **TUTORING**

Tutoring is available to any student. Information is available at the Guidance Office.

## **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 serves 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, at Highlands High 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 HIGH SCHOOL.** Depending upon the severity of the bullying offense, the following consequences may be enacted for a student found to be bullying:

- Verbal reprimand, phone call to parent, and the student must sign a bully contract.
- Phone call to parent and one day of in-school-suspension
- Phone call to parent and three-day assignment to ASA and/or out-of-school-suspension
- Phone call to parent, up to a five-day assignment to ASA and/or an out-of-school-suspension, and a citation
- Recommendation for expulsion for violation of school policy

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 Building 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**

Parents may be notified of infractions. Misbehavior on a school bus or van will result in the removal of the student from the vehicle for up to ten days or for the remainder of the school year for more severe or continuing offenses. In severe cases the student will also receive a disorderly conduct citation and be required to appear in front of the district magistrate. Any misbehavior may result in OSS/ASA.

## **CELL PHONES/ELECTRONIC ITEMS**

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. **Otherwise, upon entering the classroom, students are to place all cell phone devices in the specifically assigned area of the room.**

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

<b>Violation</b>	<b>Disciplinary Action</b>
First	Phone may be picked up at the end of the school day by the student.
Second	Phone must be picked up by a parent/guardian.
Third or more	Phone will be kept for the remainder of the semester and/or school year. Any disruption due to these devices will result in disciplinary action

- Students are expected to use all devices responsibly.
- Students are prohibited from making calls or FaceTime’s on their personal devices during the day. Students that need to make phone calls may do so from the office.
- Students are prohibited from wearing headphones at any point during the day.

- 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 or Dean of Students for disciplinary action.

## **CHEATING OR PLAGIARISM**

Cheating involves giving or receiving unauthorized help by talking, by using written notes, or by any other visual, oral, tactile, or electronic means.

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. Internet "cut and paste" is an example of plagiarism.

The following will occur when a student is caught and reported cheating or plagiarizing:

1. An "F" grade on the activity, project, or test on which the cheating occurred with no opportunity for make-up work. Parent notification and referral.
2. A two-week suspension from any extra-curricular activities.
3. First offense – a one-year suspension from meritorious organizations (i.e. National Honor Society) from the date of the infraction. Second offense – permanent expulsion from meritorious organizations. Parental notification and referral.
4. Forfeiture of any meritorious awards (e.g. valedictorian, salutatorian during periods of suspension or expulsion.)

### **NOTE:**

1. The discipline of the student(s) cheating/plagiarizing will be handled by the supervising teacher, the student(s) involved in the cheating/plagiarizing, and the sponsor of the meritorious organization and/or extra-curricular activity, if any.
2. An anecdotal will be handed into the Office so it can be placed in the student's discipline file.
3. Any appeal of a decision made by the aforementioned teachers or student will be referred to the administration.
4. Prompt reporting of student cheating/plagiarizing to the sponsors of meritorious organizations and/or extra-curricular activities is essential.

**NOTE:** *Daily assignments and homework are considered individual assignments and **sharing is cheating**. The above-mentioned policy applies.*



## 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. This choice will result in a suspension, students will be considered illegally absent, and will not have the opportunity to complete any missed assignments during the period they did not attend.

- 1<sup>st</sup> offense - One Day After School Alternative\* (Parent Contact)
- 2<sup>nd</sup> offense - Two Days After School Alternative\* (Parent Contact)
- 3<sup>rd</sup> offense - Three Days After School Alternative\* (Parent Contact) Student will be referred to the Student Assistance Program.

(If student fails to attend within given time period they may be subject to suspension.)

## 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

## 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, placement on the restricted list, assigned to restricted lunch, a suspension from school, a citation for harassment filed with the district justice and a school board expulsion hearing.**

## ELECTRONIC DEVICES

Highlands School Board policy #237 prohibits the possession and/or use of laser pointers and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities. They should be left in your locker or at home.

In addition, the board prohibits possession and use by students of devices that provide wireless, unfiltered connection to the internet are prohibited.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Violations of this policy by a student shall result in disciplinary action and confiscation of the electronic device, in accordance with school district policy:

(Severe violations may be subject to Code of Conduct consequences.)

## **RECORDING ON BUSES POLICY**

**PURPOSE:** The district recognizes the value of using monitoring on school buses to promote the safety for all students and employees and to deter potential discipline problems. The audiovisual recording is an aid to monitor bus behavior, but does not replace discipline policy, the authority of the bus driver or the responsibility of school officials.

**GUIDELINES:** The district supports the use of audiovisual recordings in these specific instances and under the following conditions:

1. The student and parent/guardian are made aware of monitoring through annual notification mailed to home addresses and signs posted on each bus.
2. Audiovisual recordings will be stored for seven (7) days. If no incident is reported within this period, the storage devices can be recycled. If an incident is reported, the record will be retained through the end of the disciplinary matter, including appeals.
3. The date and bus number will be marked on every record.
4. The recording will be used to augment a driver's, administrator's or student's complaint, but will not take the place of reports submitted by bus drivers. Records are therefore not intended for general viewing by students, employees or public, and the Board shall not make tapes available for that purpose. Recordings capturing inappropriate behavior can be used by administrators as evidence at student disciplinary hearings.
5. Building principals will determine the appropriate discipline for violations of the District's student disciplinary policy based on bus driver reports, meeting with the student(s) and parent/guardian(s) and review of the recording. All disciplinary actions will be in accordance with the District transportation policy and the student discipline policy.
6. A request for viewing of the recording may be made by a student's parent/guardian if the students have been recorded and recommended for disciplinary actions. A formal, written request using the "Bus Recording Request" form available at each building office must be submitted to the building principal within three (3) school days of the incident. Only the portion of the recording documenting the alleged misbehavior by that student may be reviewed. The recording may only be viewed in the building administrator's office or the transportation coordinator's office.

## RESTRICTED LIST

Students who are placed on the restricted list will be restricted from special privileges and participating in extracurricular activities until their names are removed. All students on the restricted list will report to the office during school functions (Examples: pep rallies, assemblies, etc...). A student may be placed on the restricted list for:

- being insubordinate towards professional staff, school administrators, or visiting adults during school or at a school function
- fighting on school property or at a school function
- having violated the drug and alcohol policy on school property or at a school function
- making no attempt towards payment of school obligations
- being habitually tardy and/or cutting class
- being absent from school more than 8 times and required to present doctor's excuses upon return to school
- a student can also be placed on the Restricted List as indicated on the Code of Conduct: Disciplinary Action Consequences

A student's name will remain on the restricted list until the principal is convinced that the student has demonstrated acceptable behavior and is making a serious attempt to act in a socially responsible manner at school or during school events.

## TARDY POLICY

### Tardy to School

1. Any Student entering the building after 7:50 AM (Tardy Bell) will be considered Tardy and must report to the front office.
2. A student may be excused for being tardy to school for legitimate reasons (ex. illness) but must be accompanied and signed in by a parent/guardian.
3. A written excuse is required for every instance of tardiness. There is a one-day grace period to hand in an excuse, but after the second day the tardiness is unexcused.
4. Any Tardy to school >5 within one month will result in a referral to the Student Assistance Program and the implementation of a Truancy Elimination Plan.

*Tardy Reports will be reviewed every Thursday*

6. Four unexcused tardy(s) to school is recorded as one unexcused illegal absence.
7. Any Student arriving between the hours of 9:30 AM – 11:00 AM will be considered **Absent** (1/2 Day) from the morning session.
8. Any Student arriving after 11:00 AM will be considered **Absent** for the entire day.

## Tardy to Class

NOTE: Period attendance (Absent / Tardy) must be taken daily.

1. The definition of “Tardy” to class will be determined by each individual teacher’s Classroom Management Plan. However, we will not consider a student tardy to class if another staff member has written a pass for that student to class. Each student will be permitted to enter class late 3 times per semester. (EXCLUDING HALL SWEEPS) For any tardiness over 3, the following consequences will be issued:

- 4<sup>th</sup> Tardy = After School Detention
- 5<sup>th</sup> Tardy = After School Detention
- 6<sup>th</sup> Tardy = 1 Day of In-School Suspension
- 7<sup>th</sup> Tardy = 3 Day of In-School Suspension

*Habitual tardiness will be addressed by the administration and truancy officer*

2. Every four (4) unexcused tardy(s), less than twenty minutes, to a specific class shall be recorded as one (1) absence from that class.
3. Tardiness of twenty (20) minutes or more to class will be considered an unexcused class absence.
4. 12 Unexcused Class Absence per semester equals a Failing Grade. (Semester Course)  
24 Unexcused Class Absence per year equals a Failing Grade. (Year Course)

## TOBACCO

This includes any and all types of tobacco: cigarettes, cigars, pipe tobacco, chewing tobacco (snuff), etc...

\*See Appendices

## VANDALISM

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/guardians are financially responsible for cost of damage if it has been done deliberately by their child.

## **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 Behaviors

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>• In school suspension</li> <li>• Isolation in class</li> </ul>

## Level II Behaviors

<b>Level II Definition of Behaviors</b>	<b>Examples of Level II Misbehaviors Include, but not limited to:</b>	<b>Examples of Disciplinary Actions, but not limited to:</b>
<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 unauthorized</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/extracurricular activities</li> <li>• ASA</li> <li>• In-school suspension</li> <li>• Out of school suspension</li> <li>• Confiscation</li> <li>• Temporary removal or permanent removal from bus or area</li> </ul>

	<p>software (i.e. games, music, etc.)</p> <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**

Level III Definition of Behaviors	Examples of Level III Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
<p>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.</p>	<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> <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> </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>• In-school suspension</li> <li>• Out of school suspension</li> <li>• ASA</li> <li>• Denial of privileges/extracurricular 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> <li>• Citation</li> </ul>



	<ul style="list-style-type: none"> <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>	
--	---	--

**Level IV Behaviors**

Definition of Level IV behaviors	Examples of Level IV Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
<p>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 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 students from school and the possible intervention of law</p>	<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 threatening phone calls</li> <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> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Citation</li> <li>• Confiscation</li> <li>• In-school suspension</li> <li>• Out of school suspension</li> <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 magistrate</li> <li>• Referral to outside agency</li> </ul>

enforcement authorities.	<ul style="list-style-type: none"> <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>	
--------------------------	--	--

## **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. The student will be required to report to the High School Office for the ASA session that will run from 2:45 p.m. – 5:45 p.m. The student will receive all of his/her school work for that day at ASA. Failure to report to ASA will result in the student being marked as an illegal or unexcused absence (dependent upon the student’s age).

### **EXPECTATIONS:**

- A. Students must be in the classroom by 2:45 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.
- B. Students should bring their books for school and be prepared for class.
- C. Students will work for the duration of the class.
- D. One 10-minute break will be given at 4:30 p.m.
- E. All classroom rules apply. In the event a student is asked to leave, the student will be marked as an illegal or unexcused absences

## **IN SCHOOL SUSPENION EXPECTATIONS**

1. Report to In-School Suspension Room at 7:50AM.
2. Bring books, materials, pencils, and any other needed supplies. Assignments will be collected through the main office for all students assigned to ISS.
3. If you report late to In-School Suspension, are uncooperative, or if you break any In-School Suspension rules, additional In-School Suspension time may be added or Out-of-School Suspension/After School Alternative may be assigned.
4. In-School Suspension (ISS) is **not** considered an absence from class.
5. Students must complete additional ISS assignments and activities as directed

## **DETENTION**

1. Detention is held Monday through Thursday from 2:45 PM to 3:45 PM in the High School cafeteria.
2. Report for detention promptly; no one will be admitted after 2:45 PM.
3. You must have school work to complete, and you must work during the entire detention.
4. If any of the above rules are broken, further disciplinary action will result.

## **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, 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

### **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.

## **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.[\[15\]](#)

## **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.[\[2\]](#)

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

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.[\[17\]\[18\]\[21\]\[22\]\[23\]](#)<sup>[13]</sup>

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.[\[21\]\[24\]](#)<sup>[13]</sup>

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.[\[18\]](#)<sup>[13]</sup>

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. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[\[25\]](#)

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.[\[26\]](#)<sup>[20]</sup>

### **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.