

# Freeport Area School District Elementary Handbook



*For parents of students at:*

*Buffalo Elementary*

*South Buffalo Elementary*

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# Directory

## Board of Education

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Mrs. Barbara Toy-Gaydos .....	First Vice President
Dr. Frank C. Prazenica.....	Second Vice President
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## Administration and Supervisory Personnel

Mr. Ian Magness .....	Superintendent
Mr. Larry Robb.....	Director of Programs
Mr. Ryan Manzer.....	Business Manager
Mr. Richard Burns .....	Special Services Coordinator
Mr. Ron Grove.....	Technology Coordinator
Mr. Eric Mailki.....	Supervisor of Buildings and Grounds
Mr. Shawn Stivenson.....	School & Student Events Coordinator/Athletic Director

Central Administration Office  
P.O. Drawer C, Freeport, Pennsylvania 16229  
Telephone Number 724-295-5141

## Building Administration

Mr. Michael Kleckner.....	Principal, High School
Mr. Patrick Scott .....	Assistant Principal, High School

Freeport Area High School  
P.O. Drawer H, Freeport, Pennsylvania 16229  
Telephone Number 724-295-5143 and 724-295-5144

Mr. Donald Dell.....	Principal, Middle School
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Freeport Area Middle School  
629 South Pike Road, Sarver, Pennsylvania, 16055  
Telephone Number 724-295-9020

Mr. Steven Poleski.....	Principal, Buffalo Elementary
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Buffalo Elementary School  
500 Sarver Road, Sarver, Pennsylvania 16055  
Telephone Number 724-353-9577

Mr. Jeffrey Lesko.....	Principal, South Buffalo Elementary
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South Buffalo Elementary School  
562 Freeport Road, Freeport, Pennsylvania 16229  
Telephone Number 724-295-9510

# Administration

A central administrative office is located on Route 356. This houses the offices of the school superintendent, program director and the business manager.

A nine member board composed of school district residents who are elected in locally held elections serves the school and community in overseeing the operation of the schools. This Board of School Directors has the responsibility to provide an education for school age district residents under provisions of the Pennsylvania School Code, the regulations of Pennsylvania State Board of Education, and standards established by the Secretary of Education for the Commonwealth. School Board monthly meetings are held in the Audion (Room 83/Entrance 10) of the High School.

## Buffalo Elementary

Buffalo Elementary School is located on 21.3 acres in a rural area at 500 Sarver Road, Sarver, PA. Access is good, with well developed and paved parking on the grounds. Originally a one story building, it was built in 1936. Buffalo Elementary has been renovated to accommodate 800 students with the addition of a gym, auditorium, science lab, art room, new cafeteria and additional class rooms.

## South Buffalo Elementary

South Buffalo Elementary School is located on 16 acres in a rural area at 562 Freeport Road, Freeport, PA. Good access is available to the school from a main artery and the parking area and play areas are well developed and paved. The one story building was built in 1954 with additions in 1962, 1989, and 2005.

## Public Notices

Public Notices are updated by the Freeport Area School District on an annual basis. The updates for the policies listed below can be accessed on the District website via the following link: [www.freeport.k12.pa.us/notices](http://www.freeport.k12.pa.us/notices).

- Non-Discrimination Policy
- Confidentiality of Student Information
- Family Educational Rights Privacy Act (FERPA) Notice
- Integrated Pest Management
- Protection of Pupil Rights Amendment (PPRA) Notice
- Rights of Parents to Review Teacher Qualifications
- Safe School Environment/Bullying Prevention
- Sexual Harassment Policy
- Asbestos Management Plan Notice
- Special Education Services
- Title IX

# Student Expression

## 1. Purpose

The Board respects the right of students and employees to express themselves in word or symbol and to distribute materials as part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

## 2. Authority

The Board reserves the right to designate and prohibit the kinds of student expression which are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:

- A. Libel any specific person or persons.
- B. Seek to establish the supremacy of a particular religious denomination, sector point of view.
- C. Advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students.
- D. Are obscene or certain material otherwise deemed to be harmful to impressionable students who may receive them.
- E. Incite violence, advocate the use of force or urge the violation of law or school regulations.
- F. Advertise goods or services for the benefit of profit making organizations.
- G. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Superintendent or his designee.

The Board shall require that students who wish to distribute materials submit them for prior review to the building Principal.

# Complaints

Complaints regarding any type of situation involving a child, his teacher, his subjects, his grades, etc., should be directed to the teacher, preferably in person in a conference with the teacher. If the parties involved are not satisfied through such action, the matter should then be directed to the guidance counselor and/or principal. Matters which do not especially involve the above may be directed to the principal. Questions and misunderstandings are frequently satisfactorily handled in these manners. If a solution is not available at the local building level then the complainant has the recourse of contacting the Superintendent of Schools. Written complaints of such magnitude that are not satisfied in communication with the Superintendent can be referred to the School Board for discussion and/or formal hearing.

# Student Health Program

Physical exams are required by law for all students in **Kindergarten** and **grade 6**. Dental exams are required for all students in **Kindergarten** and **grade 3**. These exams can be performed by the school doctor/dentist or may be done privately. We strongly recommend that you have these exams performed by your own doctor/dentist. You will be informed well in advance of the exams and provided the necessary forms.

Every child in grade **K through 12** will have a height, weight, and vision screening done annually. Hearing screening will be given to students in grades **K through 3, 7, and 11**. Those with a history of hearing difficulty will have an annual hearing screening. Scoliosis screening will also be done in grades **6 and 7**. Regarding any of the above services, parents are notified whenever an abnormality is detected. Additionally, all parents are notified by mail of their child's body mass index (BMI) each year.

Any child with a diagnosis of asthma or a severe allergy (i.e., peanut/nut, insect, etc.) is required to complete an action plan annually.

Finally, please inform the school nurse with any new health information (allergies, surgeries, immunizations, medication changes, or new health conditions) throughout the school year.

## Immunization

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance. Please refer to District Policy 203 (Immunization) or our district web site.

## General Health Information

Please notify the school nurse in the event your child contracts a contagious disease. We need to be informed in order to be effective. This includes areas such as head lice, impetigo, and chicken pox. Regarding head lice – Students who have had lice will need to be checked by the school nurse upon return to school following treatment to be certain all nits (eggs) are removed. If nits are present, students will be sent home and denied admission to school until all nits have been removed.

A child should be kept home from school if these symptoms are evident:

1. Temperature elevation (100 degrees or higher)
2. Nausea, vomiting, and abdominal pain
3. Repeated diarrhea
4. Earache (unless he/she is already under a physician's care)
5. Any contagious problem like a suspicious skin rash or a possibility of pink eye (itch, inflammation, and discharge), in addition to known childhood diseases. **Follow your family physician's directions regarding return to school.**
6. Unusual lethargic behavior

Each year all 5th grade boys and girls are shown a film on growth and development by the health instructors.

## Guidelines and Procedures for Administration of Medication

The Freeport Area School board revised our school policy several years ago regarding student medication administration during school hours. **NURSES AND ADMINISTRATORS DO NOT DISPENSE**

**MEDICATION DURING THE SCHOOL DAY.** This includes **ALL** medication (both prescription and over-the-counter drugs.) Therefore, we request that parents advise their physicians and dentists of this policy in order that prescribed medicines can be scheduled for administration before and after school hours. However, if your child is receiving medications at home, which the school should be aware of, please inform the school nurse.

It may be possible in a particularly critical circumstance that a rare exception will have to be made. If a child's Physician/Dentist feels such an exception applies, we request that the parent call the Principal or Nurse **before** delivering any medication to school so that the child's unique situation can be evaluated and appropriate forms completed by the parent and physician.

A parent or designee of the parent is welcome at any time to come to the school to administer medication during the school day. Students are not permitted to carry their own medication unless they have inhalers (for asthma.) Please contact the school nurse if you have any questions regarding this policy.

When exceptions are necessary, in **extremely critical circumstances**, the following guidelines will be followed:

1. All medications required by a student during school hours must be registered in the nurse's office or school office immediately upon arrival at school by the student or the student's parent/legal guardian. The medication must be in a pharmacy labeled container. Exceptions to this procedure must have prior approval by the school nurse.
2. A written order by the prescribing physician will accompany a medication form (available through the nurse's office) signed by the parent. Parents are responsible for informing the school of any changes in their child's medication, health or level of activity.
3. The school nurse is the authorized person who may administer medication.
4. A student may be eligible to self-administer in exceptional circumstances, after evaluation by the school nurse.
5. The principal will designate in writing those persons authorized to administer the medication in the absence of the nurse.
  - a. Parental permission for a school employee to administer medication to a student must be signed by the parent.
  - b. The principal or his/her designee may assist the student in the self-administration of medication by performing the following tasks:
  - c. Reminding the student when to take medication; procuring water for taking oral medications; opening the container/bottle if necessary; and placing the container(s) of medication in close proximity to the student so that it may be reached.
6. The amount of medication stored by the school will be based on the length of time the medication is to be administered and other individual factors when feasible. Medications will be kept locked in the nurse's office.
7. A medication log will be kept for each student receiving medication in the nurse's office.
8. The procedure for the administration of medication for students participating in school-related activities occurring off campus or after school hours will be determined on an individual basis as the situation warrants.

9. Unused medication not claimed by the student, parent or guardian at the close of the school year may be destroyed by the school nurse. When returned or destroyed, the nurse will record the medication, date and amount.
10. Medications that do not comply with the above guidelines and procedures will not be given by school personnel and will be returned to the parent or guardian.

Parents can make arrangements with the school nurse to keep an extra supply of medication at school in the event of a disaster and the school becomes a “shelter-in-place.”

## Emergency Health Information

At the beginning of each school year, parents will be asked to complete a form with telephone numbers for us to call in the event your child becomes sick or injured while he/she is in school. We also will need to know what specific health problems your child has. If health information you or your physician provides on any of the records the school receives is extremely confidential, (not to be shared with school staff), please advise the school nurse. Please provide as much detail and as many phone numbers as possible on the form, including cell numbers of parents (if those phones are kept on during the day). If you prefer, we will follow a particular order with regard to whom we call first, second, etc. Please note that on the Emergency Form. Only those listed can be contacted by the school. If any numbers change during the school year (or you wish to add/remove numbers) please request a new form. The old ones will be destroyed.

We will make every possible attempt to follow your instructions on the emergency form in order to get your child necessary care as quickly as possible. We welcome communication from you regarding your child’s particular health needs. Please feel free to contact the school nurse whenever necessary.

If a student becomes ill when the nurse is not in the building, the student is to report to the office and a secretary or principal will handle the arrangements. **A student is not permitted, under any circumstances, to make his own arrangements for early dismissal.** All calls home and arrangements must be made by a secretary or principal.

## Speech Screening

The District screens designated elementary students for speech difficulties that impede their educational progress. Those designated for speech screening are as follows: all Kindergarten students, all new students entering grades 1-5, and students who are referred to the speech clinician by a teacher.

## Child’s Mental Health Diagnosis and School Staff Notification

There are students attending Freeport Area School District who have mental health issues and/or diagnoses. As a parent/guardian you are encouraged to share any such information with school staff on a need-to-know basis. School employees are restricted by laws specifically mandated to protect such highly sensitive student information. It is our suggestion that you personally consider which information you would like to share

concerning your child and whom you would like to share that information with. It is the parent's responsibility to contact all parties with the relevant information.

Additionally the guidance counselor should be made aware of mental health issues that could possibly impact on your child's school performance and the nurse should be made aware of related medication(s) your child is receiving at home for documentation on his/her health record.

## Education for Homeless Youth

Students who are homeless are eligible for special assistance through the school district. Please inform the building principal immediately so that accommodations can be made.

## Care of School Property

To make our school a nice place in which to live six and one-half hours a day, it should be kept neat and clean by the students. Restrooms, classrooms, and desks should be kept free of pencil marks and litter.

Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

If a textbook is misused or damaged, but is still usable, a partial fee for that book will be assessed. If a textbook or library book is lost or damaged beyond use, it is to be paid for according to the following schedule:

1 year old book	90% of cost price
2 year old book	80% of cost price
3 year old book	70% of cost price
4 year old book	60% of cost price
5 year old book	50% of cost price
6 year old book	40% of cost price
7 year old book	30% of cost price
8 year old book	20% of cost price

\*The minimum cost assessed for a book will be the amount it would cost to have the book rebound.

Any students who intentionally damage school property or books will possibly face legal action as well as restitution.

Report cards may be withheld.

## Assemblies

On occasion, students will report to the All Purpose Room for assemblies. Students are expected to be on their best behavior in the presence of outsiders and also in the presence of our faculty, administrators, and fellow students. Students who display improper conduct will be denied the privilege of attending assemblies

and/or more severe punishment such as detention or suspension. When students accumulate excessive disciplinary infractions, their assembly and field trips privileges will be withdrawn.

## Parties

At the Elementary level, three holiday parties are organized by the Parent Organizations. These celebrations include Halloween, Christmas, and Valentine's Day. Any student who does not participate in school parties due to religious beliefs may be excused, **but not until the time of the party.**

On the day of the Halloween party, no student will be permitted to arrive at school wearing makeup or any part of a costume. Also, no costume accessories such as roller blades, or imitation guns, knives, or sharp objects are permitted.

## Procedures Governing Expulsion and Suspension

The power to exclude a student from school shall be vested in the Freeport Area Board of Education and the Superintendent or Principal. All suspensions or expulsions will be in compliance with the procedures set forth in the Regulations and Guidelines on Students Rights and Responsibilities which became effective September 28, 1974.

**SUSPENSION** shall mean exclusion from school for a period of up to ten days. When a student is on suspension over three days, the parents, if they so do desire, are entitled to an informal hearing within five days of the date of suspensions.

**EXPULSION** shall mean exclusion from school for an offense for a period exceeding ten school days, and may be permanent expulsion from school.

## Suspension Offenses

During the time period in school, on school grounds, or on a school transportation vehicle, students may be suspended for any of, but not limited to the following actions:

1. Fighting
2. Smoking or use of tobacco on school property. (including possession)
3. Indecent acts as defined by the Pennsylvania Penal Code.
4. Use of vulgarity, racial and ethnic slurs, profane language or obscene gestures.
5. Insubordination.
6. Repeated class cutting.
7. Unauthorized leaving of the school grounds.
8. Failure to identify or giving false identification.
9. Willful and persistent tardiness or truancy.
10. Excessive display of affection.
11. Throwing of food or rubbish in the school cafeteria.
12. Creating a disturbance in the classroom, on a school bus or at a school activity.

13. Possession, transfer, or use of alcoholic beverages, drugs, narcotics, or controlled substances including lookalikes.
14. Intent or act of causing bodily harm against pupils or school personnel.
15. Inciting so as to cause a riot.
16. Destruction of school property (plus liability for replacement or repair.)
17. Theft (plus liability for restitution.)
18. Extortion.
19. Hazing.
20. Harassment
21. Persistent incorrigibility and willful violation of school rules.
22. Any action which would disrupt the harmony and good order of the school or interfere with the education of students.
23. Throwing of anything in the halls, classrooms, cafeteria, or any area of the building.
24. Carrying any possession that could create harm to another individual or property (including look alike items.)
25. Violation of Dress Code.

Involvement in any of these actions or any combination of these, may result in suspension or initiation of expulsion procedures. There are two types of suspensions: In-School Suspension and Out-of-School Suspension. Out-of-School Suspension is used for serious violations of the school regulations and also for those students who have been repeatedly assigned In-School Suspension. **The factors of the individual case will determine the recommended action by the disciplinary authority involved.**

STUDENTS SERVING IN-SCHOOL SUSPENSION ARE NOT PERMITTED TO PARTICIPATE IN ANY PERFORMANCES OR ATHLETIC GAMES THAT OCCUR ON THE DAY(S) OF THEIR SUSPENSION. STUDENTS ARE ALSO RESPONSIBLE TO MAKE UP ANY WORK OR TESTS MISSED IN THEIR REGULAR CLASSES WHILE THEY WERE SERVING IN-SCHOOL SUSPENSION. ANY STUDENT SUSPENDED OUT-OF-SCHOOL MAY NOT COME ON SCHOOL PROPERTY OR TAKE PART IN OR ATTEND ANY SCHOOL FUNCTION ON OR OFF SCHOOL PROPERTY DURING THE TIME OF HIS/HER SUSPENSION. THE STUDENT COULD POSSIBLY FACE LEGAL ACTION IF HE/SHE WOULD VIOLATE THIS PROVISION OF OUT-OF-SCHOOL SUSPENSION.

Students who have been suspended Out-of-School are to make arrangements with their teacher to have their assignments sent home to them. The student, while on suspension, is to REMAIN AT HOME during school hours and complete these assignments.

## Transportation

If a parent requests for a child to ride a different bus a request must be submitted in writing and approved by the principal.

### **Student Rules of Conduct Pertain to Everyone Riding School Buses**

- Rule 1 All seats will be assigned by the driver.
- Rule 2 Parents will be responsible for any damage to school buses by students.
- Rule 3 No eating, drinking, or smoking will be permitted on buses.
- Rule 4 Littering or throwing objects of any kind either inside or from buses will not be tolerated.
- Rule 5 Sticking heads, arms, or objects out the windows will not be tolerated.
- Rule 6 Radios of any type are prohibited on buses, State Law.
- Rule 7 Musical instruments shall not be played on buses.

- Rule 8      Obscene gestures or profane/foul language will not be tolerated inside the bus or directed toward people outside.
- Rule 9      Any noisy, rowdy, or inappropriate behavior which tends to distract the attention of the driver or in any way interfere with the safety of any or all passengers on the bus will not be tolerated. Harassing other students or the driver will be grounds for referral for disciplinary action by the appropriate Building Principal.
- Rule 10     Arguing, threatening, pushing/shoving, or fighting by students will not be tolerated within the bus or at bus stops.
- Rule 11     If it is necessary for the principal to refuse transportation to students because of violation of any of the above rules, or other misconduct, it shall be necessary for the parents to meet with the School Principal before the pupil is permitted to ride the bus. No students shall be put off en route. The student is to be delivered to his destination and the matter put in the hands of school authorities.
- Rule 12     No student is permitted to leave the bus while en route to or from school or at a stop other than his own. The only exception to this regulation would be with an approved request from parents to school officials indicating that they desire the student to leave the bus at a different point.
- Rule 13     Students must ride assigned buses and board buses at assigned stops. Violations are to be reported by the drivers to the proper school authorities for taking the steps necessary to alleviate the problem.

## Bus Discipline Policy

### **Step 1**

All bus drivers shall be provided with a set of Bus Disciplinary Referral Forms by the Building Principals.

### **Step 2**

When an infraction warranting disciplinary action occurs, the bus driver will complete and submit one of these forms to the Building Principal. The name of the student(s), date, and infraction will be recorded on the report form.

### **Step 3: First Offense**

The Principal will meet with the student(s) as reported upon completion of the report form filed in the Principal's office. Parental contact will be left to the discretion of the Principal. A copy of the action taken will be sent to the appropriate Bus Contractor for sharing with the Driver.

### **Step 4: Second Offense**

Steps 2 and 3 will be repeated. In addition, the Principal will forward a letter to the parents or guardian of the student(s) stating that their son or daughter has been reported for misconduct on the bus on two separate occasions and the next infraction will involve a three day exclusion from the bus.

### **Step 5: Third Offense**

Steps 2 and 3 will be repeated. In addition, a conference involving the Principal, parents or guardian, student(s), and bus driver will be held. At this conference, the parents or guardian will be informed that the child will be excluded from the bus for a period of three (3) schools days.

### **Step 6: Fourth Offense**

Steps 2, 3 and 5 will be repeated. At the conference, the parent or guardian will be informed that their child will be excluded from the bus for the remainder of the school year.

Any of the above steps may be eliminated in the event that a serious discipline situation should arise.

It will be the parent's responsibility to provide transportation during the period of suspension from the bus.

The Board of Directors supports all bus personnel, administration and faculty in the enforcement of the bus discipline policy.

It should be noted that the right to bypass steps due to circumstances has been reserved for the Administration. Latitude has also been given to treat each case individually based on these same circumstances rather than in a more militaristic manner.

## Personal Property Search

Personal property including handbags, wallets, back packs, gym bags, and lunch boxes on school property or at a school function may be searched. A student's person may also be searched.

If any item(s) is confiscated or removed because it is unauthorized, illegal, or dangerous, the item(s) will be inventoried, the grounds for the inspection will be documented, the student will be given an opportunity to explain the presence of the confiscated or removed item(s), and appropriate disciplinary action will be taken.

Confiscated item(s) may be retained by the school and used as evidence at a formal or informal hearing. These items, if in violation of law, will be turned over to law enforcement officials for further civil action.

## Electronic Devices

Unauthorized use of electronic devices is not permitted by students in school or on a bus at any time.

Electronic devices include but are not limited to recording devices, iPods, cell phones, tablets, laptops, and video games. Accessing the school's internet from personal electronic devices are not permitted at any time.

## Personally Owned Items Policy

The Freeport Area School District will not assume responsibility for personally owned articles that may be lost, stolen or damaged while being transported to or from school, while left on school premises, or used in school sponsored events. Full responsibility and security measures must be assumed by the parties involved in bringing articles to school at their own risk.

## Student Conduct

Students in elementary schools are expected to exemplify the best behavior, and to realize that they are responsible for their behavior. Rules and regulations established by the Board of Education or by building administrators and teachers for local control are formulated for definite purposes and must be obeyed. Violators will be punished and may face suspension from school. The elementary schools are seen as the

place for children to learn the acceptable patterns of school behavior; therefore, disciplinary procedures are generally corrective rather than merely punitive.

## Civil Law Violations

Students whose misconduct on school property or at a school sponsored function that would be a violation of civil law would face legal action through the proper authorities.

Some examples would be the following, but not limited to these actions:

1. Malicious mischief.
2. Property damage.
3. Underage consumption, transfer, or possession of alcoholic beverages.
4. Assault
5. Possession, use or transfer of drugs, narcotics, or controlled substances.
6. False fire claims.
7. Bomb threats.
8. Fraudulent use of a telephone.
9. Terroristic threats.
10. Trespassing.
11. Coming on school property or attending school functions while serving Out-of-School Suspension.
12. Possession or use of fireworks.
13. Fighting.
14. Possession, use, or transfer of tobacco.

## Cafeteria

All students must report to the cafeteria even if they do not plan to eat lunch, and remain there until the end of the period. No student will be permitted to leave the building during the lunch period.

In the elementary schools, cafeteria and milk money is collected on Monday or the first day of the week. Menus are distributed at the beginning of each month indicating what is available in the cafeteria during that month.

A free or reduced price lunch program has been established in our cafeteria system. Application blanks and qualification forms are sent home with each child at the beginning of September and can also be obtained from the office.

Be careful of your manners. The lunch room in school and your behavior at the table should be at least as good as in your home environment. Students carrying their lunch should place their waste paper in the proper receptacles. All food is to be eaten in the cafeteria. Parents should encourage their children to use their very best table manners while at school.

Students who are allergic to milk or can't for some other reason drink milk, may request an alternative beverage if they bring a statement from home stating that the student has a medical reason for not drinking milk. These are to be presented to the Head Cook and will take a few days for processing.

The cafeteria is operated by the Board of Education for your convenience. You may take advantage of its benefits so long as you comply with the following procedures.

1. Take your turn in line.
2. Conduct yourself in an orderly fashion.
3. All food must be eaten in the cafeteria.
4. Return trays and all eating utensils to the proper places.
5. Dispose of refuse by placing it in containers provided for that purpose.
6. Chairs are not to be placed at the ends of the tables, as they block the aisles.
7. No food is allowed to be taken out of the cafeteria.
8. Snacks are to be eaten in the lunch room only.
9. Aggressive behavior will not be tolerated.
10. Loud yelling and screaming is discouraged.

In the elementary schools, students are served through our cafeteria lines using a “point of service” computer system. Each student will have a personalized confidential account which may be accessed by using their student ID number. Each transaction is recorded and either credited or debited to their account. Parents may check their child’s account balance and make payments towards that account anytime online. Any questions concerning this system or your child’s account balance should be directed to each school’s cafeteria or to our Food Service Director at (724)295-5141.

## Arrival and Assembly of Students

Students arriving at school before the tardy bell should assemble in the space provided by individual schools but not before the following designated times:

Buffalo Elementary	8:35 AM.	Homeroom
South Buffalo Elementary	8:35 AM.	Homeroom

This is the earliest time for dropping off students at the elementary schools. School supervision for your child does not begin until 8:35 am unless prior arrangements are made with the school office.

## Early Dismissal

Early dismissal will be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible.

To obtain an early dismissal slip, bring a written note signed by the parent or guardian requesting permission to leave and stating the reason for early dismissal. Children are dismissed from the office.

For your child’s safety and protection, **no student** will be permitted to be dismissed early or to ride a different bus home unless the office receives **written permission from the parent or guardian**.

## Smoking/Tobacco Use

The Board recognizes that smoking presents a health hazard which can make serious consequences both for the smoker and the nonsmoker and is, therefore, of concern to the Board.

For purpose of this Policy, “tobacco use” includes smoking and the use of smokeless tobacco in any form such as a “*a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.*”

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, the Board prohibits possession of cigarettes, cigars, pipes, or other smoking equipment. Also possession of smokeless tobacco in any form, and smoking or use of tobacco by students in school buildings, on school grounds, on school buses, and during any school activity before, during, or after school hours, whether or not on school grounds or in school facilities is prohibited.

The Superintendent shall develop rules and procedures to implement this policy, which include:

- A. Informing all students and staff members of the smoking regulations.
- B. Inclusion of instruction on the potential hazards of the use of tobacco as a part of the health curriculum.
- C. Development of discipline procedures and penalties.
- D. In addition to standard disciplinary action for students, smoking is considered a summary offense. **Students found guilty of violating this policy will be subject to a fine plus court cost** (Act 145 of 1996), or admitted to alternative adjudication.

## Activity Requests

Any school group or organization desiring to hold a function not listed on the school calendar must submit a request in writing through the principal to the Board of Education four weeks in advance of said activity.

No admission charge shall be made for school sponsored events other than sporting events and plays. Band concerts, etc. shall be open to the public, free of any charge or donation.

School sponsored events other than the above for which a charge is desired by the sponsoring group shall be cleared through normal channels.

Students using any open facilities under these conditions are subject to the usual rules of conduct describing acceptable behavior as contained in the handbook. The same restrictions apply to the exchange of illegal substances or items prohibited in School District Policy. Violations will be dealt with accordingly.

## Lost and Found

Students who find lost articles are asked to take them to the office, where they will be claimed by the owner. Lost items will be kept in the office for several weeks, then will be donated.

## Cheating

If a student is caught cheating in any situation, the offenses will be as follows:

- |             |                                       |
|-------------|---------------------------------------|
| 1st offense | letter/teacher phone call             |
| 2nd offense | 1 detention/teacher phone call        |
| 3rd offense | 2 detentions/teacher phone call, etc. |

\*Also, the student will be given a zero on the assignment or test in question.

# District Homework Policy

## Philosophy

The Freeport Area School District believes that homework is an integral part of the educational program. A natural extension of the school-based learning experience, homework activities contribute to learning when they are well planned and assigned with a valid educational objective in mind.

## Objectives

The objectives of homework are:

- To teach good study habits and study skills.
- To teach how to organize time and activities.
- To stimulate initiative and responsibility.
- To create a desire for self-improvement.
- To motivate independent learning.
- To enhance curiosity and creativity.
- To develop a sense of accomplishment.

## Types of Homework

Homework assignments may be classified in four general categories:

**Practice:** This is the most common and simplest category of homework assignment given to help students master specific skills. Practice exercises should be limited to material already presented in class. Practice assignments require little abstract thinking.

**Preparation:** Preparation assignments are given to prepare students for subsequent lessons so that they may gain maximum benefit from upcoming class work.

**Extension:** Extension assignments give the student the opportunity to transfer a skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required.

**Creative:** Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments often require a significantly longer period of time to complete than the other three types.

## The Role of the Teacher

The teacher should:

- Make the purpose of the assignments clear.
- Provide direction that will enable the student to proceed independently.
- Be aware of other demands on the student's time.
- Evaluate/review all homework assigned in a timely and appropriate manner.
- Communicate to the student, at the beginning of the course, the method of evaluation of homework and its impact upon quarterly grades.
- Use homework as a learning tool, not as a disciplinary measure.
- Involve parents as much as possible, particularly as problems arise.

## The Role of the Student

The student should:

- Make sure he/she understands and records the requirements of the assignments – purpose, method of preparation, format to be followed, due date.
- Ask the teacher questions if the assignment is not clearly understood.
- Develop regular and productive habits and schedules for home study.
- Do assignments carefully, neatly and thoroughly and submit them on time.
- Assume the responsibility for completion of individual assignments without constant dependence upon others for help.
- Utilize study helps and available resource materials.
- Use study time efficiently in school and at home.
- Carry out his/her part of any assignment involving the cooperation of one or more classmates

### **The Role of the Parent**

The parent should:

- Exhibit a positive attitude toward homework.
- Provide an environment in which homework assignments can be completed with few distractions.
- Encourage the child to study at a regular time.
- Take the initiative to determine what the teacher requires in terms of homework.
- Show an interest in the nature of the homework assignment.
- Give only that kind of assistance which enables the child to learn HOW to do the assignment – DO NOT do the assignment for the child.
- Assist the child in learning to balance his/her outside activities to allow time for completion of homework assignment.
- Encourage daily independent reading BY the child and set an example FOR the child.
- Monitor the homework activities and products at home. CHECK IT OVER periodically and provide appropriate reinforcement.
- Support the teacher and work together toward mutual understanding and agreement for the child's benefit.

## School Attendance Policy

Students will be expected to be in attendance on all days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as either excused or unexcused/unlawful.

### A. Excused absence

1. Illness of the student, including if a student is dismissed by designated District staff during school hours for health-related reasons
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory
3. Quarantine
4. Family Emergency
5. Recovery from Accident
6. Required Court Attendance
7. Death in Family
8. Participation in a project sponsored by a statewide or countrywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request
9. Observation of a religious holiday observed by a bona fide religious group, upon prior written parental request

10. Non school-sponsored educational tours or trips, if the following conditions are met:
  - a. The parent/guardian submits a written request for excusal prior to the absence via the District's Educational Tour/ Trip form found online on the District website
  - b. The student's participation has been approved by the building principal
  - c. The adult directing and supervising the trip is acceptable to the parents/ guardians and the building principal
  - d. The number of days granted may be limited at the discretion of the building principal
11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.
12. Out-of-school suspensions

B. Unlawful absence

1. An unlawful absence occurs when a student under seventeen years of age misses for a reason that cannot be attributed directly to one of the aforementioned reasons. Unlawful absences are a direct violation of the Pennsylvania School Code.

Procedure:

1. Written excuses should be presented to the homeroom teacher the day the student returns to school. Doctor/medical excuses should be attached to the school excuse. **Failure to produce a school excuse within three days following an absence will result in the absence becoming unlawful regardless of its legitimacy.**
2. Forged excuses will be considered unlawful and subject to school disciplinary action.
3. Make immediate plans to do all makeup work due to absence. It is the student's responsibility to make arrangements with the teacher to do makeup work. Your grades will reflect your absence if you do not get the work made up.
4. On the tenth (10<sup>th</sup>) day of absence a letter will be sent to the parents outlining the school district's policy on attendance. The Principal will hold a conference with the student to discuss the attendance record and implication of further absence.
5. Accrued absences exceeding ten (10) days for the year will be determined unlawful unless covered by a doctor's excuse.
6. On the third day of the unlawful absence a letter will be sent to the parents/guardians notifying them of the possibility of a fine for any future unexcused absences. The parents/guardians will be invited to attend a school attendance improvement conference with school personnel to develop a school attendance improvement plan. If attendance is not improved, additional unexcused absences may result in the filing of a citation(s) with the District Magistrate.

## Truancy and Cutting Classes

Pennsylvania passed a Student Truancy Law (Act 29) effective March, 1996. **Fines for a truancy offense can range from \$5 to \$300 and can also require parents to go to parenting classes or to do community service.**

## Tardiness

If you arrive late for school, you must report to the office for a late slip before going to any other area of the building.

At the Elementary School level, repeated tardiness will result in disciplinary action. Missing the bus, car problems, oversleeping and unexcused personal reasons will not be accepted as legitimate reasons for being tardy.

Student absences and tardiness will be accounted for according to the following guidelines:

- If a student arrives after 8:50 A.M. and before 11:30 A.M., he/she is tardy.
- If a student arrives after 11:30 A.M., he/she is absent one half (1/2) day A.M.
- If a student arrives after 2:00 P.M., he/she is absent a full day.
- If a student leaves after 2:00 P.M., he/she is present a full day.

**THE FOLLOWING ARE APPROVED CONSEQUENCES FOR UNEXCUSED TARDIES:**

**5 Unexcused Tardies = 1 Lunch or Recess Detention**  
**10 Unexcused Tardies = 2 Lunch or Recess Detentions**  
**15 Unexcused Tardies = 1 After-School Detention**  
**20 Unexcused Tardies = 2 After-School Detentions**  
**Above 20 Unexcused Tardies = Administration Recommendation**

## Six-Day Schedule

The elementary students will use a six day schedule. Instead of using the names of the days of the week, the days are designated by the numbers 1 through 6. For example, the first day of school is Tuesday, which is called "Day 1." The next day, Wednesday, is called "Day 2." Thursday will be "Day 3." Friday will be "Day 4." On the following week, Monday will be "Day 5" and Tuesday will be "Day 6." Wednesday the cycle starts over and is "Day 1."

This schedule is used so that the students are given the same number of special area classes (art, computer, library, music, and physical education) during the school year. With this system, special area classes are not affected by school closings.

## Safety Drills

As an important safety precaution, the elementary schools will conduct multiple emergency/ safety drills. These drills take place at regular intervals and include, but are not limited to the following: fire, severe weather, building evacuation, and intruder. It is essential that when the first signal is given, everyone obeys orders promptly and follows established protocol. The principal and teacher in each classroom will give the students proper instructions that must be followed during any type of emergency drill to maximize the safety and welfare of students.

In the case of an actual emergency, parents are reminded not to come to the school, as this may interfere with the actions of emergency responders. The school will notify parents with information and instructions regarding the emergency as soon as possible.

# School Bus Drill

The purpose of school bus evacuation drills is to have the bus driver and each pupil riding in the school bus 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 shall give the evacuation instructions. If the bus driver is unable to carry out his duties, assigned pupils should assume the leadership to do so. Two evacuation drills are scheduled by the school superintendent. These drills are at the beginning of the school term and in the spring of the year. It is for the child's safety and welfare that these drills are held.

# Transportation Notification of Video Monitors

Each school bus will be equipped with a housing unit capable of holding and utilizing a video monitor for student rider surveillance. District administrators and officials shall determine which bus(es) will contain a camera(s). Bus drivers and student riders will not be provided with any knowledge of the presence or absence of cameras. It shall appear as though a camera is present on board and taping at all times and on all days.

# Visitors to Schools

Visits to teachers or students are discouraged during school hours without making prior arrangements with the teacher or principal.

Parents and other persons on official school business must secure authorization from the principal in order to talk to a student. Organizations or groups must secure approval in order to appear on campus. Vendors are not permitted to visit personnel until the end of the day.

The following procedures have been developed for the safety and welfare of our students as well as to maximize their educational opportunities.

Following are guidelines that will be in effect during school hours:

1. All exterior doors will be locked after the staff and students have entered the building.
2. Visitors will be asked to state their name and reason for visit.
3. Visitors must report to the office upon entering the building.
4. Visitors must sign a "Visitors Log" once reporting to the office and will receive a Visitor's Tag.
5. Visitors must return to the office to check out before exiting the building.

Students have the opportunity to visit the school counselor or principal and anonymously report items that may affect the safety and welfare of others or the building.

# Bullying Prevention Program

Bullying is defined as an intentional electronic, written, verbal, or physical act, or a series of acts that are directed at another student or students and occurs in or related to the school settings, is severe, persistent, or pervasive and interferes with a student's education or disrupts the orderly operation of the school. Bullying includes, but is not limited to physical, verbal, psychological or relational, or cyber-bullying. The Freeport Area School District is implementing the Olweus Bullying Prevention Program at the elementary

and junior high levels. Any bullying incident as defined within the School District Policy Manual will be addressed with specific measures outlined by elementary, middle, and secondary level action plans.

## Closing of School Due to Snow or Emergency

If it becomes necessary to close the schools due to extreme weather conditions or other emergency, the following radio stations will be notified and will carry the message as well as district website. The district will also use the Alert Now phone message system to communicate pertinent information. Please do not call the school offices or the radio station.

Television

KDKA TV 2, WTAE-TV 4, and WPXI-TV 11

Radio

KDKA Radio AM 1020, WISR AM 600, WBUT AM 1050, and WLER 97.7 FM

## Snowballing

Throwing of snow balls is not permitted within the school area.

## Hall Passes

Any students in the halls during school time must have a hall pass, which is supplied to every room. The hall pass is for emergency use only. When a student uses a hall pass, he/she is only permitted to go to the nearest restroom or water fountain, to his/her room, or to the area specified on the sign-out sheet and the reason for using the hall pass must be listed. The hall pass does not entitle a student to walk around the building or to go to see a friend in another classroom and interrupt a class to see another student. Students who abuse the privilege of using a hall pass may be denied its use.

## Title I-Reading

The Freeport Area School District offers Title I services and programs to elementary-school aged students. Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to help ensure that all students “have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments” (U.S. Department of Education, 2014). In buildings with 40% or more of the student population defined as economically challenged, LEAs may create Schoolwide Programs and use the funds to meet the needs of all students in the school with programming and curricular upgrades, as determined through a comprehensive needs assessment. In buildings with less than 40% of the student population defined as economically challenged, targeted programs are designed to help specific children, as determined through academic need.

South Buffalo Elementary School qualifies to operate a Schoolwide Title I program, and Buffalo Elementary operates as a Title I “like” program. Both schools provide supplemental reading services as a component of an overall English Language Arts curricular program. For more information about the

Freeport Area School District's Title I programs and services, visit the District website, or contact the School District's Title I Coordinator, Jeffrey S. Lesko, at 724-295-9510 or lesko@freeport.k12.pa.us.

## Student Dress Code Elementary K-5

1. Restrictions on shorts, sweat-suits, sundresses or short sleeves being worn will be determined by the administration.
2. No bare midriff or bare backs, off the shoulder, low cut shirts.
3. Any clothing or jewelry that is distracting to the learning atmosphere or is considered a possible safety hazard should not be worn. Example: long chains, trench coats, excessively baggy or loose clothing, etc. This determination will be left up to the administration.
4. No obscene words or suggestions of alcohol or drugs will be permitted.
5. Hats, caps, and head bands are not permitted to be worn in school.
6. Restriction on apparel not listed will be made at the discretion of the administration.

## Enrollment of Kindergarten and First Grade

The normal entry age of children into kindergarten will be five years of age on or before the first day of September in the year of admission. The normal entry age of children into first grade will be six years of age on or before the first day of September in the year of admission.

A child must be a resident of the Freeport Area School District. The school district reserves the right of assignment for the child. Registration dates are announced in advance. The following information is necessary to register a child in the Freeport Area Schools:

1. Birth Certificate
2. Health record of immunization and childhood diseases
3. Social Security card
4. Emergency phone numbers
5. Proof of Residency

## Recess

Any student who is unable to participate in outside recess due to illness, injury, or cold weather, should present a note from his/her parent or family physician to the homeroom teacher.

## Preparation for School

School is a new adventure for all children. It is the first significant separation from home and a necessary step toward becoming independent and self-confident.

Before the start of school, have your child learn his whole name, his address and his telephone number. When your child enters school, he should be able to tie his shoes, manage his clothes, and use the restroom

without assistance. Also children who ride buses should know where the bus stop is located. He or she should also understand good bus manners.

## Gifts to Students

Gifts such as balloons, candy, or floral arrangements should not be delivered to the students during the school day. If they are delivered to the school, the parent will be called to pick them up. This practice is discouraged.

## School Pictures

Students in grades K-12 will have their pictures taken each year. Parents are given the opportunity to purchase these photos. A notice will be sent home prior to sittings so parents can take full advantage of this opportunity. Parents are not obligated to purchase the school pictures.

## Withdrawal of Privileges

Individual teachers may withdraw privileges extended within the classroom for infractions of rules. Students may be denied school privileges by the building administrator for rule infractions.

Parent/Guardians who are not residents of the FASD will be charged tuition for the period of time in attendance. The child will then be withdrawn from the official roster.

## School Trips

This policy is intended to address issues concerning school trips. Since the Freeport Area School District is concerned for the safety and well-being of its students on school trips or school related trips, the following provisions are to be implemented:

1. When circumstances dictate, the Freeport Area School District reserves the right to cancel or postpone student trips of any nature.
2. Parents still maintain the right to prohibit their children from attending school related or school sponsored trips.
3. Students who are withdrawn from trips by their parents will not be subject to academic and/or extracurricular discipline.

## Field Trips

As part of the educational program, children **may** be taken on field trips supervised by classroom teachers. The merit of field trips involving teachers and students shall be decided upon by the principal and will be

considered only if they provide equal opportunity for all pupils, are of educational value, and are relevant to a course of study. Students will be permitted to participate in field trips only with the written permission of their parents.

## Interim Progress Reports

After review of academic progress halfway through the marking period, parents are notified regarding students who are making a low grade because of a variety of reasons and are issued an interim progress report. The purpose of this report is to make parents aware of the difficulties their child is having and allow time for taking corrective measures by the end of the nine week grading period. Parents should contact teachers and/or counselors immediately upon receipt of an interim progress report.

## Parent-Teacher Organizations

Freeport Area School District encourages and welcomes such organizations. It is only through the cooperation of the home and the school that the ultimate goal will be attained — the growth and development of the child. These organizations help to develop a better understanding of the child and the school. All teachers and administrators are encouraged and urged to take an active part in these activities.

The following is a list of the active organizations:

- Buffalo P.T.O.
- South Buffalo P.T.O.

## Grading

In the elementary school, children are graded on a percentage grading scale. Report cards are issued every nine weeks. Students are also evaluated in physical education, vocal and instrumental music, and art. There is no Kindergarten report card following the first nine-week period.

## Special Events

The elementary school has an annual spring program involving both vocal and instrumental participants. The chorus does a program at Christmas time, also.

## Use of Telephones

Students are not permitted to use the office telephones. They may use these phones only in an emergency or at the discretion of their teacher.

# Student Accident Insurance

The School Board permits a Student Accident Insurance Program to be purchased within the school district. The accident insurance will be open to all students and staff members within the school district.

During the past several years the student accident programs have offered two choices.

1. A school time accident protection plan while attending school, on the way to or from school, and while school is in session.
2. An 'around the clock' plan giving complete accident protection 24 hours a day — at home, at school, at play, on weekends, during vacations, in camp.

**Students who do not purchase or have insurance are not permitted to participate in school related activities such as chorus, intramurals, field trips, etc.**

# Absences and Excuses

When a child is absent, he must present to his teacher upon his return to school, a written reason for his absence, signed by his parent or guardian. The excused absences include illness, quarantine, death in the family, inclement weather, impassable roads or other exceptionally urgent reasons. Any other absences may be judged unexcused, and unlawful. A student whose attendance pattern is irregular may be required to present a doctor's certification of reason for such attendance. Parents are urged to have their children in school as much as possible.

The school code mandates regular school attendance for all students residing in the district. In cases of excessive tardiness or absenteeism, the district reserves the right to invoke penalties as prescribed in the school code.

Student absences and tardiness in all buildings in the Freeport Area School District will be accounted for according to the following guidelines:

- If a student arrives after 8:50 A.M. and before 11:30 A.M. he/she is tardy.
- If a student arrives after 11:30 A.M. he/she is absent 1/2 day A.M.
- If a student arrives after 2:00 P.M. (Elementary) he/she is absent full day.
- If a student leaves after 2:00 P.M. he/she is present full day.

# Guidance Programs

An elementary guidance program is available to all of our students. This program is developmental as well as an individualized program. Objectives are to develop an awareness of careers, agencies, and help to meet the needs of students, coordinate the services available to us from ARIN Intermediate Unit, and to develop self-awareness and self-worth. The elementary program currently has one guidance counselor for each building.

# Assessment

Our assessment program is two-phased. The first phase is teacher-made. This enables a teacher to assess how well each pupil has mastered certain knowledge and experience in specific subject matter areas. The

second phase is called the standardized or achievement assessment. This program specifies each level, the area designed, selected, and used for a specific purpose.

During the school term, a wide variety of measures are or may be administered to the child, such as:

- Competency assessments to accompany the reading program. These are administered after each book or level is completed.
- Inventory assessments to provide information for the classroom teacher as to the student's strengths, weaknesses and who needs help.
- Individual assessments administered by a representative of the Intermediate Unit.
- Assessments to accompany the remedial reading program.
- Cognitive ability assessment.
- Standardized achievement assessment.
- Speech screening, for possible speech problem identification.
- Assessment as required by the state.

## Computer Ethics and Guidelines Contract

These guidelines are based on a commitment to support ethical behavior. Students must use common sense and ethical behavior in the school to protect their privacy and access rights.

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply.
2. All authorized users must log in under their own username and password. Using someone else's password or trespassing in another's folders, work, or files is strictly prohibited.
3. Computers must be used under the direct supervision of the person in charge of that particular area.
4. Use electronic mail for appropriate educational, instructional, and administrative purposes only. In addition, only approved school email accounts are to be accessed with teacher authorization.
5. All chat rooms and newsgroups are strictly prohibited.
6. Users must have teacher's permission to download files, programs, etc.
7. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, offensive, or illegal material.
8. Computers are to be used for academic research and other educational purposes only.
9. Copyright protection given to software owners by federal law must be observed. It is against policy for any student, faculty, or staff member to copy or reproduce any licensed software on school computing equipment. Plagiarism in any form will not be tolerated.
10. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges. **Students will be held liable for costs incurred to make repairs!**
11. Do not waste computer supplies; excessive printing will not be tolerated. Print to authorized locations only.
12. Introduction of computer viruses and deletion or removals of software programs or files are violations of computer usage policies.
13. Freeport Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility for loss of data resulting from service interruptions caused by its own negligence or your errors or omissions or by accounts of nature. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

14. People who administer the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities will be reported to the authorities.

**Any violations of these terms and conditions may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.**

# Student Discipline Code Guidelines

## **Introduction**

These Guidelines are an outgrowth of the Student Rights and Responsibilities regulations and the Pennsylvania School Code, and represent an attempt to more fully define those kinds of student behavior which are considered inappropriate. The Guidelines also inform students as to the type of disciplinary responses that may result from their inappropriate behavior.

The examples cited under the Infraction and Disciplinary Options sections are not intended to be a comprehensive and exhaustive listing of violations. They are designed to be exemplary of the kind of conduct that is subject to disciplinary action under the Code. They provide only a reference within each level. An infraction may be moved to a different level depending upon the seriousness of the offense or the frequency with which that offense is committed. Infractions are listed at the lowest level on which they will generally be applied.

All policies that support the Guidelines apply to students at all levels. Additionally, as these guidelines are not intended to cover all situations and circumstances, the Student/Parent Handbook should also be consulted for additional building level guidelines and information.

## Explanation of the Guidelines

**Levels:** All misbehaviors have been classified under one of four levels. These levels progress from minor infractions through criminal offenses.

**Infraction Examples:** Listed here are examples of the kinds of misbehavior that fit the description of that particular level. The list is not comprehensive. It contains examples designed to serve as guidelines.

**Procedures:** The steps listed under this section are required actions on the part of staff and administration.

**Disciplinary Options:** Disciplinary Options listed are examples of the kinds of disciplinary techniques which may be used. They range from minor to major techniques and are designed to complement the degree of seriousness of the offense at that level. These options, either singly or in combination, will be applied through the judgment and discretion of the administration.

## **LEVEL I**

Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other support personnel.

## **EXAMPLES OF INFRACTIONS**

1. Tardiness for assigned class/area
2. Non-defiant failure to complete assignments or carry out directions
3. Littering
4. Invasion of other people's property or privacy
5. Violation of safety or health regulations
6. Abuse of hall pass regulations/privilege
7. Eating or drinking outside the cafeteria
8. Removal of food from the cafeteria
9. Other disobedience or misconduct
10. Horseplay
11. Open display of affection
12. Lying

## **PROCEDURES**

1. Immediate and consistent intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Possible administrative intervention

## **EXAMPLES OF DISCIPLINARY ACTION**

1. Verbal reprimand
2. Conference(student, parent, teacher)
3. Telephone call and/or written communicate to parent
4. Apology
5. Assigned seating
6. Clean-up area
7. Restriction to assigned area
8. Restriction of pass
9. Denial of privileges
10. Detention
11. Performance contract
12. Behavior modification
13. Referral to Counsel

## **LEVEL II**

Misbehavior, through its frequency or seriousness, which disrupts the educational climate of the school but does not directly affect the health and safety of others. These infractions, which may result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the implementation of LEVEL I disciplinary options have failed to correct the situations.

## **EXAMPLES OF INFRACTIONS**

1. Continuation of LEVEL I infractions
2. Tardiness for school
3. Defiant failure to complete assignments or carry out directions
4. Use of vulgarity, racial or ethnic slurs, profane language, or profane/obscene gestures
5. Truancy
6. Disrespect or abusive treatment of staff members
7. Failure to complete an assigned discipline
8. Disruptive behavior in the classroom, halls, cafeteria, school grounds, school bus, or at a school activity
9. Temporary or permanent defacing or destruction of property
10. Indecency/indecent acts as defined by the Pennsylvania Crime Code
11. Smoking, use or possession of tobacco/tobacco products on school property
12. Possession of offensive materials, pornographic in nature
13. Minor harassment
14. Excessive display of affection
15. Throwing anything in the halls, classrooms, cafeteria, or any other area of the building
16. Gaming activities which involve an exchange of money
17. Rough or boisterous activity which could result in personal harm or property damage
18. Parking/driving violations
19. Indecent exposure
20. Extreme dress or appearance which is in violation of building dress regulations and/or is disruptive to classroom/school climate
21. Other disobedience or misconduct

NOTE: LEVEL II EXAMPLES AND DISCIPLINARY OPTIONS ARE NOT LIMITED TO THOSE LISTED

## **PROCEDURES**

1. Staff person observing the misbehavior intervenes and immediately refers student/incident to Administrator for action. A completed Discipline Referral is to be submitted to the office by the intervening teacher.
2. Possible administrative intervention

## **EXAMPLES OF DISCIPLINARY ACTION**

1. Any LEVEL I option not used
2. Parental conferences
3. Restitution for property and/or damages
4. Schedule changes
5. Curriculum changes

6. In-School Suspension
7. Out-of-School Suspension
8. Referral to outside agency recommended by administrator
9. Referral to appropriate law enforcement agencies
10. Loss of parking
11. Parent escort

## **LEVEL III**

These infractions sometimes result from the continuation of LEVEL I and/or LEVEL II misbehaviors or are acts directed against person or property which may endanger the health and/or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanics of the schools. Corrective measures which the school may undertake, however, depend upon the extent of the school's resources for correcting the situation in the best interests of all students and personnel.

## **EXAMPLES OF INFRACTIONS**

1. Continuation of unmodified LEVEL I and II infractions
2. Serious pushing or shoving
3. Rough or boisterous activity which does result in bodily harm to students or school personnel or damage to property.
4. Vandalism
5. Theft
6. Other disobedience or misconduct
7. Sexual harassment
8. False allegations
9. Verbal or physical harassment/intimidation
10. Extortion
11. Reckless driving on school property

NOTE: LEVEL III EXAMPLES AND DISCIPLINARY OPTIONS ARE NOT LIMITED TO THOSE LISTED

## **PROCEDURES**

1. Staff person observing the behavior immediately intervenes and refers to administration for action. A completed discipline referral is submitted to the office by the intervening teacher.
2. Administrator initiates disciplinary action by investigating the infraction and conferring with staff involved.
3. Administrator meets with the student(s) and notifies parents of the misconduct and the resulting disciplinary action.
4. A parent/student/Administrator conference may be required.

## **EXAMPLES OF DISCIPLINARY OPTIONS**

1. Any LEVEL I or II option not used
2. In-School Suspension
3. Out-of-School Suspension
4. Expulsion
5. Restitution for property and/or damages
6. Referral to outside agency recommended by Administration
7. Referral to appropriate law enforcement agencies
8. Parent escort

## **LEVEL IV**

Disciplinary action under LEVEL IV could result from the continuation of LEVEL I, II, and/or III offences. Also included are acts which result in violence to another's person or property or which seriously endanger the health and/or safety of others in the school. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school. Actions by the Board of School Directors may also be required. Referral to appropriate law enforcement agencies is required.

## **EXAMPLES OF INFRACTIONS**

1. Continuation of LEVEL I, II, and III infractions
2. Theft/possession/transfer of stolen property
3. Assault and/or battery
4. Possession/use/transfer of drugs, drug paraphernalia, alcoholic beverages or other controlled substances, or look-alikes, while under the school's jurisdiction.
5. Furnishing/selling/transfer of drugs, alcoholic beverages, drug paraphernalia or other controlled substances or look-alikes, while under the school's jurisdiction.
6. Leading, inciting, or participating in a riot/walkout
7. Bomb threats, false fire alarms, or terroristic threats
8. Arson
9. Possession/transfer/use of dangerous weapons, or any look-alike articles, while under the school's jurisdiction.
10. Possession/transfer/detonation of incendiary devices (fireworks, smoke bombs, etc.) while under the school's jurisdiction.
11. Inappropriate sexual behavior
12. Trespassing
13. Other crimes and offenses listed in the Pennsylvania Crimes Code
14. Other disobedience or misconduct
15. Fighting

**NOTE: LEVEL IV EXAMPLES AND DISCIPLINARY OPTIONS ARE NOT LIMITED TO THOSE LISTED**

## **PROCEDURES**

1. Staff person observing the behavior immediately intervenes and refers student to Administrator for action. A completed discipline referral is submitted to the office by the intervening teacher.
2. The Administrator verifies the offense, confers with appropriate staff, and meets with students.
3. The involved students(s) is (are) suspended from school.
4. Parents are notified and law enforcement officials are contacted.
5. When merited, a full due process hearing before the School Board is held.

## **EXAMPLES OF DISCIPLINARY OPTIONS**

1. Out-of-School Suspension
2. Referral to appropriate law enforcement agencies (Mandatory)
3. Referral for psychological services
4. Referral for alcohol/drug rehabilitation/counseling
5. Prosecution
6. Expulsion