

# FREEPORT AREA SR. HIGH HANDBOOK – 2022 – 2023

	Page
ACADEMIC RECOGNITION .....	17
ACTIVITY REQUESTS.....	46
ADMINISTRATIVE .....	7
ANNUAL NOTIFICATION TO PARENTS.....	5
ARRIVAL AND ASSEMBLY OF STUDENTS .....	36
ATHLETICS.....	21
ATTENDANCE.....	36
AUDITORIUM AND ASSEMBLIES.....	25
BACKPACKS.....	45
BELL SCHEDULES .....	34
BULLYING.....	13
CAFETERIA.....	40
CARE OF SCHOOL PROPERTY .....	43
CELL PHONE USAGE.....	31
CIVIL LAW VIOLATIONS.....	13
CLASS OFFICERS AND CLASS REPRESENTATIVES.....	16
CLOSING OF SCHOOL DUE TO SNOW OR OTHER EMERGENCY .....	39
COMPLAINTS .....	47
COMPUTER ACCEPTABLE USE POLICY .....	28
DANCES.....	27
DISCIPLINE.....	47
DISCLAIMER .....	8
DRESS CODE .....	32
EARLY DISMISSAL .....	38
EDUCATIONAL SERVICES .....	14
ELECTRONIC DEVICES.....	30
EMERGENCY DRILLS.....	44
FACE COVERINGS .....	33
FIELD TRIPS .....	20
FIRE DRILLS.....	44
FREEPORT AREA CARE TEAM.....	16
FREEPORT AREA SCHOOL DISTRICT ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAM SERVICES AND PROGRAM SERVICES FOR SCHOOL AGE CHILDREN .....	8
FREEPORT AREA SENIOR HIGH SCHOOL CALCULATION OF FINAL GRADE POINT AVERAGE.....	18
FREEPORT’S ALMA MATER .....	3
GRADING SYSTEMS .....	17
GUIDANCE PROGRAM.....	16
HALL PASSES.....	27
HEALTH PROGRAM.....	21
HOMEWORK.....	26
HONOR ROLL.....	19

	<b>Page</b>
INTERIM PROGRESS REPORTS .....	19
LENAPE VO-TECH.....	8
LOCKERS .....	45
LOST AND FOUND .....	45
MORNING TARDIES.....	47
Multi-Tiered System of Support Team .....	14
NATIONAL HONOR SOCIETY .....	16
NON-DISCRIMINATION POLICY .....	4
PASSES FOR LEAVING SCHOOL BUILDING OR GROUNDS .....	39
PERSONAL PROPERTY SEARCH.....	46
PERSONALLY - OWNED ITEMS POLICY .....	12
POLICY FOR CHANGE/DROP OF CLASS.....	34
PROGRESS REPORTS AND REPORT CARDS.....	20
SAFE TO SAY .....	29
SCHOOL REGULATIONS.....	24
SCHOOL-TO-CAREER WORK EXPERIENCE .....	33
SEARCH AND SEIZURE.....	45
SECURITY .....	31
SENIOR HIGH FAILURE RECOMMENDATION POLICY.....	19
SENIOR HIGH SCHOOL .....	8
SPORTSMANSHIP .....	27
STUDENT ACCIDENT INSURANCE .....	12
STUDENT BEHAVIOR.....	31
STUDENT COUNCIL.....	16
STUDENT DISCIPLINE CODES.....	51
STUDENT EMAIL.....	29
STUDENT EXPRESSION .....	33
STUDENT ORGANIZATIONS AND ACTIVITIES .....	20
STUDENT PARKING.....	24
STUDY HALL REGULATIONS.....	25
TRANSPORTATION.....	42
TRUANCY .....	36
VISITORS TO SCHOOLS .....	44
WITHDRAWAL AND TRANSFER.....	39

## **FREEPORT'S ALMA MATER**

**By the Allegheny flowing  
Stands our dear old Freeport High School.  
Here let your voices sing with fervor,  
the praises which she deserves from you.  
Then hold aloft her gleaming banners,  
The royal blue and gold so true,  
And let your hearts be loyal ever,  
Hail Alma Mater, hail to You!  
You, her worthy sons and daughters  
Live to carry on her fame;  
Lead well for others that will follow  
So honor forever dear and sacred  
The memories of dear Freeport High School;  
As graduates you leave, sing ever  
Hail Alma Mater, hail to You!**

**Words by Mrs. Bernard Shaffer**

**Music by Mr. James V. Colonna**

## COMMUNITY AND THE SCHOOL DISTRICT

**In 1969, the political division of Freeport, Buffalo and South Buffalo merged to form the Freeport Area School District. Located along the banks of the Allegheny River, at the mouth of Buffalo Creek, the Freeport Area School District is situated approximately 30 miles northeast of Pittsburgh. Two of the district's areas, Freeport Borough and South Buffalo Township are in southwestern Armstrong County while Buffalo Township is in southeastern Butler County.**

**The historical development of the district can be traced from its emergence as a river community in the late 1700's and agricultural interests during the early 1800's to the development of railroads, mining, and some industry in the 1900's to the present state of agriculture, commercial and light industry.**

**The education program of the district is an outgrowth of the many expressed needs within a rural community that is slowly evolving into a suburban one. A commitment has been made to provide a quality education for all students. The philosophical basis upon which the program of the Freeport Area School District rests is essentially one that is comprehensive and flexible enough to provide each student with the basic tools, understandings and attitudes to enable him to function successfully in our society.**

**Freeport Area School District community is made up of the Borough of Freeport and South Buffalo Township, in the southwest corner of Armstrong County, and Buffalo Township in the southeast corner of Butler County, encompassing a region approximately ten miles out from Freeport, in north, northeast, and westerly directions. Freeport, along the Allegheny River about thirty miles from Pittsburgh, is a quiet though progressive small town nestled between the high ridges that characterize the Appalachian region.**

**Though not highly industrialized itself, the community is connected by fine roadways to some of the finest research and educational establishments in Pennsylvania. These features, the naturally pleasant physical environment, and the friendly type of people already making up the community are contributing to a rapid increase of population and business opportunities.**

## NON-DISCRIMINATION POLICY

**Freeport Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected classification, in its activities, programs or employment practices. Announcement of this policy is in accordance with federal and state laws, including Title IX of the Education Amendments of 1972, and Section 503 and 504 of the Rehabilitation Act of 1973. For information regarding civil rights or grievance procedures, contact Mr. Larry Robb, Director of Programs, Title IX and Section 503 and 504 Coordinator at Freeport Area School District, 621 South Pike Road, Sarver, PA 16055 (724-295-5141) between the hours of 8:30 A.M. and 4:00 P.M. For information regarding services, activities, and facilities that are accessible to and usable by disabled persons, contact Mr. Larry Robb, Director of Programs (724-295-5141).**

## ANNUAL NOTIFICATION TO PARENTS

The Freeport Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM Coordinator who evaluates the pest problem and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points and physically removing pests.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when people do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. This can be done by notifying the building principal in writing. Please note that because it is updated annually, parents must submit a letter to the school every year if they wish to be placed on this registry. Include your name, your child's/children's names(s), address, telephone number, and email address.

If a chemical application must be made to control an emergency pest problem, notice will be provided to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

If you have any questions, please contact the Maintenance Office at 724-295-5141 ext. 1251.

## ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

### NOTICE TO PARENTS

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. All of this information can be found on the Pennsylvania Department of Education website: [www.pde.state.pa.us](http://www.pde.state.pa.us).

**This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that their child may be eligible for special education, the parent should contact their district of residence. Contact information is listed at the end of this public notice.**

**Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.**

#### **EVALUATION PROCESS**

**Each school district and/or intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor, ARIN Intermediate Unit 28, 2895 W Pike, Indiana, PA 15701.**

#### **CONSENT**

**School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district or intermediate unit will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.**

#### **PROGRAM DEVELOPMENT**

**Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.**

## CONFIDENTIALITY OF INFORMATION

The school districts and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

## ADMINISTRATIVE

A central administrative office is located on Route 356. This houses the offices of the school Superintendent, Program Director, and the Business Manager. School Board Committee and Board Meetings are held at the Senior High School Audion on the 1st and 2nd Thursday of each month.

A nine-member board comprised 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.

## DISCLAIMER

Until further notice, contents of this handbook are subject to change based on guidelines set forth by the Center for Disease Control and the Pennsylvania Department of Health.

## SENIOR HIGH SCHOOL

The Freeport Area High School is comprehensive in scope with a progressive secondary program designed with an academic curriculum to meet the needs of all students. Students in grades 11 and 12 are eligible to attend the Lenape Vocational-Technical School, a full day two-year vocational program.

Adequate health services are available to all secondary students. Guidance services assist the students in making career and educational choices with more than half of the graduates continuing their schooling in baccalaureate programs.

Extracurricular activities include social organizations and both intramural and interscholastic sports programs. Opportunities are available for extended academic work and in the performing arts, particularly music. More than half the students participate in some form of extracurricular activities.

The Freeport Area High School is located on 114 acres in a rural area at 625 South Pike Road, Sarver, PA. Access is very good, parking is available, and well-developed recreational areas are available. The facility was originally constructed in 1960, with additions completed in 1967 and 1987. The school enrolls about 600 students in grades 9 through 12.

## LENAPE VO-TECH

Lenape Vocational-technical school serves Armstrong, Apollo Ridge, Freeport, and Leechburg School Districts. Students that choose to attend Lenape Tech complete a full day two-year vocational program during their 11<sup>th</sup> and 12<sup>th</sup> grade years consisting of academics and their vo-tech program.

## FREEPORT AREA SCHOOL DISTRICT ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAM SERVICES AND PROGRAM SERVICES FOR SCHOOL AGE CHILDREN

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth (including children with disabilities attending private schools, regardless of the severity of their disabilities), and who are in need of special education or related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act, Amendments of 1997 (IDEA '97).

Freeport Area School District provides a Free Appropriate Public Education (FAPE) to children with disabilities who need special education and related services. Pennsylvania has adopted state laws, which conform to IDEA '97 and which school districts must follow. FAPE is provided to students who need specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism



- Deaf-blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disabilities
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

### Early Intervention

The IDEA '97 also requires the provision of Free Appropriate Public Education to children with disabilities between 3 years of age and the district's age of beginners. In Pennsylvania, a child between three years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school-age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, The Early Intervention Services System Act. The ARIN Intermediate Unit provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the ARIN Early Intervention Service Coordinator at (724) 463-5300, ext. 216.

### Screening and Evaluation

Screening and evaluation procedures that emphasize intervening early and often identify students who may have a disability and need specially designed instruction. The Freeport Area School District utilizes the Response to Intervention and Instruction (RtII) multi-tier models of service delivery that ensures that all students receive high-quality instruction and interventions with increasing intensity of services matched to the current level of student need.

At Tier I, grade-level teams of teachers systematically review data from all students such as grades, end of theme reading assessments, and the results of the Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Developmental Reading Assessments (DRA), 4Sight Benchmark and Pennsylvania System of School Assessment (PSSA) test results, for example, to make educational decisions about changes in instruction or goals. Some students may be referred to the Tier II Child Study Team which is a problem-solving team that uses academic and behavioral assessments to identify why students are not mastering the required skills at the same pace as their peers. The Child Study Team identifies specific skills that need developed and then select research-based, scientifically validated interventions to address the need. At this level, targeted instruction and additional practice time aim to accelerate learning. Students are monitored for progress frequently to measure their response to intervention so that instruction and interventions may be adjusted when necessary.

**Students whose needs extend beyond what may be successfully provided for within the general education core curriculum with supplemental programs may be referred by the Child Study Team for a multidisciplinary evaluation for consideration of special education services and more intensive interventions including specially designed instruction (Tier III).**

**The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention.**

**Parents who suspect their child has a disability may request a multidisciplinary evaluation of their child at any time through written request to the school principal or the Office of Special Education. Services for school-age students with disabilities include the annual development of an Individualized Education Program (IEP) plan. The extent of special education services (Itinerant: 20 percent or less, Supplemental: less than 80 percent but more than 20 percent, and Full Time: more than 80 percent) and the location for the delivery of such services are determined by the IEP team and are based on the student's needs.**

**Parents are encouraged to contribute during the evaluation and individual planning of their child's educational program. There are signs of developmental delays and other risk factors that parents can look for that could indicate their child has a disability. More importantly, there are also strategies and resources that can help. To learn more about the early signs of developmental delays and learning disabilities, please contact the Special Services Coordinator at (724) 295-9020, ext. 2103.**

### **Evaluation**

**When screening indicates that a child may be a child with disabilities, the Freeport Area School District will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and is not limited to tests administered to or procedures used with all children.**

**In Pennsylvania, this evaluation is conducted by a group of qualified professionals and the parent. The group of qualified professionals shall include a certified school psychologist when evaluating a child with autism, emotional disturbance, intellectual disabilities, multiple disabilities, other health impairments, specific learning disability, or traumatic brain injury. The evaluation process must be completed no later than sixty school days after the district receives written parental consent and must include "protection-in-evaluation procedures" (for example, tests and procedures used as part of the multidisciplinary evaluation process may not be racially or culturally biased). Upon completion of the administration of tests and the collection of other evaluation materials, a group of qualified professionals and the parent of the child will determine whether the child is a child with disability and what the educational needs are of the child. Information obtained from a variety of sources, including aptitude and achievement tests, parent input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior will be documented and considered carefully. If a determination is made that a child has a disability and needs special education and related services, an individualized education program (IEP) must be developed for the child.**

### **Identification Activities**

Parents who think their child has a disability may request, at any time, that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the building principal or the special services coordinator. If a parent makes an oral request for a multidisciplinary evaluation, the school district shall provide the parent with a form for a written request.

Parents also have the right to obtain an independent educational evaluation, if they disagree with the school district's evaluation. Freeport Area School District will provide to parents, on request, information about where an independent educational evaluation may be obtained.

### **Educational Placement**

An Individualized Education Program (IEP) describes the child's present levels of educational performance, including how the child's disability affects involvement and progress in the general curriculum; a statement of measurable annual goals, including benchmarks or short-term objectives, to enable the child to be involved and progress in the general curriculum; a statement of special education related services and supplementary services to be provided to the child; an explanation of the extent to which the child will not participate with nondisabled children in the regular class; any modifications in the administration of assessments; the projected date for beginning services and modification; and, how progress toward annual goals will be measured. For each child with a disability, beginning at age fourteen or younger, a statement of transition service needs will be included. For each child, beginning at age sixteen, a statement of need for transition services for the student, including as appropriate, and a statement of interagency responsibilities or needed linkages will be included.

In determining student placement, consideration will be given to ensure that to the maximum extent appropriate, children with disabilities are educated with children who are nondisabled. Classes and services that involve removal of children with disabilities from the regular environment will occur only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

### **Service for Productive Services**

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school District must ensure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodation which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities, to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school-age with a physical or mental disability which substantially limits or prohibits participation in, or access to, an aspect of the school program.

These services and protections for "protected handicapped students" may be distinct from those applicable to disabled or thought-to-be disabled students. The school district or the parent may initiate an evaluation if it is believed a student is a protected handicap student.

**For further information on the evaluation procedures and provision of services for protected handicapped students, parents should call the building principal. (Please note that this is a regular education service and not one required by IDEA '97 or Chapter 14.)**

#### **SERVICE FOR HOMELESS STUDENTS**

**Freeport Area School District guarantees all homeless children and youth a free and appropriate public education. Homeless children and youth include those living with or without their parents in a shelter (temporary family shelter, domestic violence shelter, run-away shelter, transitional housing, hotel or motel, campground, car or on the street). Also included are those children and youth temporarily living with relatives or friends (with or without their parents) because they do not have a fixed, regular, safe, or adequate place of residence.**

**If you have any questions about homelessness or would like to identify a potential homeless student, please feel free to contact our Homeless Coordinator at 724-295-9510 ext. 3050.**

#### **STUDENT ACCIDENT INSURANCE**

**The School Board permits a Student Accident Insurance Program to be purchased within the school district. The accident insurance shall 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.**

#### **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 when bringing articles to school at their risk.**

**Parents of students that used personally owned band instruments are advised to have homeowners or other insurance coverage of instruments utilized during lessons, rehearsals, or School District approved band activities. The district will not assume any liability or responsibility for loss, theft or damage to any personal items.**

#### **SEXUAL HARASSMENT POLICY**

**Freeport Area School District is committed to ensuring equal educational opportunities without discrimination on the basis of sex. Furthermore, this district is committed to maintaining an educational environment for all students which is free of any type of sexual harassment/abuse/misconduct.**

**This policy is based upon Section 703 of Title VII the Civil Rights Act of 1964, the Final Amendment to Guidelines on Discrimination because of sex promulgated by the Equal Opportunity Commission (EEOC). Title IX of The Education Amendments of 1972 of the Civil Rights Act of 1964, Section 5 (A) of the Pennsylvania Human Relations Act, as amended 43 P.S., Section 951 et seq., the implementing guidelines on Sexual Harassment promulgated by the Pennsylvania Human Relations Commission and case law.**

**For information regarding this policy contact our Director of Programs.**

### **BULLYING**

**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 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 School District prohibits any bullying as defined within the School District Policy Manual.**

### **CIVIL LAW VIOLATIONS**

**Students whose misconduct on school property or at a school sponsored function on or off school property that would be a violation of civil law would face legal action through the proper authorities in addition to school disciplinary actions.**

**Some examples shall include, but not limited to:**

- 1. Malicious mischief.**
- 2. Harassment**
- 3. Property damage**
- 4. Underage consumption, transfer, or possession of alcohol beverages.**
- 5. Assault**
- 6. Possession, use or transfer of drugs, narcotics, or controlled substances, i.e. tobacco.**
- 7. False fire claim**
- 8. Bomb Threats**
- 9. Fraudulent use of a telephone (cell phone or text messaging!)**
- 10. Terrorist threats.**
- 11. Traffic violations or reckless driving on school property.**
- 12. Trespassing**
- 13. Coming on school property or attending school functions while on Out-of-School Suspension.**
- 14. Possession or use of fireworks.**
- 15. Fighting.**
- 16. The possession of a weapon or any look-a-like item that has the potential to create harm.**

The school discipline code guidelines have been developed as an outgrowth of the Student Rights and Responsibilities. These guidelines inform students as to the type of disciplinary responses that may result from their inappropriate behavior.

## EDUCATIONAL SERVICES

### The Educational Philosophy of the Freeport Area School District

We believe in the democratic right of every American to secure an education insofar as he can benefit from it. We believe in the dignity and worth of the individual and in equality of educational opportunity for all. Such education, we believe, must evoke spiritual, cultural, intellectual, physical, moral, emotional, and social development through a program of curricular, co-curricular, and extra-curricular activities designed to establish, enrich, and expand basic concept and skills, and to provide appropriate experiences for meeting the needs of our children and youth consistent with their abilities and interests. As much provision as possible should be made for individual differences: challenge for success for the less capable; promotion to be based upon the student's demonstration of mental and social maturity within the limits of their respective abilities.

The classroom teacher's role is that of providing leadership and guidance within this design, or creating and maintaining a respectful, friendly relationship between himself/herself and students, of providing opportunities for creativity, mature self-expression, and development of social responsibility.

The Board of Education-administration-professional staff relationship should be one of warm harmony, mutual professional respect, and understanding.

The school should seek to develop harmony and cooperation with the community and its various agencies, each fulfilling its primary functions, each carefully regarding the interests of the other, financially, educationally, spiritually, and socially, cooperatively guiding its youth on the educational pathway toward an ever-developing future.

## MULTI-TIERED SYSTEM OF SUPPORT TEAM

In order to promote student learning, Freeport Area High School has based our Practice Program on the following four principles:

1. Our school exists for the purpose of learning.
2. Learning requires practice (assignments).
3. Good practice is directly linked to the PA Core Standards.
4. Because good practice supports learning, practice is mandatory.

At the High School, teachers assign meaningful practice that is linked to learning targets or standards. Practice is designed to be completed in class, outside of class, or a mixture of the two. Students must complete all assigned practice and are expected to do so according to the timelines established by the teacher.

**The purpose of the Multi-Tiered System of Supports Team (MTSS) is to identify and develop specifically designed plans for students who are struggling academically either due to lack of organizational skills, poor study habits, or who are having difficulties in specific academic areas. If a referral is made to the MTSS team, they will then review grades and send out teacher report forms to all of the teachers on the student's schedule. After analyzing the information, the team will then determine if there is a need for a MTSS plan and/or provide additional support. If it is determined that a student qualifies for an action plan, the team will contact the parent(s) or guardians(s) of the student and work together to create a plan that is specifically designed to meet the student's needs in the area of assignment completion and/or organizational skills.**

#### **Practice Grading:**

**Teachers assess practice and provide feedback on performance with points or grades. Late practice will be graded to the extent determined by the teacher. Students will also be able to earn a 'responsibility grade' in each class, if the teacher chooses. This responsibility grade will be worth no more than 5% of the class total. Late practice, missing supplies, missing technology, etc. will result in the loss of responsibility points. Teachers will inform students and parents of their practice grading procedures and their responsibility grade policy in their individual classrooms**

#### **Media Center**

**Students who desire to use the Media Center must be given a Media Center pass from their class teacher or study hall teacher. Students with Media Center passes must report directly to the Media Center, and when leaving the Media Center must report directly back to their class or study hall. Time is recorded on the Media Center pass.**

**The Media Center is equipped with a computer media center with internet capabilities. You are encouraged to use the electronic media as well as the reference books available. These, however, cannot be taken from the Media Center. Other books can be borrowed for two weeks and renewed if necessary. Since the Media Center is a place of study, remember to work as quietly as possible.**

**When using the Media Center, students are to behave in a manner that is appropriate. If students do not comply with regulations of the Media Center or in the use of Media Center passes, they will be denied the privilege of using the Media Center.**

#### **Physical Education**

**Gym clothes are required for physical education classes. All jewelry must be removed before participation in physical education class because of safety precautions for yourself and others. Students should inquire of the physical education teacher as to the type of clothing needed before making a purchase. This is applicable to secondary students only. Valuables should be given to the physical education teacher or locked in a locker for safekeeping. The district is not responsible for theft or loss of personal items.**

## CLASS OFFICERS AND CLASS REPRESENTATIVES

**Class officers are elected at the beginning of the school year. Each class shall elect a president, vice-president, secretary, and treasurer. Officers should meet high standards of scholarship and leadership. Grade level representatives are also elected at the beginning of the school year.**

## STUDENT COUNCIL

**The purpose of the Student Council is to promote harmonious relations between students, teachers, administrators, and among students themselves.**

**At the Senior High school, four officers (President, President Elect, Secretary, and Treasurer) are elected by the student body.**

**A student seeking membership in the Council must have a “C” average or better in all subjects and must maintain a “C” average in all subjects each nine weeks. Every Council member shall have poise, dignity and self-control fitted to the conduct of his/her elected office, and should stand for what he/she knows to be right.**

## NATIONAL HONOR SOCIETY

**Membership in the National Honor Society is one of the highest honors that can be bestowed on a high school student. Juniors and Seniors who have maintained a cumulative grade point average of 3.80 or better since ninth grade and have taken at least one Honors Course are eligible to be considered for membership in the Honor Society. Additionally, a service requirement of 30 hours by the end of the first semester of the junior year will be required. (Twenty hours should be out of school and ten should be in-school.) New members will be selected by a Faculty Council for having demonstrated high standards of academic excellence, strong leadership, moral character and voluntary service.**

## GUIDANCE PROGRAM

**AT THE SENIOR HIGH LEVEL two full-time school counselors are available in our school. Each student is assigned to one of the counselors. The counselors are available to students to assist them in scheduling courses, achievement testing, career planning, and college selection and to supply information in many areas. The Guidance Department also maintains a Career Information Center for students’ use.**

**Students are encouraged to make use of the guidance office and the assistance of the counselors. If a student wishes to see a counselor, they should not leave a class to see a counselor unless they have gained permission from the teacher of the class. The teacher will write a pass for them to go directly to the guidance office. If a student stops in the guidance office to see a counselor and the counselor is busy at that time, they are not permitted to wait. They may leave a message with one of the secretaries or office assistants, but they must return directly to their class, and the counselor will send for them when they are available.**

## FREEPORT AREA CARE TEAM

**Freeport Area Care Team (FACT) is a group of concerned Senior High School staff members who have been trained to provide the support and the assistance that many teens need. FACT**



deals with drugs, alcohol and other personal problems that students may encounter. Students in need of assistance may refer themselves to any member of FACT. Referrals are confidential and can also be made by FACT members, faculty members, students and parents. FACT may form groups of 10-15 students for an extended time of 9-18 weeks to discuss coping skills, social skills, and life skills. If you need more information on these groups, please contact the guidance department. If you do not want your child to participate in these groups, please inform the building principal by letter.

#### ACADEMIC RECOGNITION

Outstanding achievement at the Senior High is recognized in academic, sports, and the performing arts.

Examples of recognition include:

Honor Roll (Each marking period)

National Honor Society

Cum Laude, Magna Cum Laude, and Summa Cum Laude distinctions

Band and Choral Banquet

Sports Banquets

Annual Awards Presentation

Academic Letter

#### GRADING SYSTEMS

In all courses, the following grading scale will be employed:

91 - 100 = A

81 - 90 = B

70 - 80 = C

60 - 69 = D

0 - 59 = F

This scale will be used in the evaluating of student work and the calculation of marking period grades. While a standardized grading scale may not substantially change the true range of student achievement, it will eliminate the student's confusion regarding disparities in performance/evaluation standards from teacher to teacher and class to class. When averaging grades or scoring tests, a .5 value is rounded up to the next higher number. This policy is to be followed at all times for individual tests, nine- week grades, semester grades and final grades.

#### Semester and Final Grade Calculation

In all courses, the following system will be used to determine both semester and final grades:

**Semester Grades: The semester grade will be an average of the percentage grades earned in the two marking periods comprising the semester. When an average has been determined, the letter grade it represents will be recorded as the semester grade (Example):**

**Marking Period #1 = 77**

**Marking Period #2 = 89**

**Semester Grade = 83/B**

**Final Grades: The final grade will be an average of the two marking period percentage grades in semester courses or the average of the four marking period percentage grades in year courses.**

**IN THE CALCULATION OF FINAL GRADES, SEMESTER GRADES WILL NOT BE CONSIDERED. IN THE CALCULATION OF FINAL GRADES (BOTH SEMESTER AND YEAR COURSES) THE LOWEST PERCENTAGE VALUE OF A MARKING PERIOD FAILING GRADE WILL BE 50.**

### Fourth Nine Weeks

**The 50% Marking Value will be waived for the 4th nine-week period. If a student refuses to continue normal work habits the student will then receive the actual percentage earned. The percentage will be a culmination of the daily grades kept during the 4th nine-weeks. The teacher must notify both the student and the parent and the administrator of their intentions to give less than a 50% prior to the midpoint of the last nine weeks.**

### FREEPORT AREA SENIOR HIGH SCHOOL CALCULATION OF FINAL GRADE POINT AVERAGE

**(G.A.T.E./HONORS) (ADVANCED PLACEMENT)**

<b>LEVEL 1 COURSES GRADE</b>	<b>LEVEL 2 COURSES GR. PT.</b>	<b>LEVEL 3 COURSES</b>
<b>A</b>	<b>4.0</b>	<b>Add on factor .060</b>
<b>B</b>	<b>3.0</b>	<b>Add on factor .120</b>
<b>C</b>	<b>2.0</b>	
<b>D</b>	<b>1.0</b>	
<b>F</b>	<b>0.0</b>	

To calculate final G.P.A:

							Add on
English	A	1.0	4.0	x	1.0	4.0	
*AP American History	A	1.0	4.0	x	1.0	4.0	.120
*Honors Trig	B	1.0	3.0	x	1.0	3.0	.060
French	B	1.0	3.0	x	1.0	3.0	
Sociology	C	0.5	2.0	x	0.5	1.0	
Physics	A	1.0	4.0	x	1.0	4.0	
Psychology	A	0.5	4.0	x	0.5	2.0	

Total 6.0 21.0

21.0/6= 3.50

Plus add on=

.120 + .060 3.68

Final class rank is then calculated by placing students in numerical order from highest to lowest according to the G.P.A. All students with a 4.0 G.P.A. or above are considered first in their class; earning higher than a 4.0 G.P.A. is possible by taking weighted courses.

#### HONOR ROLL

At the end of each nine weeks grading period an Honor Roll will be calculated. To be on the Distinguished Honor Roll, a student must attain a 3.8 average. To be on the Honor Roll, a student must attain a 3.0 average.

#### SENIOR HIGH FAILURE RECOMMENDATION POLICY

Any student in the Freeport Area-Senior High School that receives a failing grade shall not be recognized as attaining Honor Roll or Distinguished Honor Roll Status. This pertains to an "F" received in any and all classes. A student's name will not appear on the Honor Roll if he/she receives an "F" in any class, regardless of the G.P.A.

#### 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 to allow time for taking corrective measures by the end of the nine-week grading period. Questions by parents concerning Interim Progress Reports may

**be directed to individual teachers and/or counselors. The report also may be used to notify parents of academic improvement or achievement by their child.**

#### **PROGRESS REPORTS AND REPORT CARDS**

**With the availability of real time grades via PowerSchool, progress reports and report cards will not be mailed home unless your son/daughter receives a 59% or below in a class. Hard copies can be mailed home upon request. Report cards for fourth 9-weeks will be mailed home.**

#### **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. Students participating in field trips must have an Insurance Waiver Form on file with the school nurse. Students that do not have a form on file will be denied participation.**

#### **STUDENT ORGANIZATIONS AND ACTIVITIES**

**Clubs may be organized under these conditions:**

- a. Sufficient interest on the part of the students who desire a particular club.**
- b. A teacher who will sponsor the club.**
- c. Approval from the office.**

**Students participating in extracurricular activities on school grounds must be supervised by a teacher, sponsor, or coach at all times. Students may not loiter in the building or on school grounds after school hours without direct adult supervision**

**THE SENIOR HIGH SCHOOL offers many activities for the students. Students are encouraged to become involved in these privileges. Pride is an element that is very noticeable with the student body of Freeport Area Senior high School. Being involved in activities gives a student the feeling of being part of the school, and further enhances this feeling of pride.**

**Participation in co-curricular and extracurricular activities is a student privilege resulting from certain general academic conditions being met. They have been provided to extend and enhance the learning and the education process for students. Students are reminded of their primary responsibility toward maintaining acceptable grades in the academic subjects in order to participate.**

**Any student may be excluded from participation because of misconduct or recurring failure to abide by school rules. To participate in any co-curricular or extracurricular event, a student must be present in school for a full session (report to school before 11:00 a.m.) on the day of the event. Any exclusion to this rule must have approval from building administration.**

**The primary purpose of the senior high school is to provide the necessary life-long skills in reading, writing, and mathematics. Recognizing the creative and social aspects of growth,**

however, adds another dimension to the total development of the individual. There are provisions in our school curriculum that afford students an opportunity to participate in “performing” activities to complement our academic programs. Several of these include:

- |                     |            |
|---------------------|------------|
| Fall Play           | Chorus     |
| Marching Band       | Musical    |
| Symphonic/Jazz Band | Majorettes |
| Stage Crew          | Drill Team |

#### ATHLETICS

Athletics and related opportunities to engage in competitive activities provide maturing and growth experiences which also complement the learning process. Your senior high school offers the following for voluntary participation:

- |                           |                              |
|---------------------------|------------------------------|
| Boys Football             |                              |
| Girls Volleyball          | Boys Baseball                |
| Cheerleaders              | Hockey Club                  |
| Boys and Girls Golf       | Girls Softball               |
| Boys and Girls Soccer     | Boys and Girls Cross Country |
| Boys and Girls Basketball | Boys and Girls Lacrosse      |
| Boys & Girls Track        |                              |

Eligibility for sports will be monitored by the P.I.A.A. regulations which state an athletic has to be passing four full credit subjects to be eligible. This includes all sports, at the Senior High. The Middle School will also use their standard eligibility set up by the student council to determine eligibility for dances, assemblies and other activities.

#### HEALTH PROGRAM

##### Routine Services

Freeport Area School District and the Pennsylvania Department of Health require medical examination of all school children on original entry to school and in grades 6 and 11. Dental examinations are required on original entry and in grades 3 and 7. Scoliosis screening is required in grades 6 & 7.

These grades are selected because they represent critical periods of growth and development in a child’s life. New students in other grades who do not have an adequate dental or physical exam on record are also required to have these exams.

The Pennsylvania Department of health recommends these examinations be done by your family physician and dentist since they can best evaluate your child’s health status. This knowledge enables the school staff to help children achieve maximum benefits of their

educational opportunities. You will be informed of the procedure to follow in advance of the time these examinations are due.

Every child in grades K through 12 will have height, weight and vision screening done annually. State law requires the school to report your child's Body Mass Index (BMI). A written report will be sent home for involved grades each year. Hearing screenings will be given to students in grade K through 3, 7 and 11. Those with a history of hearing difficulty will have an annual hearing screening. Tuberculin testing is done in grades K and 9 if necessary. Whenever results are abnormal, parents will be notified.

### 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 policy 203 Immunization or our district website.

### Use of the Health Suite

Parents and students are reminded that the use of the Health Suite is for school related illnesses and injuries only. Illnesses and injuries occurring outside of school are the parent's responsibility.

Students who become ill at school are to notify their teacher and the teacher will write a permit to see the school nurse. The student must then report directly to the Health Suite. The school nurse will provide a place for the student to lie down or if the student is very ill, the school nurse will make arrangements for a parent or guardian to come to the school to take the student home. Students are not permitted to make their own arrangements for early dismissal. This must be done by the school nurse.

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.

**IF A STUDENT BECOMES ILL AND WISHES TO REMAIN IN SCHOOL, HE/SHE WILL BE PERMITTED TO REMAIN IN THE HEALTH SUITE FOR ONE CLASS PERIOD ONLY, AND ONLY IF THE SCHOOL NURSE IS PRESENT TO PROVIDE SUPERVISION. If they are still ill after that time it will be necessary to call a parent or guardian to come to the school and take the student home or to a doctor. STUDENTS WHO HAVE DRIVEN TO SCHOOL AND BECOME ILL AT SCHOOL WILL NOT BE PERMITTED TO DRIVE THEMSELVES HOME UNLESS THEY HAVE PARENTAL PERMISSION.**

**It is very important that every parent fills out InfoSnap yearly (our online form based website), as this is where the nurse receives the additional authorized people listed in case it is impossible to reach a parent or guardian.**

Students are reminded that if they have already been absent for 10 days, and they leave early, a doctor's excuse will be required for this absence also.

## Procedures for Administration of Medications

Public schools have been organized for the expressed purpose of educating children and not to diagnose, prescribe or administer medications or health care of any kind beyond that required in the school code. In an effort to fulfill this role, attention will be given to the safety and welfare of children placed in the care of Freeport Area School District for the period of time designated for their education. Parents of children who require continual medication or medical care should be advised that our schools are not staffed or equipped to handle any situation beyond the routine type provided by an average family. The only exception would apply to emergency care, which is designed to be temporary until transportation can be made to a hospital or other appropriate medical facility where proper medical attention can be received.

When distribution of medication is necessary, in extremely critical circumstances, the following guidelines will be followed:

1. All medication 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 labeled container. Exceptions to this procedure must have prior approval by the school nurse.
2. Our district physicians have provided an order for Tylenol or Ibuprofen (Advil, Motrin), to be administered by the school nurse as needed to students in grades 6-12. Written parent/guardian permission is required and may be completed as part of the InfoSnap online enrollment process.
3. 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.
4. The school nurse is the authorized person who may administer medication.
5. A student may be eligible to self-administer in exceptional circumstances, after evaluation by the school nurse.
6. The principal will designate in writing those persons authorized to administer medication in the absence of the nurse.
  - a. 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:

Reminding the student when to take the 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.

7. **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.**
8. **A medication log will be kept for each student receiving medication in the nurse's office.**
9. **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.**
10. **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.**
11. **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.**

### **Emergency Health Information**

**At the beginning of each school year, parents will be asked to fill out InfoSnap (online form based website) with telephone numbers for us to call in the event your child becomes sick or injured while he/she is in school. InfoSnap must be filled out yearly. We also will need to know what specific health problems your child has. Please include as much detail as possible on the form. If your child wears glasses, include that too. If there are changes in the information during the course of the school year, please advise us.**

**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. This is an important matter as an aid for instructional purposes. Please feel free to contact the school nurse whenever necessary.**

**If a child becomes ill or is injured to the extent that it is necessary to call an ambulance, the closest available ambulance service will be called.**

### SCHOOL REGULATIONS

**The tremendous number of activities taking place and the involvement of a large number of students creates the problem of maintaining order. It is only when everything occurs in an organized way that the rights and privileges of every individual are guaranteed to the fullest degree. For this reason, rules and regulations have been developed in an effort to provide for the fair treatment of every person and allow the educational process to occur in a most efficient and effective manner. It is very important for every student to become familiar with these guidelines and conduct himself/herself accordingly in order for our secondary schools to fulfill their commitment to the total student body.**

### STUDENT PARKING

**Senior High Students are encouraged to ride the school bus instead of driving to school. If it is necessary for a student to drive to school, parking spaces are available. Students must purchase a parking pass for the entire school year at a cost of \$90. Passes will be available to senior students first, followed by juniors, and if any remaining spots are left they will be available to**



sophomores. All parking passes will be given at a first come first serve basis according to grade level. Students must have a current valid driver's license. Once all the parking spots are accounted for there will be no more passes given out to any student. **STUDENTS MUST ABIDE BY THE PARKING REGULATIONS LISTED ON THE APPLICATION FOR PARKING PERMIT OR THEY WILL FORFEIT THEIR PRIVILEGE OF USING THE SCHOOL PARKING. PARKING SPACES ARE NOT TRANSFERABLE FROM ONE STUDENT TO ANOTHER.** Any unauthorized / unregistered vehicle can / will be towed at the owner's expense. No warning is necessary for a vehicle to be towed. Parking passes are also subject to temporary suspension due to an accumulation of unexcused tardies at the principal's discretion. Students are not permitted to park on school grounds without the appropriate school issued parking permit. Parking applications will be available in the main office. If a parking pass is lost or stolen the student will be charged a \$5 replacement fee.

There are also parking spaces available for students who need to drive occasionally for doctor's appointments, early dismissal, or for some other legitimate reason. These spaces are issued on a daily basis. Temporary parking passes are available for drivers to drive for one day. Please see the office for a temporary pass. All student vehicles are subject to search and /or dog searches, (as per district policy 226 Searches).

#### AUDITORIUM AND ASSEMBLIES

On occasion students will report to the auditorium for the purposes of 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 trip privileges will be withdrawn.

#### STUDY HALL REGULATIONS

1. Study hall regulations will be determined at the beginning of the school year by the study hall teacher.
2. A student who wishes to be excused from study hall by another teacher must follow this procedure:
  - A. Request a note from the teacher prior to study hall.
  - B. Present the note to the study hall teacher before the tardy bell.
  - C. Do not arrive late to study hall. Doing so will result in a late slip.
  - D. Students WILL NOT be excused from study hall to get a note from a teacher to excuse them. If a student uses the Hall Pass for this purpose, they will be denied any future use of the Hall Pass, and the note will not be honored.
  - E. If a year pass is given, teacher must provide the office and Study Hall teacher students name.
5. Students are not to request to have their study hall changed from one room to another.

**6. Student Study Halls may be used by the district for core subject remediation on an individual basis.**

## HOMEWORK

### The role of the student

**The student should:**

- **Make sure he/she understands and records the requirements of the assignment's: 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.**
- **If a year-long pass is given, teacher must provide the name of the student to the study hall teacher and the office.**

### The role of the parent

**The parent should:**

- **Exhibit a positive attitude toward homework.**
- **Provide an environment in which homework assignments can be 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.**
- **Provide only the 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.**

#### HALL PASSES

**Any student in the halls during school time must have prior approval from the classroom teacher or person(s) supervising the classroom. A sign in/out system will be used as a means of tracking the time and period a student is using a pass. The hall pass is for emergency use only. When a student is granted a pass, he/she is only permitted to go to the nearest restroom or water fountain, to the student's locker, or to the specific area that is specified (i.e. nurses office, guidance office, main office, etc.). 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 or given restricted use.**

#### SPORTSMANSHIP

**Students should support their team with enthusiasm at all times. The athletes work very hard to be a winning team. It is very encouraging to know the student body is supporting them all the way. It is a custom of our school to refrain from running down the opposing team in any manner. Defaming/Derogatory/Vulgar comments, signs, gestures or booing are not appropriate behavior at any athletic contest. Students must be aware that are under the jurisdiction of all school regulations at athletic events, regardless of whether the event is home or away.**

#### DANCES

**Dances are encouraged in order to develop the social side of the student's personality. Even though school dances will take place in the evening, some precautions must be taken to ensure a favorable outlook for their continued support.**

**They are:**

- 1. The sponsor of the authorized organization must secure permission to use the facilities by completing the appropriate request form.**
- 2. Advertising may not take place until approval has been received.**
- 3. Funds must be made available to pay for security and custodial services.**

**Additional rules:**

- 1. Students may enter the building only after the chaperone arrives.**
- 2. The area must be thoroughly cleaned and borrowed materials returned promptly.**
- 3. Guests at Senior High School dances may be admitted only by prior registration with faculty sponsor or school administrator.**

- 4. Faculty chaperones may require that a student or guest leave the function due to unsatisfactory conduct.**
- 5. Students will be confined to the cafeteria, gym or the hallway in between.**
- 6. Students are to plan to remain for the entire dance. Those who leave the dance early will not be readmitted.**
- 7. Students may not stand at the door and talk to friends outside or open doors to permit others to enter the building.**
- 8. Students will not be permitted to loiter on school property during dances.**
- 9. Any student removed from a dance, due to misconduct, will not be able to attend any future dance, including the prom, for the remainder of the year.**
- 10. Students attending dances are under the jurisdiction of all normal school day regulations. Senior High School students who invite an outside guest to a dance are responsible for the behavior of their guests.**

#### COMPUTER ACCEPTABLE USE POLICY

**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. Failure to adhere to these guidelines will result in suspension of computer privileges and/or disciplinary action.**

#### TERMS AND CONDITIONS

- 1. Students are responsible for good behavior on the school computer network, 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 the 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, peer-to-peer downloading sites, and news groups 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 oriented, 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 computers 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 removal of software programs or files are violations of computer usage policies.**
13. **The district makes a best effort to block inappropriate content. Although students are supervised when using these resources in school, and their use is electronically monitored, there remains the possibility that students may gain access to material that may be considered inappropriate or not of educational value. Purposefully searching for or accessing these types of material may be considered an unacceptable use of school resources and could result in appropriate disciplinary action.**
14. **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.**
15. **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.**

#### **SAFE TO SAY**

**Inappropriate use of Safe2Say platform is a level IV offense of the Freeport Area School District Code of Conduct and is subject to any and all consequences set forth in the Code of Conduct. Administrative discretion is will be taken into consideration.**

#### **STUDENT EMAIL**

**The Freeport Area School District provides electronic resources for students in Grades 6-12, including Gmail accounts to be used to access the District's Google Apps, which is an integral**

**part of the curriculum. The District expects behavior and language in the use of these Gmail accounts will be consistent with classroom standards. The Guidelines listed below are intended to govern the use of District- provided Gmail account and Google Apps, whether the account is accessed in or outside of the school environment or on school--owned, public, or personal computers. Written parent/guardian permission is required and may be completed as part of the InfoSnap online enrollment process.**

## ELECTRONIC DEVICES AND CHROMEBOOKS

**FOR REGULATIONS REGARDING ELECTRONIC DEVICES PLEASE REFER TO THE NETWORK AND INTERNET ACCESS AGREEMENT FOR STUDENTS, POLICY #816.**

Any discipline or infractions that results from the use of an electronic device, not covered by the Acceptable Use Policy #817, will be deemed insubordination.

Each student will be issued a personal Chromebook at the beginning of the school year. Parents and guardians are expected to sign the FASD Acceptable Use Policy before the school year begins in order for their child to receive their Chromebook. If a parent elects to not have their child provided a Chromebook from the school, students will be expected to use a classroom Chromebook for any classroom related activities. Parents will be provided the opportunity to purchase insurance for their child's Chromebook to help offset costs of any unforeseen damages. Student Chromebooks should be used for school related activities only. Students may be subject to restricted access if they don't comply with teacher directives and expectations while using their Chromebooks during instruction.

Per School Board Policy 237, the Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district busses and vehicles; and during the time students are under the supervision of the district. Electronic devices shall include, but are not limited to, all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; provide wireless, unfiltered connection to the Internet.

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The building principal may grant approval for use of an electronic device by a student for the following reasons:

1. Health, safety, or emergency reasons
2. An Individualized Education Program (IEP) Or Section 504 Service Agreement
3. Classroom or instructional-related activities, under the supervision of the classroom teacher
4. Other reasons determined appropriate by the building principal.

### **Consequences:**

1st Offense – Confiscate the item – Documented Warning;

2nd Offense – Confiscate the item – 1 detention

3rd and Subsequent Offenses – Confiscate the item – Parent must pick up item – deemed as Insubordination

#### External Speakers:

- **1st offense will result in a warning**
- **2nd offense will result in confiscation of speaker and parent/guardian pick up in office**

#### CELL PHONE USAGE

**No cell phone calls are to be placed anywhere in the building except for the office. Students may only use their cell phone during class time for instructional purposes with the teacher's permission. Instructional time is defined as the time from when the tardy bell rings to the first bell of dismissal. Each teacher has the discretion to allow and regulate the use of cellphones in the classroom and on specific projects. While using your cell phone you will be expected to comply with all class and school rules. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn. Students will be held accountable for any negative postings, pictures or videos done during school hours. Students may not use cell phones to "bully" or to post derogatory statements, video or pictures about students, faculty or staff via text or Social Media.**

Students are prohibited from:

- **Bringing a Cell Phone on premises that infects the networks with anything designed to damage, alter, destroy or provide access to unauthorized data or information**
- **Processing or accessing information on school property related to "hacking", altering or bypassing network security policies.**

Lost, Stolen, or damaged devices:

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Freeport Area High School takes no responsibility for stolen, lost or damaged cell phones, including lost or corrupted devices.

#### SECURITY

**School and student safety has been enhanced by the use of various strategies including security officers, electronic locks and building security cameras. Camera recordings will be used to investigate various issues in the building as needed.**

**All students and visitors will pass through metal detectors upon arrival. No open container or hand carried beverages will be permitted.**

**Parents, in case of a school emergency, please do not come directly to the schools. Wait to receive notification from the district's mass alerting system.**

#### STUDENT BEHAVIOR

**Students are expected to exemplify the best in behavior. The rules and regulations were written for a definite purpose and must be obeyed. Violators will be punished and may face a suspension from school. An automatic three day suspension will be imposed upon those students involved in fighting, in school and on school property.**

**School buildings, books, equipment, and materials are to be respected. Deliberate or accidental loss or damage to school property is the responsibility of the student. Costs for repair or replacement will be assessed and held as an obligation until payment is made.**

**Parents are responsible for the general appearance of students when they enter the school building/district grounds. The District acknowledges that it has a general expectation regarding the way students present themselves, mainly that all appear in clean and appropriate clothing that follows the following guidelines consistent with the Freeport Area Middle School dress code:**

- **Attire must not compromise school property or student safety.**
- **Dress must comply with all health and safety codes.**
- **Dress must not interfere with the educational process or the rights of others.**
- **Appropriate footwear must be worn considering the safety environment of individual classrooms (i.e., labs, PE, metal/wood shop setting).**
- **Hats, hoods, visors, and other headgear such as bandanas, kerchiefs, and scarves etc., are not to be worn during school hours without administrative approval.**
- **Clothing should be worn in a fashion so as to completely cover the back, chest, midriff, buttocks, and undergarments while sitting and standing.**
- **Sunglasses or dark glasses unless experiencing a visual impairment documented by a Doctor - Obscene, profane language, sexual innuendo, references to alcohol or illegal substances (including pictures and words), or provocative pictures on clothing or jewelry, and clothing with double-meaning phrases are prohibited.**
- **For physical education class, students must wear clothing/footwear that will allow them to adequately and safely perform tasks/skills that are directed by the teacher.**
- **Students are prohibited from wearing clothing that mimics or ridicules other students or student groups.**

#### **Consequences of Infractions of Dress Code**

**Any student in violation of the dress code will be sent to the office. Alternate clothes will be available (gym shirt and shorts) if a student cannot find dress code appropriate clothing.**

**First/second offense, the student will be asked to change clothes. A phone call will be made home.**

**Third offense, the third offense will be deemed Insubordination and they will be placed in *In School Suspension* for the entire day.**



The school is very much aware of changing styles and fads. Clothing of this type is often appropriate for evening, weekend and recreational wear, but not for school. The type of clothing permitted will be determined by the administration.

### Class T-Shirts or Jerseys

Each year it has been a tradition for the Senior class to design and sell “Senior T-Shirts” or Senior Jerseys”. This is permissible under the following conditions:

1. Members of the Senior Class involved in designing or selling the shirts must meet with the principal or assistant principal and submit a plan or drawing of the logo for approval before ordering the shirts.
2. The shirts cannot be sold for profit to any individuals.
3. The shirts must conform to all other regulations pertaining to student attire.

### FACE COVERINGS

Students and staff may be required to wear certain Personal Protection Equipment (PPE) on district grounds, school sponsored events, and when being transported by school authorized vehicles if mandated by the Center of Disease Control (CDC) and the Pennsylvania Department of Health. Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness. Face masks will be required to be worn as a form of PPE during classroom changes in the hallway, while being transported by bus, or while in close proximity to other students and teachers. Students may be asked to wear masks as conditions dictate.

Face masks should be made of cloth or other approved materials from the CDC. When worn, they should completely cover the mouth and nose of individuals. Students and staff with underlying medical conditions that may prevent them from wearing face masks will be given appropriate accommodations when provided with a written doctor's excuse.

Face masks should not include inappropriate suggestive phrases/visuals that refer to drugs, alcohol, or tobacco, and anything that could be deemed disruptive to the learning environment.

### SCHOOL-TO-CAREER WORK EXPERIENCE

All work release students will be monitored throughout the year for job participation. Students must work a minimum of 15 hours per week to qualify for course credit. Students not meeting the minimum work requirement will forfeit 0.50 credit. Students that wish to enroll in the program once the school year begins must do so before the end of the 1<sup>st</sup> 9-week grading period.

### 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 or harass any specific person or persons.
- B. Seek to establish the supremacy of a particular religious' denomination, sect or 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 contain 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.

**POLICY FOR CHANGE/DROP OF CLASS**

**Initial Schedule:**

Before the end of the school year, or during the month of June, students will receive a list of their courses scheduled for the upcoming year. If a student desires to make changes to their schedule during the summer, they may do so by calling the Guidance Office no later than June 30.

**BELL SCHEDULES**

You will be marked tardy if you enter the school after 7:30. Entrance will be at door 10 only (cafeteria) until 7:37. Bus drop off only at door 1 prior to 7:37. Anyone arriving after 7:37 MUST enter door 1.

## REGULAR BELL SCHEDULE

Lunch 9			Lunch 10			Lunch 11		
1	7:37	8:23	1	7:37	8:23	1	7:37	8:23
2	8:27	9:08	2	8:27	9:08	2	8:27	9:08
3	9:12	9:53	3	9:12	9:53	3	9:12	9:53
4	9:57	10:38	4	9:57	10:38	4	9:57	10:38
Lunch 9	10:38	11:08	Five-9	10:42	11:23	Five-9	10:42	11:23
Five-10	11:12	11:53	Lunch 10	11:23	11:53	Six-10	11:27	12:08
Six-11	11:57	12:38	Six-11	11:57	12:38	Lunch 11	12:08	12:38
7	12:42	1:23	7	12:42	1:23	7	12:42	1:23
8	1:27	2:08	8	1:27	2:08	8	1:27	2:08
JT	2:12	2:43	JT	2:12	2:43	JT	2:12	2:43

## TWO HOUR DELAY SCHEDULE SENIOR HIGH

Blackboard/Connect 5 is an automated phone alert system that is one method to be used to notify school personnel of emergencies and closing/delays. Staff should still utilize a phone tree as a back-up system to ensure that everyone is properly informed in emergencies. If school is delayed, teachers will follow one of the schedules posted below.

Lunch 9			Lunch 10			Lunch 11		
<b>1</b>	9:37	10:15	<b>1</b>	9:37	10:15	<b>1</b>	9:37	10:15
2	10:19	10:49	2	10:19	10:49	2	10:19	10:49
<b>9 (Lunch)</b>	10:49	11:19	<b>5-9 (5)</b>	10:53	11:23	<b>5-9 (5)</b>	10:53	11:23
<b>5-10 (5)</b>	11:23	11:53	<b>10 (Lunch)</b>	11:23	11:53	<b>6-10 (6)</b>	11:27	11:57
<b>6-11 (6)</b>	11:57	12:27	<b>6-11 (6)</b>	11:57	12:27	<b>11 (Lunch)</b>	11:57	12:27
3	12:31	1:01	3	12:31	1:01	3	12:31	1:01
4	1:05	1:35	4	1:05	1:35	4	1:05	1:35
7	1:39	2:09	7	1:39	2:09	7	1:39	2:09
8	2:13	2:43	8	2:13	2:43	8	2:13	2:43

## ARRIVAL AND ASSEMBLY OF STUDENTS

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

**Senior High School:           7:13 AM           Cafeteria or Auditorium**

## TRUANCY

Pennsylvania's Student Truancy Law (Act 29) details two important consequences for which to be aware:

- a. **Fines for a truancy offense can range from \$5 to \$300 and can also require parent(s) to go to parenting classes or do community service.**
- b. **The Magistrate can directly prosecute a student if 13 years of age or older. If of driving age, there is an automatic 90-day driver's license suspension; if under 16, automatic 90-day delay for obtaining license.**

## ATTENDANCE

**Since regular attendance is essential for success in school work, the following regulations relating to school attendance have been established at the Senior High level:**

1. **All excuses must be signed by a legal guardian or emailed by registered parent email. Emails can be sent to [FHSattendance@freeport.k12.pa.us](mailto:FHSattendance@freeport.k12.pa.us) -please note that all medical excuses must be physically handed in.**
2. **Present excuse to your first period teacher the day you return to school. Doctor/medical excuse should be attached to the official school excuse. Failure to produce an excuse by the third day after an absence will result in a permanent unexcused or unlawful absence.**
3. **Make immediate plans to complete all work due to absence: it is the student's responsibility to make arrangements with the teacher to do makeup work. Students will be given a day for each day of absence upon return to school to make up work missed while out of school. Work not completed within the allotted time may result in loss of credit.**
4. **A student whose attendance is irregular, and has accumulated a total of 10 days of absence without a doctor's excuse will be required to submit a doctor's excuse for each successive absence. If a doctor's excuse is not submitted each day after 10 days of absences without doctor's excuses, the days will be coded as unlawful or unexcused. THE DOCTOR'S EXCUSE IS TO BE GIVEN TO THE 1<sup>ST</sup> PERIOD TEACHER THE DAY THE STUDENT RETURNS. Please be aware that we will not accept any doctor's excuse which appears to be altered.**
5. **If you are going to be absent because of travel, college visits, religious programs, take a son/daughter to work day, or any absence that could be considered as excused educational absence, your parent or guardian must make arrangements with the building principal prior to the absence. The educational excuse form can be found on the Freeport Area High School website (<https://www.freeport.k12.pa.us/FAHS/Content2/160> ). If arrangements are not made with the building principal prior to the absence, the day(s) will be unexcused or**

**unlawful. This can only be done by a parent or guardian. Forms must be completed at least one (1) week prior to requested excused absence.**

- 6. Students who are participating on a particular activity must be in attendance at school no later than 11:00 AM on the day the activity is taking place. Students who do not meet these criteria on the day of the activity will not be allowed to participate. If a student attempts to or does participate, the respective building administrator will take appropriate disciplinary action. All athletes are to be in attendance at school on the day of the game. Students who are absent from school or tardy after 11:00 AM will not participate in any activities, practices or games on that day without the written approval of the appropriate building Principal.**

### **Pre-Approved Excused Absences**

***If you are going to be absent because of travel, college visits, religious programs, take a son/daughter to work day, or any absence that could be considered as excused educational absence, your parent or guardian must make arrangements with the building principal at least one (1) week prior to the absence.*** If arrangements are not made with the building principal prior to the absence, the day(s) will be unexcused or unlawful. This can only be done by a parent or guardian. Forms are available in the Middle School office or online and **must be completed at least one (1) week prior** to the requested excused absence. Take Your Child to Work absences may require additional validation. Request for Excused Educational absences should contain the following information:

- a. Date of request
- b. Name of students(s)
- c. Date(s) of Excused Educational Absence
- d. Reason for request
- e. Signature of parent or legal guardian
- f. School and grade student attends
- g. Address and telephone number

Requests for pre-approved educational excused absences will be denied for students who are deemed truant and/or have a School Attendance Improvement Plan developed. Requests for pre-approved educational absences will also be denied if the absence takes place during a state mandated standardized testing window. School attendance is a very vital part of the learning process, for which schools have been established.

**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 excused, unexcused or unlawful.**

**A. Excused absence**

- 1. Illness of the student**
- 2. Death in the immediate family**
- 3. Quarantine**
- 4. Urgent reasons (fire, flood, etc.)**
- 5. Excused educational absences pre-approved by the building principal**

**6. Suspension**

**7. College visitations (three-day limit for seniors)**

- a. College visitation forms must be signed by an official college representative, for example- College admissions counselor**

**B. Unlawful absence**

**An unlawful absence occurs when a student under eighteen 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.**

**C. Unexcused absence.**

**An unexcused absence occurs when a student, eighteen years of age or older misses for a reason that cannot be attributed directly to one of the aforementioned reasons.**

**Procedure:**

- 1. Failure to produce a school excuse within three days following an absence will result in the absence becoming unlawful/unexcused regardless of its legitimacy.**
- 2. Forged excuses will be considered unlawful/unexcused and subject to school disciplinary action.**
- 3. Excused absences exceeding 10 days for the year will be determined unexcused/unlawful unless covered by a doctor's excuse. All doctors' excuses must be turned into the school within three calendar days of the absence.**

**Procedure:**

**3<sup>rd</sup> unlawful/unexcused**

- Student placed on School Attendance Improvement Plan (SAIP),**
- Parent/Guardian contact, plan sent home to be signed and returned.**

**4<sup>th</sup> unlawful/unexcused**

- Student referred to a Community Based Truancy Intervention Program which will be held on the second Wednesday of each month at the Butler County Training Center located at 227 West Cunningham St. in Butler.**

**6<sup>th</sup> and continued unlawful/unexcused**

- Citation filed at the local Magistrate**

**On the tenth day of absence a letter will be sent to the parents outlining the school district's policy on attendance. The Principal/Assistant Principal or his designee will hold a conference with the student to discuss the attendance record and implication of further absence.**

**For more information regarding attendance refer to Policy 204, Attendance.**

**EARLY DISMISSAL**

**Early dismissal will be granted for the same reason allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist sometime 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, or during study halls, if there is enough time.**

**To obtain an early dismissal slip, bring a written note signed by your parent or legal guardian requesting permission to leave and stating the reason for the early dismissal. This note is to be submitted to the office for approval BEFORE YOU GO TO YOUR FIRST PERIOD. Frequently a call will be made to your home to check the authenticity of the note. An excused absence for a medical/dental appointment or a driver's test is generally limited to 1/2 day.**

**Students must have their parent or guardian sign them out in the lobby prior to leaving the building. Students will not be permitted to leave with anyone other than parents, guardians or persons listed on the student's emergency form unless the parent makes prior arrangement with the school office. All excuses for tardies or early dismissals must be signed by parents regardless of the student's age.**

#### **CLOSING OF SCHOOL DUE TO SNOW OR OTHER EMERGENCY**

**If it becomes necessary to close the schools due to extreme weather conditions or other emergency, the following T.V. stations will be notified and will carry the message. Many television stations allow you to sign up for an email alert on their website. This is an option that has been found to be useful for some families. Please do not call the school offices or the stations.**

**WPXI (TV)**

**WTAE (TV)**

**KDKA TV**

**FASD WEBSITE**

**Families will also be alerted via mass email/call alert system. Phone numbers and emails are taken from InfoSnap.**

#### **PASSES FOR LEAVING SCHOOL BUILDING OR GROUNDS**

**Students are not permitted to leave the school building or grounds at any time during the school day without permission from the office. Before the office will issue a permission, a parent or guardian will be contacted to grant permission. Failure to follow the proper procedure will be considered truancy.**

**Once students are on school property, whether they drive or ride a bus, they are not permitted to leave school property. You must report directly to the building when you arrive.**

**Students that arrive early to school, regardless of whether they have ridden a school bus or driven, are not permitted to leave school property prior to the start of school. Students that are waiting on their bus after dismissal are not permitted to leave school property and then return to catch their bus.**

**Students that have driven to school are not permitted to return to school property after dismissal unless they are returning for an official school function.**

#### **WITHDRAWAL AND TRANSFER**

**The procedure for withdrawal or transferring is as follows:**

- 1. Secure authorization withdrawal or transfer note from your parent or guardian.**

- 2. Obtain appropriate forms from the Guidance Office.**
- 3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.**

**Parents should make arrangements with the school prior to time of withdrawal. At the time of withdrawal, a copy of the state immunization form should accompany the child for entrance into the new school.**

## **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. It is not permissible to have “order out” food delivered to the school/cafeteria.**

**Menus are posted online at <https://www.schoolcafe.com/FreeportASD> at the beginning of each month indicating what is available in the cafeteria.**

**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 or district website.**

**Be careful of your manners in the cafeteria. Students carrying their lunch should place their waste paper in the proper receptacles. All food is to be eaten in the cafeteria. Students should stop at the restroom to wash their hands before going to lunch. Plan to remain in the cafeteria until dismissed as a group.**

**Students are served through our cafeteria lines using a “point of service” computer system. Each student will have a confidential account which may be accessed by using their student ID. Each transaction is recorded and either credited or debited to their account. Parents may check their child’s account balance at [www.schoolcafe.com](http://www.schoolcafe.com) and make payments towards that account anytime online. Any questions concerning this system or your child’s account should be directed to each school’s cafeteria or to our Food Service Director at 724-295-5141 Ext. 1252.**

**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 their doctor 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 Senior High School Cafeteria offers an “ala carte” system for your enjoyment. There are three different areas for the students to make their lunch choice, two traditional school lunch lines, and a sandwich/salad bar line. Cashiers will be stationed at the exit of each line to assist students with the point of service system. This format will offer the students more lunch choices and hopefully shorten our cafeteria lunch lines.**

**All students buying lunch will receive a single lunch. Extras can be purchased as you are coming through the line with your lunch. They are labeled with prices if they are not included in the meal. If a student has a negative account balance, extras - along with snacks - will not be allowed to be purchased. The cashier will tell you when you are not allowed to purchase said extras. Please do not pick up anything that is not part of a meal if you have a negative balance.**



**The Nutrition Group is excited and appreciative of being selected as the food service management company at the Freeport Area School District. Our goal is to offer an appetizing variety of foods to our students. Through programs such as Wellness Wednesday and Take Nutrition Global we will encourage students to try new, healthy foods. Through the formation of Youth Advisory Councils (YAC) and Parent Advisory Councils (PAC) we developed a partnership with students and parents to receive feedback on what is happening with the district's food service program. Any questions or concerns regarding the food service program can be directed to the Food Service Director, at the number listed above.**

**The food service program will also be operating a breakfast program before school. Breakfast will cost \$1.25. Those students who receive reduced lunches will also receive breakfasts at a rate of \$0.30. Likewise, those who receive free lunches will receive breakfast at no cost as well. "Sit down" breakfast will begin at 7:10 and last until 7:25. During this time students in the cafeteria can get their breakfast from the line and sit down to eat it.**

**You may take advantage of the school cafeteria if you abide by these rules.**

- 1. Take your turn in line.**
- 2. Conduct yourself in an orderly fashion.**
- 3. Return trays and all eating utensils to the proper places.**
- 4. Dispose of refuse by placing it in container provided for that purpose.**
- 5. Chairs are not to be placed at the ends of tables, as they block isles.**

#### **Collection of Unpaid Cafeteria Balances**

**Effective August 15, 2018, any unpaid cafeteria balance of \$25 or greater will be placed with a collection agency. Parents/guardians with unpaid cafeteria balances have until August 15, 2021, to make full payment of any unpaid balance to avoid incurring additional fees or credit reporting.**

**Payments can be made online at [www.schoolcafe.com](http://www.schoolcafe.com) by credit card (5% fee applies) or by sending a check made out to "Freeport Area Food Service Fund" to the following address:**

**Freeport Area School District  
Attn: Food Service Payment  
PO Box C  
Freeport, PA 16229**

**Please include your child's full name and (if known) Student ID in the memo portion of your check.**

**If you have any questions regarding your food service account, or would like to set up a payment plan to avoid the collection process, please contact the Food Service Director, at 724-295-5143, ext 1252. In the event an unpaid balance is placed with a third party collector, all collection fees or costs incurred will be added to the total amount due and will be the responsibility of the parent/guardian. Such costs/fees include but are not limited to collection fees or commissions, attorney fees, court costs and accrued interest.**

## TRANSPORTATION

### Notification of Audio Video Monitors

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

### 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 interferes 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** Skateboards, bicycles and scooters are not to be transported on the school bus without special permission from the bus company and school.
- Rule 12** 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 Principal before the pupil is permitted to ride the bus. No student shall be put off en route. The student is to be delivered to his destination and the matter put in the hand of school authorities.
- Rule 13** 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. Students are

only permitted to leave the bus if they have direct involvement in an activity or if the student is involved in a school sanctioned event.

**Rule 14**      **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.**

It should be noted that the right to bypass steps due to circumstances has been reserved for the Administration.

### School Bus Evacuation Drill

The purpose of school bus evacuation drills is to have the bus driver and each pupil riding in the school bus knows 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.

### 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 deface 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. Report cards and records will be withheld until these obligations are satisfied.

If a textbook is misused or damaged, but is still usable, a partial fee for that book will be assessed. If a textbook or Media Center 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.**

**When a student is issued a book, calculator, uniform or any other item of school property, it is the student's responsibility to return these items at the end of the course or activity, or at a time when the teacher, coach or sponsor requests their return. The items are to be returned in the condition in which they were issued. Students should therefore protect school items from theft, damage or loss. Students will be required to make restitution for any school- owned items that are stolen, damaged or lost. Failure to make restitution will result in the cost being charged as an obligation to the student.**

#### **VISITORS TO SCHOOLS**

**STUDENTS ARE NOT PERMITTED TO BRING FRIENDS OR RELATIVES THAT ARE OUT OF SCHOOL OR FROM ANOTHER SCHOOL TO ATTEND CLASSES WITH THEM AT ANY TIME. Visitors of teachers or students are discouraged during school hours without making prior arrangements with the principal. All visitors will be required to scan their driver's license prior to entering the building. ALL VISITORS TO THE SCHOOL MUST PASS THROUGH THE METAL DETECTOR THEN REPORT DIRECTLY TO THE HIGH SCHOOL SECURITY DESK AFTER DRIVER'S LICENSE SCAN TO OBTAIN A "VISITOR'S PASS". ANY VISITOR MUST MAKE AN APPOINTMENT WITH THE HIGH SCHOOL OFFICE IN ORDER TO ENTER THE BUILDING.**

**Parents and other persons on official school business must secure authorization from the principal in order to talk to students. 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.**

**Please refer to Policy 907 School Visitors/Classroom visitation.**

**In case of emergency parents please do not report directly to the building await further direction from district official via our emergency management notification.**

#### **EMERGENCY DRILLS**

**Emergency drills occur at regular intervals. It is essential that when the first signal is given, everyone acts promptly. Students should minimize any talking. The teacher in each classroom will give instructions that must be followed during the Emergency Drill to maximize the safety and welfare of the students.**

#### **FIRE DRILLS**

**Fire drills at regular intervals are required by school code and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Students should minimize any talking. The teacher in each classroom will give the students proper instructions that must be followed during a fire drill to maximize the safety and welfare of students.**

## BACKPACKS

**Students will be permitted to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school.**

## LOST AND FOUND

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

## LOCKERS

**In the Senior High, lockers will be grouped in the building based upon grade level. Students are not permitted to use other students' lockers, or one that might be unassigned.**

**Writing on or defacing of a locker is not permitted. Articles of value should not be kept in lockers.**

**All students must use school locks to protect the contents of their locker. Students are not permitted to use their own locks on school lockers. Locks must remain in the "locked" position at all times and are not to be left open or unlocked.**

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

**Book bags, gym bags or any large equipment bags are to be stored in lockers or appropriately assigned areas. Bags are not to be carried from class to class.**

## SEARCH AND SEIZURE

**The Board acknowledges the need for safe in-school storage for books, clothing, school materials and other personal property and may provide lockers for such storage.**

**All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.**

**Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building itself.**

**The Board reserves the right to authorize its employees or other law enforcement agents including the use of trained canines, (as per District Policy #226) to inspect a student's locker (or automobile on school grounds) at any time for the purpose of determining whether the locker (automobile) is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any materials that pose a hazard to the safety and good order of the schools.**

**A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. The consequence of such actions may include suspension, referral to law authorities, or referral to the board for an expulsion hearing.**

**Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy.**

**The Superintendent shall develop procedures to implement this policy which shall require:**

**The principal or representative shall be present whenever a student locker is inspected.**

**The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.**

**The principal shall be responsible for safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.**

**The principal shall be responsible for the prompt recording, in writing, of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.**

#### **PERSONAL PROPERTY SEARCH**

**Personal property including handbags, wallets, backpacks, gym bags, clothing, and automobiles 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.**

#### **ACTIVITY REQUESTS**

**Any school group or organization desiring to hold a function 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, choral concerts, etc. shall be open to the public, free of charge or by donation.**

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

## COMPLAINTS

Complaints regarding any type of situation involving a child, his teacher, his subject, 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 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.

## DISCIPLINE

### Cheating/Plagiarism

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

1st Offense – 1 detention – teacher phone call home

2nd Offense – 1 In-School Suspension – teacher phone call home

3rd Offense – 1 Out-of-School Suspension – teacher phone call home

Also, the student may be given a zero on the assignment or test.

--

### MORNING TARDIES

Students arriving between 7:38 AM and 11:00 AM are considered tardy to school. Senior High Students will receive the following consequences for morning tardies. Tardy excuses must be turned in the day of the morning tardy.

#### Discipline Procedures for Morning Tardies

5 Tardies = Student Conference, Phone Call Home, School Tardy Improvement Plan

10 Tardies = Drivers Loss of Parking Permit for 10 School Days/Non Drivers 1 Week LDT or 2 DT

15 Tardies = Drivers Loss of Parking Permit for 30 School Days/Non Drivers 2 Week LDT or 4 DT

20 Tardies = Drivers Loss of Parking Permit for Remainder of School Year/Non Drivers ISS

Work release drivers will serve morning detention

*Detention attendance is mandatory, if a student fails to serve detention it will be considered insubordination*

Missing the bus, car problems, oversleeping and unexcused personal reason will not be accepted as a legitimate reason for being tardy.

**Students arriving after 11:00 AM will be required to produce an official school excuse for 1/2 day of absence.**

**If a student arrives before 11:00 AM he/she is tardy**

**If a student arrives after 11:00 AM he/she is absent 1/2 day**

**If a student arrives after 1:05 PM he/she is absent full day**

**If a student leaves after 1:05 PM he/she is present full day**

**Leaving the Building**

**1<sup>st</sup> offense 1 day of In School Suspension**

**2<sup>nd</sup> offense 1 day of Out Of School Suspension**

**3<sup>rd</sup> offense Administrative Discretion**

**Cut Class**

**All offenses will result in a zero for all work**

**The consequences for class cut are as follows:**

**1<sup>st</sup> offense Detention for each class cut**

**2<sup>nd</sup> offense 1 day of In School Suspension**

**3<sup>rd</sup> offense 1 Day of Out Of School Suspension**

**4<sup>th</sup> offense Administrative Discretion**

**Tobacco/vaporizers use and possession**

**Smoking, use, or possession of all kinds of tobacco/tobacco products/vaporizers or e-cigarettes or any look alike product on school property will result in referral to Smokeless Saturday and 2 days of out of school suspension. A citation will be filed with the District Magistrate for any student that does not attend their scheduled Smokeless Saturday referral. Additional offenses will result in 2 days out of school suspension and citation filed with the magistrate.**

**Bus Discipline**

**STEP 1: All bus drivers will 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 or Assistant Principal. The name of the student(s), date, and infraction will be recorded on the report form.**



### **STEP 3: FIRST OFFENSE**

**The Principal or Assistant 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 or Assistant 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 or Assistant 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 or Assistant 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 three (3) school days.**

### **STEP 6: FOURTH OFFENSE**

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

**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.**

### **Detention**

**Students may be assigned detention by the Principal or Assistant Principal. This is for those students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems.**

**Students assigned to detention are to report to the assigned room by 2:42 p.m. for the afternoon detention. Afternoon detention will end at 3:42 p.m. A student can also serve the assigned detention by serving 3 mornings from 7:13 to 7:31 a.m. Detentions can be served every day after school. If a student is unable to arrange for transportation they will be assigned two lunch detentions.**

**When a student is assigned detention, they will be given a reasonable amount of time to serve it. Students are responsible for making arrangements for their own transportation.**

**Any student who does not abide by the regulations of the detention assignment may be assigned additional detention or suspension. When students are assigned their first detention, they will be informed of the Detention Regulations.**

### Withdrawal of Privileges

1. Individual teachers may withdraw privileges extended within the classroom for infractions of rules.
2. Students may be placed on social probation and denied school privileges by the building administrators for rule infractions.
3. Restricted Hall Pass List - Students are placed on the restricted list when they have abused school rules. These include Skipping School, Hall Pass Abuse, Class Cuts, Chronic Tardies to Class, etc.

### 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 Principals. 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.

A student may be excluded from school by suspension or expulsion:

**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 desire, are entitled to an informal hearing within three days of the date of suspension.

**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, at a school function or athletic event on or off school property or on a school transportation vehicle, students may be suspended for any of, but not limited to the following actions:

1. Fighting
2. Harassment
3. Smoking or use of any kind of tobacco product on school property (including possession).
4. Use or possession of a vaporizer, e-cigarette or any look alike product.
5. Indecent acts as defined by the Pennsylvania Penal Code.
6. Vulgarity, racial or ethnic slurs, profane language, or obscene gestures.
7. Insubordination.
8. Repeated class cutting, unauthorized leaving the school grounds.
9. Terroristic threats to another person, persons, or school personnel.
10. Failure to identify or giving false identification.
11. Willful and persistent tardiness or truancy.
12. Excessive display of affection.
13. Creating a disturbance in the classroom, cafeteria, on a school bus or at a school activity.
14. Possession, transfer, or use of alcoholic beverages, drugs, narcotics, controlled substances, or a look-a-like substance being portrayed as any of the above.
15. Intent or act of causing bodily harm against pupils or school personnel.
16. Inciting so as to cause a riot.

17. Destruction of school property (plus liability for replacement or repair).
18. Theft (plus liability for restitution).
19. Extortion
20. Hazing
21. Persistent incorrigibility and willful violation of school rules.
22. Vandalism
23. Graffiti
24. Any action which would disrupt the harmony and good order of the school or interfere with the education of other students.
25. Throwing of anything in the halls, classrooms, cafeteria, or any area of the building.
26. The possession of a weapon or any look-a-like item that has the potential to create harm.
27. Violation of Dress Code
28. Irregular attendance

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. Freeport Area Schools believe that after a student has received 10 or more days of In-School Suspension, further disciplinary action may result in Out-of-School Suspension. A total of 12 or more days of In-School and/or Out-of-School suspension could result in the loss of student privileges such as trips, prom, graduation ceremonies, etc.

### Suspension

**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 PERMITTED TO ATTEND PRACTICES HELD AFTER SCHOOL. 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, 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 Guidance Counselor to have their assignments sent home to them. The student, while on suspension, should REMAIN AT HOME during school hours and complete these assignments.**

## STUDENT DISCIPLINE CODES

### Introduction

These guidelines are an outgrowth of the Student Rights and Responsibilities regulations and the Pennsylvania School Codes, 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 example cited under the Infraction and Disciplinary Options sections are not intended to be a comprehensive and exhausting 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 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, these guidelines are not intended to cover all situations and circumstances.

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. This is not comprehensive. It contains examples designed to serve as a guideline.

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

**DISCIPLINARY OPTIONS:** Disciplinary Options are examples of the kind 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 alone or in combination, will be applied through the judgment and discretion of the administration.

### Level 1

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 INFRACTION:

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 of cafeteria
8. Removal of food from the cafeteria
9. Other disobedience of misconduct
10. Horseplay
11. Open displays of affection
12. Possession or use of laser pointers or video toys
13. Defacing student handbook
14. Misuse of student locks
15. External speakers

**NOTE: Level I Examples and Disciplinary options are not limited to those listed.**

**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 OPTIONS:**

- 1. Verbal reprimand**
- 2. Conference (student, parent, teacher)**
- 3. Telephone call and/or written communication to parent**
- 4. Apology**
- 5. Assigned seating**
- 6. Clean-up area**
- 7. Restriction to assigned area**
- 8. Restriction of pass**
- 9. Denial of privilege**
- 10. Detention**
- 11. Performance Contact**
- 12. Behavior modification**
- 13. Referral to counselors**
- 14. Administrative Discretion**

## Level II

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

**NOTE: Level II Examples and disciplinary options are not limited to those listed.**

**EXAMPLES OF INFRACTION:**

- 1. Continuation for Level I Infraction**
- 2. Tardiness for school**
- 3. Defiant failure to complete assignments or carry out directions**
- 4. Use of vulgarity, profane language, or ethnic slurs**
- 5. Truancy**
- 6. Disrespect or abusive treatment of staff member**
- 7. Failure to complete an assigned discipline**
- 8. Disruptive behavior in the classroom, halls, school grounds, cafeteria, school bus or at 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 all kinds of tobacco/tobacco products or vaporizers and e-cigarettes on school property**
- 12. Possession of offensive materials, pornographic in nature**
- 13. Bullying/harassment**
- 14. Excessive display of affection**
- 15. Throwing of anything in the halls, classroom, 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 and driving violation**
19. **Indecent exposure**
20. **Other disobedience of misconduct**
21. **Extreme dress or appearance which is violation of building dress regulation and/or disruptive classroom/school climate**

**PROCEDURES:**

1. **Staff person observing the misbehavior intervenes and immediately refers student incident to the administrator for actions. A complete Discipline Referral is to be submitted to the office by the intervening teacher**
2. **Administrator meets with the student(s) and effect the most appropriate response**
3. **Teacher is informed in writing of student's misconduct**
4. **Parents receive written notice of student's misconduct**
5. **A proper and accurate record of the offenses and disciplinary actions is maintained by building administrator**

**EXAMPLES OF DISCIPLINARY OPTIONS:**

1. **Any LEVEL I option not used**
2. **Parent Conference**
3. **Restitution for property and/or damage**
4. **Schedule changes**
5. **Curriculum changes**
6. **In-School Suspension**
7. **Out of School Suspension**
8. **Referral to outside agency recommended by Administrators. Failure to attend recommended program will result in a citation filed at the District Magistrate**
9. **Referral to appropriate law enforcement agency**
10. **Loss of parking privileges**
11. **Parent escort**
12. **Administrative Discretion**

**Level III**

**Those infractions sometime result from the continuation of Level I and/or Level II misbehaviors or are acts directed against persons 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 mechanism of the school. Corrective measures which the school may undertake, however, depend upon the extent of the school's resources for correcting the situation in the best interest of all students and personal.**

**EXAMPLES OF INFRACTION:**

1. **Continuation of unmodified LEVEL I and II infractions**
2. **Serious pushing and shoving**
3. **Rough or boisterous activity which does result in bodily harm to student or school personnel or property**
4. **Vandalism**
5. **Theft**
6. **Other disobedience or misconduct**
7. **Sexual harassment**
8. **False allegations**
9. **Verbal/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 administrator for action
2. Administrator initiates disciplinary action by investigating the infraction and conferring with staff involved
3. Administrator meets with the student(s) and parents about the misconduct and the resulting disciplinary action
4. A parent/student/administrator conference may be required

**EXAMPLES OF DISCIPLINARY OPTIONS:**

1. Any Level I and II option not used
2. In-School Suspension
3. Out-of-School Suspension
4. Expulsion
5. Restitution for property and/or damage
6. Referral to outside agency recommended by Administration. Failure to attend recommended program will result in a citation filed at the District Magistrate
7. Referral to appropriate law enforcement agency
8. Parent escort
9. Administrative Discretion

**Level IV**

**Disciplinary action under LEVEL IV could result from the continuation of LEVEL I, II and/or III offense. Also, included are acts which result in violence to another person or property which seriously endangers 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 school. Action by the Board of School Directors may also be required. Referral to appropriate law enforcement agencies is required.**

**EXAMPLES OF INFRACTION:**

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 controlled substances while under the school's jurisdiction, or a look-alike substance being portrayed as any of the above
5. Furnishing/selling/transferring of drugs, alcoholic beverages, drug paraphernalia or controlled substances while under the school's jurisdiction
6. Leading, inciting or participating in a walkout or riot
7. Bomb threats/false fire alarms or terroristic threats
8. Arson
9. Terroristic threats to another person, persons, or school personnel.
10. Possession/transfer/use of dangerous weapons, or any look-a-like item while under the school's jurisdiction
11. Possession/transfer/detonation of incendiary devices (fireworks, smoke bombs, etc. while under the school's jurisdiction)
12. Inappropriate sexual behavior

- 13. Trespassing**
- 14. Other crimes and offenses listed in the Pennsylvania Crime Codes**
- 15. Other disobedience or misconduct**
- 16. Fighting**

**PROCEDURES:**

- 1. Staff person observing the behavior immediately intervenes and refers students to administrator for action. A completed discipline referral is submitted by the intervening teacher**
- 2. The administrator verifies the offense, confers with the appropriate staff and meets with students**
- 3. The involved student(s) 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. Expulsion**
- 3. Referral to appropriate law enforcement agency**
- 4. Referral to psychological services**
- 5. Referral to Alcohol/Drug Rehabilitation counseling**
- 6. Prosecution**
- 7. Administration Discretion**

**NOTE: Level IV examples and disciplinary options are not limited to those listed.**