

# Forest City Regional High School



2023 - 2024  
Student/Parent Handbook  
Grades 7-12

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## NOTICE OF NON-DISCRIMINATION

The Forest City Regional School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or disability in its educational programs, activities or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, please contact Michelle Gogolski, Business Manager, 100 Susquehanna Street, Forest City, PA 18421, by phone at (570)785-2406 or at [mgogolski@fcrsd.org](mailto:mgogolski@fcrsd.org).

### Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records in the event that the parent or eligible student believes that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If a parent or eligible student believes that an educational record is inaccurate or misleading, he or she should write to the school principal and clearly identify the part of the record they want changed and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

According to FERPA, directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have written denial to release directory information on file. Schools do use discretion when they receive requests for directory information and will not release such information if it is the building administrator's judgement that releasing such information would not be in the best interest of the student.

Examples of general directory information include: name, address, telephone listing, date and place of birth, photographs, participation in officially recognized activities and sports, field of study, weight and height of athletes, enrollment status and grade level, degrees and awards received, dates of attendance, most recent school attended.

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to: colleges and universities, scholarship providers, trade and technical schools, and potential employers.

In addition, Federal Every Student Succeeds Act provides that all branches of the military have access to three directory information categories: name, address, and telephone listing, unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

Parents have the right to have directory information withheld upon written request. If you prefer to deny release of your student's directory information, please indicate so on the Student Handbook Acknowledgement Form.

### **Special Education Services (Child Find)**

Annual Public Notice of Special Education Services and Programs, Services for Gifted, Homeless, Migrant Students and Services for Protected Handicapped Students.

*To Parents who reside in the Forest City Regional School District.*

El contenido de esta nota se ha escrito en inglés. Si usted no entiende esta nota, debe contactar el distrito escolar (vea los contactos) y solicite una explicación.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the Forest City Regional School District Department of Special Education and request an explanation.

### **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 (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973, McKinney-Vento Homeless Assistance Act, Education for Homeless Youth 42USCA 11431.

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. For additional information regarding gifted services, the parent may refer to 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.

This notice shall inform parents throughout the school district, intermediate unit, and charter school 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, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services, including youth incarcerated in adult facilities and/or residential/detention facilities, homeless and migrant children, wards of the state, and private school students.

If parents believe that the child may be eligible for special education, the parent should contact the Forest City Regional School District Department of Special Education at (570) 785-2400.

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 3 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. (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 you may contact Colleen Penzone, NEIU Early Intervention Supervisor at (570) 876-9255.

### **Evaluation Process**

Each school district, intermediate unit, and charter school 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 Colleen Penzone, NEIU 19 Early Intervention Services at (570)876-9255 or [cpenzone@iu19.org](mailto:cpenzone@iu19.org) .

**Consent**

School entities cannot proceed with an evaluation or reevaluation, 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, [www.Pattan.net](http://www.Pattan.net).

Once written parental consent is obtained, the district will proceed with the evaluation process at public expense. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

**Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program 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, intermediate unit staff, or charter school 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 SDs, IUs, and CS's maintain records concerning all 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 stages. 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. Uninterrupted Scholars Act, which became law in January 2013, allows a district to disclose education records of a student to an agency caseworker or representative from the state or a local child welfare agency or to a tribal authority if that person is determined to have a right to access and the agency/tribal authority is legally responsible for the student's care and protection.

## **DISTRICT VISION STATEMENT**

All Forest City Regional School District students will graduate prepared for post-secondary learning, career, and service.

## **DISTRICT MISSION STATEMENT**

The Forest City Regional School District will challenge, empower, and inspire all students to GO BE GREAT by:

- Setting high academic standards
- Fostering critical thinking skills
- Creating opportunities for collaboration, communication, and innovation
- Promoting self-directed learning and personal goal setting
- Engaging in opportunities to care for others

## **GUIDING BELIEFS**

- Every child can learn.
- Every child is entitled to an education that is designed to support their individual academic, social-emotional, and behavioral needs.
- Learning happens in a safe, supportive, and collaborative environment.
- We are a community of lifelong learners comprised of students, parents, teachers, paraprofessionals, administrators, and community.
- High expectations for ALL are an integral part of the learning process.
- The effort of our teachers and students makes all the difference and is the most valuable asset in our school district.
- Collaboration among students, families, teachers, administrators, and community members is essential for continuous improvement.
- Our shared leadership approach will maximize the professional growth of our educational team by empowering individuals and giving them an opportunity to lead in their areas of expertise.

## **ALMA MATER**

Cherished by thy students ever,  
Mem'ries sweet shall throng  
'Round our hearts dear alma mater  
We'll always sing this song.

*Chorus*

Lift the chorus, speed it onward  
Loud her praises tell  
Hail to thee our alma mater  
Forest City, hail!  
Backward never is our watchword  
Conquer and prevail,  
We'll go forth to add new glories  
We'll try ne'er to fail.

*Chorus*

## **SCHOOL LOGO**

The emblem, which appears on the front cover of this book, symbolizes the hopes and desires of Forest City Regional students. Each component of the emblem has its own meaning which then contributes to the final product. The four steps at the bottom symbolize student's four years in high school. Each step is a greater size than the one preceding it, just as each succeeding year adds to the student's knowledge and broadens his/her experience. The columns depict the solidity of the knowledge acquired during the past years and the importance of this knowledge as the foundation of a student's future. The torch in the foreground burns with the energy and vigor of youth, burning with countless hopes. Behind the columns, the road of life stretches to the horizon reaching the sun, which is the brightness of eternity and the fulfillment of the student's education.

## **SAFE SCHOOL ENVIRONMENT**

The Forest City School District strives to ensure that all students and adults are provided with a safe and effective environment in which to learn and work. This type of environment exists when distractions are kept to a minimum and behavior is orderly and is the responsibility of all members of the community. The school utilizes the services of District and building-level resources to meet this goal.

To provide students with a safe and secure school environment, the Forest City School District works collaboratively with the Susquehanna County District Attorney's Office and the Forest City Police Department adding another layer of security in the district by employing a School Resource Officer. The Forest City Regional School District School Resource Officer (SRO) works cooperatively with the district to promote positive relations between youth and law enforcement, be visible within the school community, attend and participate in school functions, build working relationships with the school's staff, students and parent groups.

Professional staff and Support staff supervise the interiors of the buildings. Special attention is devoted to entrances and corridors leading to and from exterior areas and it is required that all entering guests provide proper identification and register in the main office. Specific instructions are provided upon registration. School and District policies govern all visitors as well as our student population and municipal and state codes are enforced.

To create and maintain an orderly environment within the schools, students and guests are required to adhere to the rules and regulations as set forth in the Student Handbook and to abide by the decisions of the administration in disciplinary matters.

A safe school environment is essential to successful learning, and through the careful use of District resources and the monitoring of student, adult, and visitor behaviors, Forest City Regional School District provides its constituents with an effective and safe school.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a research-based, highly effective, framework for creating, teaching, and reinforcing students' social, emotional, and academic learning skills to improve and sustain academic achievement and mental and emotional well-being of all students. All school staff use the PBIS's framework and positive approach in all school settings. The goal of PBIS is to establish a predictable, consistent, and positive school culture for all students and staff. PBIS schools focus on prevention, intercede to correct individual student behavioral "miscues," and acknowledge students who model the expected behavior.

## **SECURITY STATEMENT**

For the safety of our staff, students, and visitors, as well as the protection of our property and equipment, security cameras are used in many Forest City Regional School District facilities and parking lots.

## **VISITORS**

All visitors, including parents, must report to the main office upon entering the building. Visitors may not be in the school building or on the school grounds unless they have permission from the administration. Visitors to the building must present a photo ID to the office staff upon entering the building. Any visitor who disrupts the school program or fails to obtain and display a visitor's pass will be directed to leave the premises. Students are not allowed to have a visitor in school or to bring an un-enrolled friend to school. Visitors who wish to speak with a teacher after dismissal must contact the administration prior to entering the building. This procedure is purely for the safety, security, and well-being of our staff and students.

**Forest City Regional School District**  
 Forest City Regional High School  
 100 Susquehanna Street Forest City, PA 18421  
 Phone (570)785-2400 Fax (570)785-3785

**CONTACT INFORMATION**

<b>Title</b>	<b>Name</b>	<b>Administrative Assistant</b>	<b>Phone Number</b>
Superintendent	Daniel Gilroy <a href="mailto:dgilroy@fcrsd.org">dgilroy@fcrsd.org</a>	Jocelyn Olsommer <a href="mailto:jolsommer@fcrsd.org">jolsommer@fcrsd.org</a>	570-785-2403
Business Manager	Michelle Gogolski <a href="mailto:mgogolski@fcrsd.org">mgogolski@fcrsd.org</a>	Kim Kuruts <a href="mailto:kkuruts@fcrsd.org">kkuruts@fcrsd.org</a>	570-785-2405
Principal	Cassandra Stout <a href="mailto:cstout@fcrsd.org">cstout@fcrsd.org</a>	Nicole Botjer <a href="mailto:nbotjer@fcrsd.org">nbotjer@fcrsd.org</a>	570-785-2420
Director of Special Education	Michelle Lesjack <a href="mailto:mlesjack@fcrsd.org">mlesjack@fcrsd.org</a>	Patricia Gardus <a href="mailto:pgardus@fcrsd.org">pgardus@fcrsd.org</a>	570-785-2408 570-785-2444
School Counselors	Kelsey Bryer (5-8) <a href="mailto:kbryer@fcrsd.org">kbryer@fcrsd.org</a> Juliann Lionetti (9-12) <a href="mailto:jlionetti@fcrsd.org">jlionetti@fcrsd.org</a>	Darlene Hamlyn <a href="mailto:dhamlyn@fcrsd.org">dhamlyn@fcrsd.org</a>	570-785-2469
School Nurse	Ann Marie Rusnak <a href="mailto:arusnak@fcrsd.org">arusnak@fcrsd.org</a>	Kim Trotter <a href="mailto:ktrotter@fcrsd.org">ktrotter@fcrsd.org</a>	570-785-2415
Cafeteria Manager	Mary Lee Martines <a href="mailto:mmartines@fcrsd.org">mmartines@fcrsd.org</a>		570-785-2412
Transportation Director	Jocelyn Olsommer <a href="mailto:jolsommer@fcrsd.org">jolsommer@fcrsd.org</a>		570-785-2407
Athletic Director	Brian Durkin <a href="mailto:bdurkin@fcrsd.org">bdurkin@fcrsd.org</a>		570-785-2417
Technology Coordinator	Steve Glynn <a href="mailto:sglynn@fcrsd.org">sglynn@fcrsd.org</a>		570-785-2432
Technology Specialist	Paul McCormick <a href="mailto:pmccormick@fcrsd.org">pmccormick@fcrsd.org</a>		570-785-2432
Maintenance Supervisor	John Reeder <a href="mailto:jreeder@fcrsd.org">jreeder@fcrsd.org</a>		570-785-2424
School Resource Officer	Detective John Bradley <a href="mailto:jbradley@fcrsd.org">jbradley@fcrsd.org</a>		570-785-2420
Dean of Students	Daniel Nebzydoski <a href="mailto:dnebydoski@fcrsd.org">dnebydoski@fcrsd.org</a> Jason Pantzar <a href="mailto:jpantzar@fcrsd.org">jpantzar@fcrsd.org</a>	7-12  PK-8	570-785-2420

**BOARD OF EDUCATION**

<b>Board Member</b>	<b>Representative District</b>	<b>Office</b>
Mary Emmett	Forest City Region 8	President
Christoper Stahl	Herrick Township	Member
Marissa McAndrew, ESQ	Uniondale	Vice-President
Bernice Lukus	Vandling	Member
Melissa Erdmann	Forest City Region 9	Member
Christina Albright	Pleasant Mount II/III	Member
Henry Nebzydoski, VMD	Pleasant Mount I	Member
Brian Piatak, DC	Clinton II	Member
Christina Priebe	Forest City Region 7	Member



Forest City Regional School District

2023 - 2024

# SCHOOL CALENDAR

August 2023 (3)						
S	Mon	Tue	Wed	Th	Fri	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023 (19)						
S	Mon	Tues	Wed	Th	Fri	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023 (21)						
S	Mon	Tue	Wed	Th	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023 (18)						
S	Mon	Tue	Wed	Th	Fri	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023 (16)						
S	Mon	Tue	Wed	Th	Fri	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024 (21)						
S	Mon	Tue	Wed	Th	Fri	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			









February 2024 (20)						
S	Mon	Tue	Wed	Th	Fri	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024 (20)						
S	Mon	Tue	Wed	Th	Fri	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024 (21)						
S	Mon	Tue	Wed	Th	Fri	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 (21)						
S	Mon	Tue	Wed	Th	Fri	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024 (0)						
S	Mon	Tue	Wed	Th	Fri	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Color Code	
	First Day of School
	Holidays
	Snow Make Up Days
	State Testing Days
	Teacher In-Service (No School Students)
	Parent/Teacher Conferences 12:15 Dismissal
	Early Dismissal Holiday 1:15PM
	Early Dismissal In-Service 12:15

**Early Dismissals--** (\*) PreK @ 12:00 / Elem & HS @ 12:15  
**Early Dismissals before Holiday**  
 (\*\*) PreK @ 1:00 / Elem & HS @ 1:15 pm  
**School Events--**  
 PreK Orientation: August  
 Grade 7 Orientation: August 24, 2023  
 Back to School Carnival: August 24, 2023  
 HS Prom: May 3, 2024 / Graduation TBD

**Parent/Teacher Conferences** for Elementary & High School  
 December 14, 2023 & March 21, 2024, from 12:30 to 7:00 p.m.  
**Day #181 Will be full Teacher In-Service Day**  
**State Testing--**  
 PSSA Exams: April 22 through April 30, 2024 & May 1 through May 10, 2024  
 Keystone Exams: May 13 through May 24, 2024  
**Board Approved - April 17, 2023**



# Forest City Regional High School

100 Susquehanna Street, Forest City, PA 18421-1399

Phone: 570 785-2420 ▪ Fax: 570 785-3785

[www.fcrsd.org](http://www.fcrsd.org)

*Dr. Cassandra Stout, Principal*

Dear Students and Parents:

On behalf of the faculty and staff of Forest City Regional High School we want to welcome everyone to the 2023-2024 school year! We look forward to welcoming our students, faculty, and staff back into our classrooms. Please know, that we will work together ensure your child's successful transition back to school.

Our mission at Forest City Regional School District is to challenge, empower, and inspire all students to GO BE GREAT by:

- Setting high academic standards
- Fostering critical thinking skills
- Creating opportunities for collaboration, communication, and innovation
- Promoting self-directed learning and personal goal setting
- Engaging in opportunities to care for others

Our goal at Forest City Regional High School is to provide a challenging curriculum in a safe and supportive learning environment so that our students gain all the essential knowledge and skills to be competitive in any career path they choose.

The information in our handbook provides a summary of our school procedures, student expectations, and guidelines. All students and parents are encouraged to read and reference this document throughout the school year. The complete handbook will be available online. If you would like a printed copy of the handbook, please contact the Forest City High School Office at 570-785-2420.

If you ever have any questions or concerns, please do not hesitate to contact me. I look forward to working with you throughout your high school career.

Sincerely,

*Cassandra Stout*

Dr. Cassandra Stout  
Principal

## **STUDENT RESPONSIBILITIES**

Under Title 22 section 12.2 of the PA Code, there are certain student rights and responsibilities afforded to all public school students in Pennsylvania.

Student responsibilities include the following:

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a) Be aware of all the rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - b) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - c) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - d) Assist the school staff in operating a safe school for all students enrolled therein.
  - e) Comply with Commonwealth and local laws.
  - f) Exercise proper care when using public facilities and equipment.
  - g) Attend school daily and be on time for all classes and other school functions.
  - h) Make up work when absent from school.
  - i) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - j) Report accurately in student media.
  - k) Not use obscene language in student media or on school premises.

The district's rules concerning student behavior and conduct apply whenever a student is in school, on school property or vehicles, at any school-sponsored activities, and/or utilizing District owned or maintained computer system websites, platforms or portals.

## **GENERAL SCHOOL RULES**

1. Students must be in homeroom by 8:20 A.M.
2. Students are not allowed to leave school grounds once they arrive.
3. Students are not allowed in the building after dismissal unless they are under the supervision of a faculty member, advisor, or coach.
4. Students reporting late to school must report to the main office. Please refer to the attendance and discipline guidelines for specific information on consequences.
5. Students shall not mark or deface walls, desks, books, computers, or any other school area.
6. Students are not to use or display obscene language (oral or written) or physical gestures at any time.
7. Possession or smoking of tobacco or any related products, including the use of electronic cigarettes, vapes, or any other smoking devices, is strictly prohibited in a school building, bus, or on school property under the control of the school district.
8. Stealing and/or extorting are prohibited in school. Students found guilty may be suspended and local law enforcement may be contacted depending on the severity of the incident.
9. Fighting while in school will not be tolerated. Engaging or instigating a fight on school property or during any school activity will be punished in accordance with the school discipline policy.

10. Students are prohibited from unauthorized audio, video, or digital recording of any students, faculty, staff, or administration.
11. Students who cause a general disruption to the school environment may be subject to disciplinary action.

### **DEAN OF STUDENTS**

The Dean of Students provides discipline support and collaborative problem solving to administration, faculty, and staff during designated times throughout the day. The Dean of Students works independently and in collaboration with the building principal to address student discipline and the application of the code of conduct including but not limited to dress code, hallway and lavatory behavior, disruptive behavior, and student safety concerns.

Facilitation of student discipline includes but is not limited to communication with the student and others involved, communication with parents and guardians regarding the referral and the consequence, and collaboration with the building principal.

### **FLAG SALUTE**

Opening of school activities include the recitation of the Pledge of Allegiance. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity but shall maintain a respectful attitude throughout the ceremony. Disruption or infringement upon the rights of others to participate in this ceremony, by any student, will result in disciplinary action.

The building principal shall provide written notice to the parents/guardian of a student who refuses to salute the flag or recite the Pledge of Allegiance.

### **ATTENDANCE**

Board Policy 204

#### **ATTENDANCE REGULATIONS**

The Forest City Regional School District recognizes that attendance is an important factor in academic success and supports a comprehensive approach to identify and address attendance issues. The entire educational process requires a continuity of instruction, classroom participation, and learning experiences in order to provide maximum educational benefit for every student.

Frequent absence from school disrupts the educational process. It is the shared responsibility of the District and the family to work collaboratively to remove barriers to daily attendance and to ensure that students understand the positive connection between daily attendance and student achievement.

The Pennsylvania School Code provides the following reasons for excused absences from school: illness, quarantine, death in the immediate family, professional appointment, religious observance, and impassable roads.

The following guidelines and procedures will be adhered to in the Forest City Regional School District:

#### **EXCUSED ABSENCES**

In addition to submitting a written excuse upon return to school, parents are asked to call the school when their child is absent from school. If your child is absent and you have not called the school, you will receive an automated phone call by 11:00 A.M. indicating that your child did not attend homeroom.

A written note is required within three days of an absence. The note must clearly state the date of absence, purpose for absence, and the signature of the parent/guardian or practitioner of the healing arts. If the note is

not received within three days of the absence, the absence will be coded as unexcused. The School Code limits the number of parent excused absences to ten (10) per year. All absences beyond the tenth require a written note from a practitioner of the healing arts. If a written note from a practitioner of the healing arts is not presented within three (3) days of the student's return to school, the absences will be coded as unexcused.

- First Notice: After five (5) parent excused days, the District will provide written notice to the parent or guardian.
- Second Notice: After eight (8) parent excused days the District will provide a second written notice with an invitation to attend a School Attendance Improvement Conference (SAIC). The purpose of the SAIC is to examine the student's absences in an effort to improve attendance. The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan (SAIP). The following individuals shall be invited to the SAIC: student, parent or guardian, other individuals identified by the parent/guardian who may be a resource, appropriate school personnel, and recommended service providers including but not limited to the County Children and Youth Truancy Liaison.

### **UNEXCUSED ABSENCES**

Unexcused absences include but are not limited to: truancy, attendance at an unapproved community event or venue, shopping, oversleeping, car trouble, illegal employment, parent excused absences beyond the tenth day and unexcused early dismissals.

- First Notice: When a student has been absent for three (3) days during the current school year without a lawful excuse, the District will provide written notice to the parent or guardian within ten (10) days of the student's third unexcused absence.
- Second Notice: If the student incurs additional unexcused absences to a cumulative total of five (5) days after the issuance of the first notice the District will provide a second written notice with an invitation to attend a School Attendance Improvement Conference (SAIC).
- Third Notice: Students are considered to be habitually truant with six (6) or more unexcused absences during the current school year. If a student continues to accumulate unexcused absences after the SAIC, a third letter will be sent home via USPS requesting an additional SAIC to identify and eliminate barriers to school attendance. Failure to attend the SAIC will result in a formal referral to a school-based or community-based attendance improvement program and a truancy complaint to the district magistrate.

### **TRUANCY AND HABITUAL TRUANCY**

Attending school regularly and providing legal excuses when absences occur are vitally important. All absence excuses must be turned in to the school within three (3) days of a student's return to school. When excuses are not turned in, or when invalid excuses are submitted, a student may be deemed truant. Current Pennsylvania Law defines a truant student as one who is of compulsory school age and has accumulated three (3) days of unexcused absence during the school year. Additionally, current law defines a habitually truant student as one of compulsory school age who has accumulated six (6) days or more of unexcused absence during the school year. Actions that will be taken for students defined as truant or habitually truant are found in Policy 204 and include a parent-staff meeting, the development of an Attendance Improvement Plan, referral to an Attendance Improvement Program, referral to Children and Youth and/or the issuance of a citation with the local District Justice.

### **CREDIT FOR ASSIGNMENTS DURING ABSENCE**

The Forest City Regional School District recognizes the importance of regular student attendance with regard to the attainment of a quality education. Therefore, a procedure to encourage student attendance is in place. Upon the occasion of a student absence, a student will be given the opportunity to complete all course work that would have been completed during the time of absence. All students absent from classes for legal reasons, including suspensions, are required to make up all work and tests missed. It is the responsibility of the student to see their teachers to obtain the work and to obtain help, if needed, to make up the work. The

opportunity to complete work missed shall be equal to the total number of days missed. Students who will be absent a minimum of three (3) consecutive school days may request homework from the counseling office. A request for homework for students who will be absent 3 or more days should be made as soon as possible (preferably the first day) during the expected period of absence. Parents requesting homework should call the counseling office. Requested homework will be available to be picked up in the office after 3:00 P.M. on the day following the phoned parental request.

### **UNACCOUNTED ABSENCES**

Children whose names are on the active membership roll, who are at any time in the school term, absent from school for 10 consecutive school days, shall be removed from the active membership roll (as an IMPROPER WITHDRAWAL) unless one of the following occurs:

1. The district has been provided with evidence that the absence may be legally excused; or
2. Compulsory attendance prosecution has been or is being pursued.

### **EXCUSED TARDINESS**

If a student is late to school and immediately produces a written note from a practitioner of the healing arts, or a legal professional appointment, the lateness will be excused.

### **UNEXCUSED TARDINESS**

Unexcused tardiness (three (3) or more) is not acceptable. In order to discourage such tardiness, students arriving late to school without an acceptable written excuse or who have exceeded the limit of allowable tardies will be subject to consequences.

### **EXCUSED EARLY DISMISSAL**

Students requiring early dismissal from school must submit a written note to the main office prior to the start of the school day. The note must include the following: the student's name, the reason for the request, the date and time the student needs to be excused, and signature of the parent/guardian. All written notes will be verified with a phone call to the parent/guardian.

In the event of a family emergency, a telephone call will not be sufficient to have a child excused early. A parent or guardian must come to the school to sign out the student. Students are not permitted to walk home from school during the school day without permission from administration. Students who leave without permission are subject to the provisions of the discipline policy.

If the school nurse determines that a student is unable to participate in school for medical reasons, the parent/guardian will be contacted, and arrangements will be made for the student to be medically excused. If the school nurse recommends that a child remain in school and the parent/guardian decides to remove the child from school the absence will be coded as a parent excused absence. Accumulation of excessive parent excused absences will result in a School Attendance Improvement Conference and/or action through the district magistrate.

### **EARLY DISMISSALS/SCHOOL CLOSURES**

In the event of a late start, early dismissal or school closing, an official announcement will be broadcast over local radio and television stations. Additionally, our automated calling system will call with a recorded message with the essential information. As school closings and delays can be unexpected, parents should make standing arrangements for their children in the event of a closing, delay, or early dismissal. Please do not call the main district number for early dismissal information. Breakfast and lunch will be served on pre-planned early dismissal days.

## **ABSENCES AND EXTRA-CURRICULAR ACTIVITIES**

A student who is absent from school shall not be permitted to practice or participate in any extracurricular or school-related activity without permission of the building principal. Students must be signed in to school no later than 10:00 A.M. to participate in an extracurricular activity.

Once students arrive at school they must remain throughout the day.

Students absent five (5) or more days per marking period without a medical excuse will be ineligible to participate in extracurricular activities for the remainder of the marking period and will be required to meet with the building principal and athletic director.

## **SKIP DAYS**

There shall be NO authorized skip days for any class. Skip days will be handled as any other truanancies. In addition, classes or grades of students participating in a skip day will jeopardize their privilege of participating in school-sponsored activities.

## **EDUCATIONAL FIELD TRIPS**

Students may be excused from school to participate in non-district sponsored educational trips. To be eligible under this policy, the student's parent/guardian must complete an Educational Field Trip Form prior to the trip. Approval will be based on student achievement, attendance, and teacher recommendations. If the student's achievement, attendance, and/or behavioral records are negative, the educational trip will not be approved by Administration and notification will be made to parents.

Failure to obtain pre-approval for an educational trip will result in absence for the trip being declared unexcused and, where appropriate, unlawful. No student may spend more than ten (10) school days on approved educational trips in any given school year. Students are expected to make up all schoolwork within the number of days equal to the days missed for the trip.

## **COLLEGE VISITATIONS**

During the school year, seniors are permitted up to two (2) college visitations. Juniors are permitted one (1) visit. Upon returning to school, the student must provide printed documentation from the college/university attended. Failure to return with the necessary documentation may result in an unexcused absence.

## **PROMPTNESS TO CLASS**

1. Students are required to arrive to class and be seated in their assigned area by the time designated for the beginning of class.
2. Students who may arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
3. Except in emergencies, students will report to class before visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
4. Students who miss any class work for unexcused reasons may be given a failing grade for the missed work.
5. If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence must be reported on a discipline referral.

## **CONDUCT IN CLASS**

1. Students are expected to show respect for themselves and others.
2. Students are expected to come to class prepared and to pay close attention to lessons.
3. Students are expected to stay in assigned seats or work stations and to keep their work areas clean and neat.

4. Unless participating in authorized class discussion, students are expected to raise their hand for teacher permission before speaking.
5. At the end of a class period, students will leave their seats only when dismissed by their teacher. They will not leave on the bell.

### **PROCEDURE FOR LEAVING CLASS**

1. Except in extreme emergencies, students must obtain permission from a teacher or other adult school authority before leaving class.
2. Any student leaving a class during the class period must fill out their hall pass. The student must fill out the destination, time leaving, and time returning.
3. Students leaving class to use the lavatory must use the lavatory nearest to their classroom or designated area.
4. Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
5. Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.
6. In order to leave class, students must leave their cellphone on the teacher's desk.

### **SCHOOL DISMISSAL PROCEDURES**

1. Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.
2. Students scheduled for detention or any after school activity must visit their lockers following the last period and report directly to the area of the detention or other after school activity.
3. The walkways provided must be used when traveling to the bus loading area.
4. Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
5. Parents or legal guardians may pick-up their child from school by following normal visitor sign-in procedures. The desk attendant will notify the office and the child will be summoned to the pick-up area. Other adults or acquaintances cannot pick up students unless the parents or guardians grant permission and this information is provided, in writing, to the main office.
6. All rules and regulations in effect within the school are also in effect on all school property and on the way to and from school.

### **STUDENT SCHEDULES**

1. An individualized schedule is designed for each student.
2. Schedule changes may only occur during the first six (6) days of the school year.
3. Schedule changes are granted on rare occasions and are contingent upon administrative review of all factors.

### **REQUESTS FOR TEACHERS**

The classroom placement of a student is the prerogative of the counselor, the teacher, and the principal. The individual needs of students are given priority. However, the final placement and assignment of students is the sole responsibility and within the sole discretion of the school principal.



## BELL SCHEDULE

Regular Bell			2 Hour Delay			2 Hour Early Dismissal			3 Hour Early Dismissal		
High School			High School			High School			High School		
Breakfast	8:00	8:17	Breakfast	10:00	10:17	Breakfast	8:00	8:17	Breakfast	8:00	8:17
Period 1	8:20	9:03	Period 1	10:20	10:50	Period 1	8:20	8:50	Period 1	8:20	8:39
Period 2	9:06	9:49	Period 2	10:53	11:23	Period 2	8:53	9:23	Period 2	8:42	9:01
Period 3	9:52	10:35	Period 3	11:26	11:56	Period 3	9:26	9:56	Period 3	9:04	9:23
HR	10:35	10:40	HR	11:56	11:59	HR	9:56	9:59	HR	9:23	9:28
Period 4	10:42	11:25	Period 4	12:00	12:30	Period 4	10:00	10:30	Period 7	9:31	9:50
Period 5	11:28	12:11	Period 5	12:33	1:03	Period 5	10:33	11:03	Period 8	9:53	10:12
Period 6	12:14	12:57	Period 6	1:06	1:36	Period 6	11:06	11:36	Period 4	10:15	10:46
Period 7	1:00	1:43	Period 7	1:39	2:09	Period 7	11:39	12:09	Period 5	10:49	11:20
Period 8	1:46	2:29	Period 8	2:12	2:42	Period 8	12:12	12:42	Period 6	11:22	11:53
Period 9	2:32	3:15	Period 9	2:45	3:15	Period 9	12:45	1:15	Period 9	11:56	12:15

## WEBSITE

A school district website has been established to help communicate a wide variety of school-related information. The website includes an E-mail directory of district employees, announcements, a school calendar, athletic information, and much more. Visit the website at <http://www.fcrsd.org>

## PARENT PORTAL

The Forest City Regional Parent Portal is a gateway for students and parents/guardians to have access to current school and student information. This student information includes grades, attendance, and print versions of report cards and transcripts. To sign up for the parent portal, please contact Mr. Steven Glynn, Director of Technology, by phone in our high school technology department. Additionally, information related to the parent portal and its features will be available on our website under the technology tab.

## GRADING

The Forest City School District believes that every student should be provided as many opportunities as possible to demonstrate achievement each marking period through formal and informal assessments. These assessments are what collectively contribute to the formation of a grade for each individual student.

Assessments should be made in multiple formats and may include homework, tests, quizzes, class work, lab work, final exams, project completion, paper and pencil activities, notebooks, portfolios, participation, and verbal presentations.

Each student receives a formal assessment report eight times per school year.

Every 45 days a report card is issued to the student: four (4) per year.

At mid-quarter a mid-marking progress report will be constructed and sent home: four (4) per year. Parent conferences may be scheduled to discuss student progress.

Various grade levels reflect student achievement differently, but all grades are based on the scale of 0 to 100.

The scale and designation of alpha and numeric is as follows:

90-100	A – Outstanding
80-89	B – Good
70-79	C – Satisfactory
65-69	D – Needs Improvement
0-64	F – Unsatisfactory – Failing

### **GRADE OF INCOMPLETE**

Incomplete on a report card indicates the student has not completed sufficient work to receive a grade and the teacher or administration has granted an extension for the work to be completed. Any work that needs to be completed shall be handed in within two weeks (10 school days) after the Incomplete has been issued. If the work has not been handed in, the student will be given a 0 for the assignment, which will be included in the current grade average. An Incomplete will not be given the last quarter of the school year. Only a building administrator can extend an incomplete for medical reasons or extenuating circumstances.

### **PROGRESS REPORTS**

Board Policy 212

Progress reports are issued mid-way between each report card. Progress reports are issued so that the student and the parent are aware of the current grade status of the child. Progress reports are posted to the Parent and Student Portal. Actual grades for work are reflected on the progress report. These reports allow the student time to improve their grade performance if they are doing poorly and inform the parent that a possible parent teacher conference may be needed.

### **REPORT CARDS**

Board Policy 212

Reports cards are issued four (4) times per school year. They include grades earned in each subject, teachers' comments, and daily absences. Report cards are posted to the Parent and Student Portal. At the request of the parent a copy of the report card will be mailed home.

### **RETENTION AND SUMMER SCHOOL**

Forest City Regional High School students determined to need academic remediation may be recommended or required to complete a summer school educational program. Students who fail academic courses and/or fail to complete a summer school program may be retained for the upcoming school year. All high school students in grades 9-12 that fail a course during the school year are strongly encouraged to attend summer school so that they can maintain enough credits to graduate.

The following guidelines are in place for all 7<sup>th</sup> and 8<sup>th</sup> grade students:

- a) Failing one core course- Student is recommended for summer school. Student will be promoted to the next grade.
- b) Failing two core courses- Student is recommended to take two courses in summer school but is required to take and pass one course. If the student takes and passes at least one course, they will be promoted to the next grade. If the student does not attend summer school, the student may be retained for the upcoming year.
- c) Failing three core courses- Student is required to take and pass two courses in summer school to be promoted to the next grade.
- d) Failing four core courses or more- The student will be retained for the upcoming school year.

## **PARENT CONFERENCE**

Parent conferences are recommended not only when a student is academically in danger, but also whenever a question or concern arises. While we provide opportunities for parent conferences to occur on specific dates, parents are encouraged to request a conference when they have concerns. This arrangement will enable all the teachers, counselors, and administrators to be available to assist when appropriate. To arrange for a conference please contact the counseling office.

## **ACADEMIC INTEGRITY GUIDELINES**

The Forest City Regional School District expects all students to work diligently both inside and outside the classroom to produce quality work and assignments. All students are expected to work on all assignments with integrity and demonstrate honest and ethical behavior when completing assignments, working with other students, and submitting assignments. Teachers will provide instructions and information to students on the proper and appropriate methods of providing citations and documentation so that students do not engage in cheating or plagiarism.

## **PLAGIARISM**

Throughout your secondary education, you will be asked to write a variety of papers for your subject area classes. Many of these papers will require you to complete academic research prior to writing. Your teacher will familiarize you with the research guidelines of the Modern Language Association and/or the American Psychological Association (the two most used systems for documentation) in order to prepare you to give proper academic credit for your research sources.

Webster's New World Dictionary defines plagiarism as "the taking of any idea, writing, or creative work and passing it off as one's own". Your teachers will utilize class time to teach and review proper research techniques. Every effort will be made to present research writing as an ongoing educational process, especially in grades 7-12. However, when a student engages in what his or her instructor views as deliberate and willful plagiarism, that student is guilty of cheating and will be subject to academic discipline from classroom teacher, the building administrator, or both.

At the college level and in the professional world, plagiarism is considered a serious offense and is often punished with severe academic and/or financial penalties. By following the instruction and research guidelines of your teachers closely, you will learn the proper techniques to avoid plagiarism, and you will be able to complete your research honestly. However, should you choose to deliberately and willfully pass off someone else's work as your own (in other words to cheat), you will face academic penalty.

## **CHEATING**

Any student caught cheating will receive a 0% on that specific graded assignment. Plagiarism is considered a form of cheating.

1<sup>st</sup> Offense – In School Suspension

2<sup>nd</sup> Offense – Out of School Suspension

## **HOMEWORK**

Board Policy 130

Homework is a necessary part of students' academic responsibilities and is an important component of each teacher's grading procedures. Homework is designed to give students an opportunity to practice and reinforce the skills and knowledge of each academic discipline. Students are expected to follow teachers' instructions for all homework assignments.

## **GRADUATION PROJECT**

All students are required to complete a graduation project to receive their high school diploma. Students are encouraged to begin working on their projects as early as 10<sup>th</sup> grade. All 11<sup>th</sup> grade students will receive all graduation project information during a fall assembly program. Students must have their project approved by the graduation project advisors and the principal before starting. All students are encouraged to choose projects that focus on volunteerism and that will benefit the school and/or the community.

## **GRADUATION REQUIREMENT**

A student will not graduate unless the minimum number of credits has been earned to satisfy the graduation requirements, and unless the student meets the minimum standards of the Commonwealth of PA and the Forest City Regional School District.

A student who has not met the requirements for graduation will not be issued a cap and gown; they will not participate in commencement. No diplomas will be issued until all state and local requirements are met.

All fines must be paid, and all school equipment must be turned in.

Diplomas will be withheld unless these obligations are satisfied.

## **HALL PASSES**

- Students must be in their assigned area at all times.
- Students must obtain permission from a teacher or staff member before leaving class hall passes must be filled out by students prior to leaving.
- Student passes will permit them to leave a class twice per day, once per day for CTCLC students.
- Students must leave their cell phones on the teacher's desk in order to leave class.
- Students must request permission to leave the class for emergency reasons, as well.
- Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class maybe required to present a note from a medical authority indicating a need for such frequent requests.
- Students will adhere to the "lavatory use" expectations of the building.

## **LOCKERS**

Since all students are responsible to care for the school issued books, materials and computer, a locker will be assigned to each student in grades 7-12 at the start of the school year. Students are expected to make every effort to keep their locker neat and clean. Stickers, decals, and writing on the lockers inside and out are not acceptable. Students are expected to use the locker appropriately. Slamming, denting, or bending of the doors are not permitted. Food, other than a student lunch, is not permitted in the locker. Opened beverages in lockers are not permitted.

All books and school supplies are to be stored in the locker during the school day. The use of backpacks is not permitted during the day. Students may transport their belongings before and after school using their backpacks. If a student has any difficulty with their locker or its functions, all concerns should be reported to a homeroom teacher and/or the high school main office.

Lockers are the property of the Forest City Regional School District and are subject to inspection and search by an administrator or authorized school designee to maintain the health, safety, and welfare of the student body. The school is not responsible for stolen items from a student's locker. Students are responsible for all materials within their lockers. Lockers may not be shared at any time.

## **SEARCH OF STUDENT AND STUDENT BELONGINGS**

### **Board Policy 226**

With reasonable suspicion, the administrator can require a student to present his/her belongings for the search of prohibited items, illegal substances, or weapons. Electronic wands may be used by school personnel to assist in the search of a student and his/her belongings.

The District recognizes the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District's interests in protecting and preserving the health, safety, and welfare of the school population, enforcing the code of conduct, and maintaining an appropriate atmosphere conducive to learning.

School lockers, desks, storages areas, roadways and parking areas are the property of the school district. The reasonable expectation of privacy offered to students does not extend to lockers, desks, or vehicles parked or driven on school property. The school district reserves the right to search lockers, desks, and vehicles on school property whenever deemed reasonable for the protection of health, welfare, and the maintenance of discipline in the school or on school property. The use of animals or mechanical means may be used in an effort to detect the presence of illegal substances, weapons, or other prohibited materials.

Searches of student pockets, clothing, possessions, backpacks, purse, and district owned electronic devices are subject to search if the administration has reasonable suspicion that a violation of school policy has occurred. Sweeping, random, or periodic searches of all lockers may be conducted at any time without reasonable suspicion. These school wide locker searches are in place to maintain a safe and comfortable school environment. Students found in possession of illegal substances or look-alikes, weapons or look-alikes, or other prohibited materials in their lockers, desks, or vehicles, and/or on their persons shall be subject to discipline in accordance with the rules, policies, and regulations of the district and shall further be subject to any fines, penalties or legal actions as may be provided for the State and Federal laws and regulations. Evidence discovered during a search may be used against the student in disciplinary proceedings.

## **TEXTBOOKS**

Textbooks and other supplemental materials are furnished without cost to all students and must be returned to their teacher at the conclusion of the course. Students are financially responsible for all lost, stolen, or damaged textbooks and materials. Charges for lost or destroyed books are based on the original cost of the book and the age of the book. Parents/guardians are responsible for payment. The cost of any school equipment or property which is lost or destroyed must be paid in full. Records will be detained if all obligations are not met.

## **STUDENT OBLIGATIONS**

All students must meet all of their financial and disciplinary obligations. All athletic equipment, musical instruments, textbooks, etc. issued to students must be returned upon completion of its intended use. All obligations will be carried over annually and will become a senior obligation. Any senior who is negligent at the end of the school year, with any obligation, will not be a part of graduation or associated graduation activities. Diplomas will not be issued until fines have been paid.

## STUDENT DRESS CODE

### Board Policy 221

The educational atmosphere in the school is affected by what students wear. Appropriate clothing for students contributes to appropriate student behavior. Articles of clothing or jewelry which distract from the educational process or present a health or safety hazard are not permitted and are inappropriate in an educational setting. Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student. Students have the responsibility to keep themselves, their clothes, and their hair clean.

These items are permitted:

- Shirts: shirts with collars (including golf style, button down) turtlenecks, and t-shirts (long or short sleeve), sweaters, and jerseys. All shirts must completely cover the torso from the waistline to the collar bone.
- Bottoms: jeans, khakis, dress pants, shorts, athletic pants or shorts, sweatpants, and skirts, all worn at the waistline, that do not expose undergarments, and extend to the tip of the student's finger when arms are extended, and student is walking. Leggings are permitted as long as the student's top extends to the tip of the middle finger when arms are extended when the student is walking. Leggings are also permitted to be worn under ripped jeans.
- Closed toe shoes only – footwear must be worn at all times and fully attached to the foot.
- Zip-ups and hooded sweatshirts are permitted as long as they do not cover the head and are not to take the place of the shirt. Students' heads must be uncovered when they are inside the school building and throughout the instructional day. Students who do not follow this rule will lose the privilege of wearing a hooded sweatshirt in the school setting.

These items are not permitted:

- Shirts: cut-offs, midriiffs, tank tops, muscle shirts, spaghetti straps, tube tops, half shirts, or halter tops.
- Clothing or accessories that display sexually suggestive writing or images, obscene language, or which promote tobacco, alcohol products, illegal substances (including drug paraphernalia), or statements of hate, prejudice, bigotry, or sexism. This includes suggestive printing on clothing that can be interpreted with a double meaning, uses disrespectful language, or suggests gang affiliation or activities.
- Clothing or accessories depicting weapons or violence
- Clothing that is sheer or see-through
- Outdoor jackets or coats
- Bottoms rips in jeans that expose the student's skin, cargo style pants or shorts, pajamas, items not worn at the waist or showing undergarments, shorts / skirts not at the length stated above
- Shoes: flip-flops, open-toed shoes, slides, sandals, slippers
- Headwear: Hats, bandanas, scarves, sunglasses, hoods, and visors, except for religious beliefs and chronic health conditions

\*\*Dress code violations will require a change of clothing; in some instances, they may require removal from class or removal from school. Students may call home for proper clothing. Administrators reserve the right to determine appropriate attire and dress code compliance.

**CLASSIFICATION OF STUDENT MISCONDUCT**

**Minor Behaviors  
Staff-Managed**

<b>Behavior</b>	<b>Definition</b>	<b>Consequence</b>
<b>Tardy</b>	Student arrives to class less than 5 minutes after the bell without a signed pass.	1 <sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian  2 <sup>nd</sup> Offense - Written Warning in SWIS; teacher contacts guardian  Enter in SWIS as MAJOR  3 <sup>rd</sup> Offense -- Referral in SWIS; teacher contacts guardian; Office Issued Detention
<b>Classroom Disruption</b>	Student engages in minor activities (not following directions, calling out, and talking to others when not permitted, etc.) that disrupts the process of the lesson, or disrupts the learning process of other students during the lesson.	1 <sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian  2 <sup>nd</sup> Offense - Referral in SWIS; teacher contact parent; Office Issued Detention  Enter in SWIS as MAJOR  3 <sup>rd</sup> Offense – In School Suspension  Repeated Violations – Out of School Suspension
<b>Property Misuse</b>	Student engages in the low-intensity misuse of school’s property or other students’ property.	1 <sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian  2 <sup>nd</sup> Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention  Enter in SWIS as MAJOR - Property Damage/Vandalism  3 <sup>rd</sup> Offense – In School Suspension  Repeated Violations – Out of School Suspension
<b>Defiance</b>	Student purposely and knowingly refuses to do what is asked of the student before being prompted multiple times.	1 <sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian  2 <sup>nd</sup> Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention

		<p>Enter in SWIS as MAJOR</p> <p>3<sup>rd</sup> Offense – In School Suspension</p> <p>Repeated Violations – Out of School Suspension</p>
<b>Disrespectful</b>	Student is “non-aggressively” engaging in inappropriate communication with teacher or other students.	<p>1<sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian</p> <p>2<sup>nd</sup> Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention</p>
		<p>Enter in SWIS as MAJOR</p> <p>3<sup>rd</sup> Offense – In School Suspension</p> <p>Repeated Violations – Out of School Suspension</p>
<b>Physical Contact</b>	Student engages in non-serious, but inappropriate physical contact (horseplay).	<p>1<sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian</p> <p>2<sup>nd</sup> Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention</p>
		<p>Enter in SWIS as MAJOR - Non-Compliance</p> <p>3<sup>rd</sup> Offense – In School Suspension</p> <p>Repeated Violations – Out of School Suspension</p>
<b>Lunch and Learn Skip</b>	Student does not attend lunch and learn as requested	<p>1st Offense - Written Warning in SWIS; teacher contacts guardian; student is escorted to teacher next day</p>
		<p>Enter in SWIS as MAJOR (Defiance)</p> <p>2nd Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention</p>
<b>Technology Violation</b>	Student has cell phones, earbuds, air pods or Bluetooth headphones, and smart watches, are out during class:	<p>Each Offense - Referral in SWIS</p> <p>Parent must retrieve electronic device after school hours</p>



**Major Behaviors  
Administrator-Managed**

Behavior	Definition	Consequence
<b>Refusal to Work</b>	Student has been prompted to begin a task and has not made any effort to complete the task or get started on the task.	1 <sup>st</sup> Offense - Written Warning in SWIS; teacher contacts guardian  2 <sup>nd</sup> Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention
<b>Skipping Class</b>	Student does not attend class on a day student is present in the building without being approved to miss a class or is more than 5 minutes late to a class without a pass.	1 <sup>st</sup> Offense – In School Suspension  2 <sup>nd</sup> Offense – Out of School Suspension
<b>Defiance</b>	Student purposely and knowingly refuses to do what is asked of the student after being prompted multiple times.  OR  Student displays aggressive behavior against what the teacher is asking the student to do.	Out of School Suspension
<b>Academic/Organized Misconduct</b>	Any type of cheating or intent to cheat that occurs in relation to a formal academic exercise (tests, quizzes, projects, essays, etc.), or any organized attempt to deceive, imitate, or create an unfair advantage.	1 <sup>st</sup> Offense – In School Suspension  2 <sup>nd</sup> Offense – Out of School Suspension  <b>Student will receive a 0 for the assignment</b>
<b>Extreme Class Disruption</b>	Student engages in refusal to follow directions, talks back, delivers socially rude interactions, and/or demonstrates physical aggression that hinders or prevents the teacher from continuing the lesson or impacts the health, safety, and well-being of other students.	Out of School Suspension
<b>Inappropriate Language</b>	Student engages in non-directed inappropriate language with student or teacher, which can include but not limited to cursing, sexual content, and derogatory comments/gestures.	1 <sup>st</sup> Offense - Referral in SWIS; teacher contacts guardian; Office Issued Detention  2 <sup>nd</sup> Offense - In School Suspension  3 <sup>rd</sup> Offense – Out of School Suspension
<b>Directed Profanity</b>	Student delivers communication that includes swearing, name calling, sexually explicit language, racial comments, or use of words in an inappropriate way directed at an individual (teacher or student).	Out of School Suspension  SRO will be notified of incident and determine if charges will be filed
<b>Vandalism</b>	Student participates in an activity that results in destruction or disfigurement of property.	1 <sup>st</sup> Offense – Referral in SWIS; teacher contacts guardian; Office Issued Detention

		<p>2<sup>nd</sup> Offense – In School Suspension</p> <p>3<sup>rd</sup> Offense – Out of School Suspension</p> <p>** Depending on severity consequences may be altered</p> <p>SRO will be notified of incident and determine if charges will be filed</p>
<b>Theft/Forgery</b>	Student is guilty of theft, possession, or sale of stolen property.	<p>Out of School Suspension</p> <p>SRO will be notified of incident and determine if charges will be filed</p>
<b>Sexual Harassment</b>	Student exhibits behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances toward another student or adult on school property.	<p>Out of School Suspension</p> <p>SRO will be notified of incident and determine if charges will be filed</p>
<b>Inappropriate Display of Affection</b>	Student engages in inappropriate touching, kissing, or other inappropriate conduct of affection on school property.	<p>1<sup>st</sup> Offense – Referral in SWIS; teacher contacts guardian; Office Issued Detention</p> <p>2<sup>nd</sup> Offense – In School Suspension</p> <p>3<sup>rd</sup> Offense – Out of School Suspension</p>
<b>Non-Verbal Intimidation</b>	<p>Student delivers disrespectful communication to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.</p> <p>*Disrespectful communication includes sustained or intense attacks based on race religion, gender, age, ethnicity, nationality, disabilities, and/or personal matters.</p>	<p>Out of School Suspension</p> <p>SRO will be notified of incident and determine if charges will be filed</p>
<b>Verbal Intimidation</b>	<p>Student delivers disrespectful communication to another person that includes threats and intimidation, obscene gestures.</p> <p>*Disrespectful communication includes sustained or intense attacks based on race religion, gender, age, ethnicity, nationality, disabilities, and/or personal matters.</p>	<p>Out of School Suspension</p> <p>SRO will be notified of incident and determine if charges will be filed</p>
<b>Physical Intimidation</b>	Student delivers disrespectful communication to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.	<p>Out of School Suspension</p> <p>SRO will be notified of incident and determine if charges will be filed</p>

	*Disrespectful communication includes sustained or intense attacks based on race religion, gender, age, ethnicity, nationality, disabilities, and/or personal matters.	
<b>Vaping/Tobacco Violation</b>	Student is in possession of or caught actively using tobacco and/or vaping device.	1 <sup>st</sup> Offense – In School Suspension 2 <sup>nd</sup> Offense – Out of School Suspension  For each occurrence SRO will be notified of incident and determine if charges will be filed
<b>Drug/Alcohol Violation</b>	Student is in possession of, under the influence of, or caught actively using drugs and/or alcohol.	Out of School Suspension  SRO will be notified of incident and determine if charges will be filed
<b>Fighting</b>	Student engages in a physical attack on another student where physical injury may occur.  OR  Student is involved in intentional actions that result in serious physical contact and injury of another student	Out of School Suspension  SRO will be notified of incident and determine if charges will be filed
<b>Weapon</b>	Student is in possession of a weapon or other item that would be dangerous to the safety and welfare of the school.	Out of School Suspension  SRO will be notified of incident and determine if charges will be filed

### MINOR INFRACTIONS

Minor infractions include behaviors which disrupt the learning environment and occur within the classroom.

1. Each classroom teacher will provide students with a description of expected student behavior within the class and consequences for failing to adhere to the procedures established.
2. Students who violate the classroom regulations will first be dealt with by the classroom teacher according to the procedures previously outlined.
3. Students will be referred to an administrator when, in the view of the teacher, the student has developed a pattern of disruptive behavior.
4. Students will be referred to an administrator when, despite the efforts of the teacher to change the student behavior, the student refuses, or neglects to follow the directions of the teacher.
5. Any behavior within the classroom which meets the description of a Major infraction must be referred to an administrator for proper action.

### MAJOR INFRACTIONS

Major infractions include behaviors which cause an immediate danger or represent a willful excessive disruption of the learning environment. All Major infractions must be referred to an administrator. Major infractions include but are not limited to the following type of behavior:

1. Activating False Fire Alarm – In addition to the school penalty imposed, students may also be prosecuted under Section 4905 of the Pennsylvania Penal Code.
2. Aggravated Assault – exists when a person:

- Attempts to cause serious bodily injury to another, or cause such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.
  - In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
3. Arson – The malicious burning of another’s property.
  4. Assault with a Weapon – Should a student commit an assault with a deadly weapon, the student will be referred immediately to civil authorities and the maximum school penalty will be imposed.
  5. Defiance – Willful failure or refusal to follow instructions or directions of an adult school district authority on school property or during school-sponsored activities.
  6. Disorderly Conduct – Exists when a person if, with intent to cause public inconvenience, annoyance alarm, or recklessly creating a risk thereof, he/she:
    - Engages in fighting or threatening, or in violent or tumultuous behavior.
    - Uses obscene language or makes an obscene gesture.
    - Creates a hazardous or physically offensive condition.
  7. Disrespect – Willful behavior, which without reasonable cause attempts to lessen the reputation, honor, or public opinion of any individual.
  8. Drugs/Alcohol – The use, possession, sale, or distribution of drugs and/or alcohol or substances purported to be drugs and/or alcohol. In addition to the school penalty imposed, the student will be referred to the proper state or local authorities should the student behavior violate the laws of the Commonwealth of Pennsylvania. Students may also be referred to and/or required to obtain treatment from proper medical or health facilities before receiving permission to re-enter school. Students who have been determined to have violated the policies, rules and/or regulations of the District concerning the use, sale, possession or distribution of drugs, alcohol and/or substances purported to be drugs and/or alcohol shall be subject to random drug and/or alcohol testing upon their return to school. Students who fail or refuse to cooperate with such random testing shall be subject to further disciplinary action and/or placement in an alternate school setting. Any drug and/or alcohol products found on school property or during school-sponsored activities will be confiscated.
  9. Endangerment – Willful, improper behavior which may have caused injury or harm to another individual or created an environment where injury or harm would be more likely to have occurred. Should injury or harm occur, the behavior will be considered an assault.
  10. Extortion – Willful behavior which causes any individual to relinquish a personal possession or individual right because of threat or fear of violence, personal injury, or other action.
  11. Fight – Argument, angry disagreement: Diversion in which participants hit or pelt each other. Note: Self-defense is limited to the deflection of physical contact.
  12. Fraud – Willfully providing false information to or about school personnel, deceit or trickery used for profit or to gain unfair or dishonest advantage or to avoid disciplinary action.
  13. Institutional Vandalism/Destruction of School and/or Personal Property – exists when a person knowingly desecrates, vandalizes, defaces, or otherwise damages:
    - The school facility
    - The grounds adjacent to and owned or occupied by the school facility
    - Any personal property located in the school facility
    - Willful behavior which damages or destroys property belonging to the School District or to any students, employees, or visitors of the school (s). When it is determined that students are responsible for the destruction of school property, the full cost of materials and labor to repair or replace the damaged property will be the responsibility of the student (s) responsible.
  14. Intentional Mischief – Exists when a person damages or tampers with the property of another intentionally, recklessly, or by negligence.
  15. Insubordination – Should a student disobey or fail to follow the directions or the request of an adult school district authority on school property or during school sponsored activities, that student demonstrates insubordination.

16. Physical Assault of a District Employee/Volunteer – Any behavior which purposely attempts to cause physical harm or injury to a District Employee/Volunteer. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to authorities.
17. Possession of a Weapon – Possession of deadly weapons such as knives, firearms, fireworks, smoke bombs, explosives, live ammunition, chains, bracelets which are potential items of violence, certain rings, look-alike firearms (toy guns), and all items which, in the discretion of the Administration, could or would be a threat to the students, him/herself, or the school community, which have the potential to inflict serious injury is prohibited for students in school, attending school activities, or traveling to or from school. In addition to the school penalty imposed, the student will be referred to civil authorities. When knives or other sharp instruments are required for instructional purposes, they will be provided by the teacher and their use will be supervised closely.
18. Profanity/Obscenity – Any behavior which visually and/or verbally presents ideas which are considered offensive to and/or inappropriate for maintaining an effective school environment.
19. Sexual Misconduct – Inappropriate behavior of a sexual nature.
20. Simple Assault – Exists when a person:
  - Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another.
  - Attempts by physical menace to put another in fear of imminent serious bodily injury.
21. Theft/Larceny – The taking of property belonging to the school district, employees of the school district, students of the school district, or visitors to the school district without permission. In addition to the school penalty imposed, the student may be liable for restitutions as well as referral to civil authorities.
22. Threats/Harassment – Exists when a person with intent to harass, annoy or alarm another person:
  - Strikes, shoves, kicks, or otherwise subjects him /her to physical contact, or attempts or threatens to do the same.
  - Follows a person in or about the school.
  - Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person, and which serve no legitimate purpose.
23. Tobacco – School Board Policy prohibits smoking and use of tobacco products in any form. The use, possession, sale, or distribution of tobacco products (including electronic cigarettes or cigars) or assisting in the use, possession, sale, or distribution of tobacco products on school property or school sponsored activities is strictly forbidden. In addition to the school penalty imposed, all tobacco products found on school property or during school-sponsored activities in the possession of students will be confiscated. It is a summary offense under the amended Section 6305 of the Crimes Code to sell or furnish any form of tobacco to a minor under age 18. The penalty for these offenses is a fine of not less than \$25.00 for the first offense and no less than \$100.00 for a subsequent offense.
24. Trespassing – Being on school grounds without permission.
25. Chronic Truancy/Unexcused Absence – In addition to actions previously described, students found to be truant from class or absent unlawfully may be required to make up all school time by serving detentions.

## **REFERRAL PROCEDURE AND ADMINISTRATIVE ACTION**

### **REFERRAL PROCEDURE**

1. The adult referring the student will complete an Electronic Office Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the referral. The adult referring the student will contact the parent/guardian.
2. Students referred for an alleged violation of the disciplinary policy will be informed of the charges and given an opportunity to state their view(s) of the event(s) which took place.
3. An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
4. If it is determined that the student has violated the discipline policy, appropriate disciplinary action will be taken by the administrator. The administrator or their designee issuing the consequence will contact the parent/guardian.

### **CONSEQUENCES – ALTERNATIVE ACTIONS – MAJOR AND MINOR INFRACTIONS**

In each incident, the Principal and/or Dean of Students will decide on an individual basis if alternative action will best meet the needs of the student, the School District, and/or the employees of the School District.

Alternative actions which may be taken include but are not limited to:

- Parental conference
- Referral to counselor
- Denial of Privileges
- Design of a student behavioral contract
- Design of a special student educational program
- Design of a student work or service program
- Restricted movement
- Referral to psychological service staff
- Referral to appropriate local, county, and/or state agencies and/or institutions
- Liability for damages or financial loss
- Civil and/or criminal prosecution
- Bus suspension

When referred to an administrator for violating the discipline policy, students should not expect to receive warnings or alternative actions. Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Board Policy 113.1

The Board directs that the district shall comply with provisions of the Individuals with Disabilities Education Act (IDEA) and state and federal regulations when disciplining students with disabilities for violations of district policy and school rules and regulations.

#### **Suspensions**

A student with a disability may be suspended without parental consent for no more than ten (10) consecutive days or an aggregate of fifteen (15) days of school per year, regardless of whether the student's behavior is a manifestation of his/her disability.

A student with a disability may be suspended only to the extent that such suspensions are consistent with discipline that is applied to students without disabilities.

During any period of disciplinary action that constitutes a change in placement for a student, the student shall continue to receive a Free and Appropriate Education (FAPE), in accordance with federal law.

### **Reporting Crimes to the Law Enforcement**

School principals, when notifying or reporting crimes to local law enforcement officials, shall ensure that copies of the special education and discipline records of the eligible student(s) are transmitted to the appropriate authorities only to the extent such transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

### **Manifestation Determination**

A student with a disability whose behavior is found not to be a manifestation of his/her disability may be suspended or expelled pursuant to district procedures. During the period of suspension or expulsion, the student shall continue to receive FAPE.

If the student's behavior is found to be a manifestation of a disability, the IEP team shall conduct a Functional Behavior Assessment (FBA) and implement a Behavior Support Plan (BSP), if the IEP team had not conducted one before the behavior, or review and consider revising the BSP as necessary to address the behavior. If the behavior is found to be a manifestation of the child's disability, the student shall return to his/her placement from which he/she was removed unless the IEP team, including the parent/guardian, agrees that a change in placement is appropriate for the student.

### **Request for a Hearing**

The district may request that a hearing officer order removal of the disabled student to an alternative setting for forty-five (45) days where the district demonstrates in a hearing by substantial evidence that maintaining the disabled student's current placement is substantially likely to result in injury to the student or others.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

### **Weapons, Drugs, or Serious Bodily Injury**

A student with a disability who carries a weapon to school, or a school function may be removed from his/her current placement regardless of whether the weapons offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

#### **Board Policy 218.1**

According to statute, a weapon shall be defined, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, including but not limited to, sparklers, fireworks, smoke or stink bombs, explosives, live ammunition, chains, including wallet chains, bracelets, or other devices which are potential items of violence, certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives), and any item which could or would be a threat to the student himself/herself or the school community.

A student with a disability who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement regardless of whether the drug offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

A student with a disability who knowingly inflicts serious bodily injury upon another person while at school, on school premises, or at a school function may be removed from his/her current placement regardless of

whether the offense is a manifestation of a disability. The student may be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days.

## **DETENTION**

Detention (s) will be assigned as a consequence of violating school regulations.

1. Detention will be held before school on Tuesday, Wednesday, and Thursday mornings from 7:30 A.M. – 8:15 A.M. Detention will not be held on the day preceding school district holidays.
2. Students are required to serve detention on the day they are scheduled.
3. Only the Principal or Dean of Students may excuse a student from detention.
  - a. Students must make their requests in writing prior to the detention date.
  - b. Students will be excused for medical or dental appointments but must provide verification from a doctor to the detention monitor on the next day of detention.
  - c. Serving a detention takes precedence over all school activities.
  - d. Students will not be excused from detention to participate in extra-curricular activities.
  - e. Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
  - f. Parents who wish to have students excused from detention must submit a request in writing prior to the day of detention.
  - g. Students excused from detention must report for detention on the next day detention is held unless other plans are made with an administrator.
4. Students who, without permission, do not report for a scheduled detention, will be considered guilty of defiance and are subject to further disciplinary action.
5. Students scheduled for detention may visit their locker and then report directly to detention.
6. Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
7. Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.
8. Students must report to detention with sufficient school related work for the entire time of detention.
  - a. Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor.
  - b. All work assigned must be fully completed. Should the work not be completed by the end of the detention, it will be the responsibility of the student to complete the work and submit it to the detention monitor or an administrator during the morning homeroom period the following day.
  - c. Failure to complete the work as directed will result in the student receiving no credit for the detention served.
  - d. Failure to follow similar procedures on a second separate occasion will result in the student being guilty of defiance.
9. Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of defiance and will receive no credit for detention. The student may be referred to an administrator.
10. Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).

## **DETENTION RULES**

1. Students who are reporting to detention should bring all the items they need to take home. Students will not be permitted to go to lockers or to other school locations after detention.
2. The atmosphere of detention will be one of individual study. Students are not permitted to sleep. Failure to bring appropriate work or to remain on task may result in the assignment of another detention. Students should use time to complete homework assignments, study notes, or read.
3. Disruption in detention will result in dismissal from detention and an in-school suspension will be assigned.



## **RESTRICTED MOVEMENT**

Restricted Movement has been formulated to avoid interruptions in a student's educational program due to their misbehavior. Students may be placed on restricted movement for such violations as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a disruption in the classroom, hallway misconduct, and lateness to school.

## **CARE OF THE BUILDING**

It is the obligation of every student to avoid damaging or defacing buildings, furniture, and books. If students are outspoken in their disapproval of such damage, they become a powerful influence among their fellow students and help save tax money for desirable additions and improvements.

Any damage is to be reported to the office immediately and those responsible for it will be held liable.

## **CELL PHONES**

All cell phones should be put away and out of sight during the school day (8:20 A.M – 3:15 PM).

All students are permitted to use cell phones in the cafeteria or breakfast lounge between 8:00-8:20 A.M.

Cell phones, ear buds, air pods or Bluetooth headphones, and smart watches, are not permitted to be in use in classrooms during the school day, for ANY reason. Students may not check text messages or notifications on their phone or watch during class.

Cell phones must be on silent and stored inside computer bags, lockers, or purses.

Phones may only be accessed before and after school, while in the hallway during passing periods (grades 9-12 only) and at lunch.

Also, if a student requests to use the restroom during class, they must show the teacher that their cell phone is not leaving the classroom with them by placing the phone on the teachers desk, or in the designated area.

Earphones that are wired and plug into the laptop, may be used if needed for course work.

During class, students may NOT use their phones for calculators, to check the time, music, reading a book, checking their grades or for any other reason. If there is a medical reason to use a cell phone, that will be allowed per a 504 or health plan.

A student who refuses to follow the direction of a teacher or administrator related to cell phone, ear buds, air pods, Bluetooth headphones, or smart watch use will be considered insubordinate and will receive additional consequences.

The process if a phone, ear buds, air pods, Bluetooth headphones, or smart watch is out during class:

- The teacher will send that student, with their phone, to the office immediately. No second chances.
- Administration will call parents to retrieve the phone at the end of the school day.
- The **device** will not be given back to the student.

**The administration, faculty, and staff assume no responsibility for electronic devices that may be lost, stolen, or damaged.**

## **ANTI-BULLYING REFERRAL SYSTEM**

The Administration, faculty, and staff of the Forest City Regional School District are committed to providing our students with a safe, caring, supportive, and bully-free environment. Our school-wide anonymous bullying reporting system is in place to immediately and efficiently address the serious issues related to bullying. This system works in two ways:

1. Students can make anonymous bully referrals by placing a bully referral form into a red anti-bullying mailbox. This referral is addressed in a timely fashion by our anti-bullying team.
2. Any student, parent/guardian, grandparent, and/or community member can report bullying or alleged bullying anonymously through a link on our district website. If you would like to make a referral, please log onto our website at [www.fcrsd.org](http://www.fcrsd.org) and click on the bullying referral form. Once the referral is filled out, click submit. This referral will immediately be sent anonymously and will be addressed in a timely fashion by our anti-bullying team.

## **Safe2Say Something**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

How it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses, and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

## **BULLYING PROTOCOL**

Board Policy 249

The Forest City Regional High School is committed to providing our students with a safe and supportive school environment that is free of bullying, harassment, and intimidation. The following anti-bullying information includes: our definition of bullying, the types of bullying, the consequences of bullying, and how to make a referral if a student is being bullied. Every classroom will have the Forest City Regional School District anti-bullying policy displayed. Further, all students in grades 7-12 will receive additional anti-bullying information and classroom lessons throughout the year designed to address the needs of our students at each grade level.

## **DEFINITIONS**

Bullying is repeated, unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying is a communication or act that is intentionally harmful and delivered in an electronic, written, verbal or physical form to another student or students, which occurs in a school setting and/or outside a school setting and that has the effect of doing any of the following:

- Interference with a student’s education.
- Creation of a threatening environment.
- Disruption of the orderly operation of the school.

Bullying can be carried out by an individual student or by a group of students. The target of bullying can be an individual student or a group of students. Bullying includes a wide variety of behaviors and generally involves the intent to harm, embarrass or humiliate the other person. Bullying overlaps with discriminatory harassment when it is based on race, national origin, color, gender, sexual orientation, gender identity, age, disability or religion.

Types of bullying include but are not limited to:

- Physical Bullying – involves hurting a person’s body or possessions. Physical bullying includes but is not limited to, the following actions or threats to do such actions: hitting, kicking, spitting, slapping, pushing, restraining, making rude hand gestures, and/or taking or damaging personal belongings.
- Verbal Bullying – involves saying or writing negative or hurtful words or statements. Verbal bullying includes, but is not limited to, taunting, malicious teasing, name calling, threatening to cause harm, and inappropriate comments related to race, national origin, color, sex, sexual orientation, gender identity, age, disability, or religion.
- Social or Relational Bullying- involves hurting someone’s reputation or relationships. Social or relational bullying includes, but is not limited to, spreading rumors, manipulating social relationships, social exclusion, or intimidation.
- Cyberbullying – involves the misuse of electronic devices (including, but not limited to: a computer, tablet, cellular phone, or Smart Phone) to harass, tease, intimidate, threaten, or terrorize another student, teacher, or employee of the district through communication tools (including but not limited to e-mail, instant messaging, text messaging, social media, and posting comments or pictures on blogs or website).

Bullying is not mutual confrontation or mutual teasing between two (2) persons or groups of persons. It includes unwelcome verbal, written, or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally, or mentally harming a student
- Damaging, extorting, or taking a student’s personal property
- Placing a student in reasonable fear of physical, emotional, or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with or limits a student’s ability to participate in or benefit from the services, activities, or opportunities offered by the Forest City Regional School District.

School setting means in the school, on school grounds, in school vehicles or in a vehicle transporting school students, at a designated bus stop, on the way to and from school, or at any activity sponsored, supervised, or sanctioned by the school.

Students who believe they have been bullied or know of bullying must promptly report such incidents to the building principal or designee. Any school district employee who has a reasonable belief that a student is being bullied shall report it immediately to the school administrator.

All Students are responsible to respect the rights of others and to ensure an atmosphere free from bullying.

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

- Counseling within the school
- Parent conference
- Loss of school privileges
- Exclusion from school sponsored activities
- Detention
- Suspension/Expulsion
- Counseling
- Referral to Law Enforcement

## **EXCLUSION FROM SCHOOL – SUSPENSIONS AND EXPULSIONS**

Board policy 233

1. Exclusion from school may be based on a single incident or accumulation of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion of school can occur in the following forms:
  - Suspension – exclusion from school for a period of up to ten (10) school days.
  - Expulsion – exclusion from school by School Board action for a period of over ten (10) days.
2. Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
  - A hearing is not required prior to a suspension of up to three (3) days.
  - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.
3. An administrator will telephone a parent or guardian to inform or supply information requested by the parent or guardian.
4. The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
5. A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
6. Students who are suspended are not permitted to attend any school functions during or after school hours during the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespassing laws.
7. All student privileges are revoked when a student is suspended from school.
8. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
9. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.

## **DESTRUCTION OF SCHOOL PROPERTY**

Any student caught defacing, injuring, or destroying school property will be subject to disciplinary action, required to assume financial responsibility, and referred to the proper authorities in compliance with Section 777 of the Pennsylvania State School Code which reads as follows:

Section 777 Defacing, Injuring or Destroying Property Used for School Purposes: Penalty.

If any person shall willfully or maliciously break into, enter, deface, or write, mark or place obscene or improper matter upon any public school building, or other building used for school purposes, or other purposes provided for in this act, or any outhouse used in connection wherewith; or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall destroy, injure or damage any shade trees, shrubbery, fences or any other property of any kind, upon any public school grounds, or upon any public school playgrounds, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than five (\$5) and not more than two hundred dollars (\$200), or undergo an imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court.

## **FIGHTING**

Fighting will not be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school-sponsored activities will be punished in accordance with the school discipline policy.

In addition, students who engage in fighting, instigate a fight, or engage in any act of violence may be reported to law enforcement authorities in a manner consistent with Public School Code and charged with violating the criminal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault and/or other appropriate charges may be filed at the discretion of administration.

Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult authority. If assaulted, students have the right to self-defense by avoiding, blocking, or restraining the aggressor with reasonable physical force. Students actively engaged in fighting or who attempt to inflict bodily injury with a weapon or otherwise will be disciplined and charged appropriately regardless of whom started the fight.

## **WEAPONS POLICY**

Board Policy 218.1

The Forest City Regional School District recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school is a threat to the safety of students and staff and is prohibited by law.

The Forest City Regional School District defines weapons as:

- Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Possession – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

A student may be expelled for a period of not less than one (1) year who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The administration shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations. The administration shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable.

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

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

## **HAZING**

### **Board Policy 247**

Hazing activities of any type are inconsistent with the educational goals of the Forest City Regional School District and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Forest City Regional School District.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Forest City Regional School District does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Forest City Regional School District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Forest City Regional School District encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

### **Complaint Procedure**

When a student believes that they have been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally,

the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

The Forest City Regional School District shall document the corrective action taken and, where not prohibited by law, inform the complainant.

## **ELECTRONIC DEVICES**

Board Policy 237

The use of electronic devices is not permitted during the school day.

The term electronic devices includes all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to; radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants, cellular telephones, smartphones, tablets, and laptop computers, as well as any new technology developed with similar capabilities is not permitted during the school day.

With prior approval from the building administrator, volunteer fire fighters and emergency personnel are provided a limited exception to Board Policy 237.

Students are prohibited from taking, storing, disseminating, transferring, viewing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Students must comply with district procedures for utilizing the internet and must comply with staff when requested to stop using technology. The unauthorized use of recording or photography of any kind is prohibited on school property or in the school setting and may result in disciplinary action and/or criminal charges. A student failing to comply with the electronic device policy may have their device confiscated by staff members. Devices may be retained until appropriate discipline has been served.

The administration, faculty, and staff assume no responsibility for electronic devices that may be lost, stolen, or damaged

## **ACCEPTABLE USE OF TECHNOLOGY**

Board Policy 815

### **Use of Technology**

The Forest City Regional School District supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Software/Programs**

Neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district owned computers.

### **Abuse of Technology**

Damage to equipment includes sabotage of network and/or computer software. Students will be held liable for the full cost of repairs.

Any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. A non-approved purpose is defined as any use that is not in keeping with the goals of the class project for which the student is using the facility and/or not in keeping with the access policy for that facility.

### **INTERNET USAGE**

The Forest City Regional School District believes that technology is a tool to be used by students and staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The District has taken extensive precautions to filter out inappropriate programs found on the Internet, while fully recognizing that no blocking system is foolproof.

Students are to use the filtered Internet system of the Forest City Regional School District at all times. Any student device found not on the district network will be considered "malicious or inappropriate use of technology" and be subject to disciplinary action.

All students will have monitored access to electronic resources, which may include the Internet, unless parents request otherwise by notifying the building principal, in writing, by the last Friday of September each year.

### **LIGHTSPEED SOFTWARE**

Forest City Regional School District utilizes Lightspeed Systems Software on all student Chromebooks. This software allows FCR staff to:

1. Monitor live data from student screens during classroom sessions.
2. Regulate students to websites by utilizing Lightspeed Content Filter.
3. Alert counseling staff of repeated violations of Content Filtering policy.
4. Review student activity on their devices

### **ATHLETICS**

An Athletic Code of Conduct governs the behavior of Forest City Regional student-athletes. All student-athletes and their parents must sign a Letter of Agreement confirming that they have read, understand, and agree to the expectations for behavior contained in it. This Letter of Agreement must be returned to the athletic director prior to the student participating in athletic activities.

All students participating in the athletic program must have a yearly sport physical. Students who are out for an injury or have been seriously ill will require an additional physical and medical clearance.

Students failing two or more subjects are ineligible and must enter an academic remediation program as follows:

- a. Students must attend at least one session with the teacher of the class student is failing during lunch and learn daily (Monday-Friday) prior to practicing.
- b. Students will remain on academic probation until eligibility requirements are met.



- c. Students on academic probation may not practice and are not eligible to compete in games, matches, etc.

Students suspended out-of-school will be restricted from participating in all athletics and extracurricular activities during the suspension. They may not participate in practice sessions nor be present as a spectator at any school-sponsored function, such as an athletic event.

### **EXTRACURRICULAR ACTIVITIES**

Students may elect to participate in a wide variety of activities at Forest City Regional. These programs are voluntary and offer many new educational experiences for students. Students who remain after school for extracurricular activities must remain in the area designated by their coach/advisor and are not to be in other areas of the school buildings or campus without adult supervision. The extra-curricular activities sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment, or service to the student body. Attendance will be taken by the advisor for each club/activity.

### **LIBRARY**

All students in grades 7-12 are encouraged to use and access all available resources and materials available in the library.

The library circulation policy is as follows:

- |   |           |
|---|-----------|
| • Trade books/High-Interest reading books | Two Weeks |
| • Reference/Career Books                  | One week  |
| • Reserved Books                          | One week  |

Fines for the late return of materials are as follows:

- |                                  |                |
|----------------------------------|----------------|
| • One/Two week circulation items | \$0.25 per day |
|----------------------------------|----------------|

All Library materials will be signed out and returned to the circulation desk.

### **ASSEMBLIES**

Assemblies are scheduled as an integral part of our total school program. Assembly programs provide information, guidance, and/or entertainment, and may be presented to the entire student body or to a particular segment. Appropriate student conduct is expected during the entire assembly.

### **STUDENT DANCES**

The semi-formal and prom dances are for Forest City Regional High School Students. Each FCRHS student is entitled to bring one approved guest. If the guest is not from FCRHS, they must be a student in 9<sup>th</sup> grade or higher and under 21 years of age. Guest forms are available in the main office and must be approved by administration. Any student assigned an out of school suspension or is absent on the day of a student dance will not be permitted. If a student leaves during the dance, they will not be permitted to return and may face a disciplinary consequence. Decisions regarding student dances will be made in collaboration with District administration and in consideration of current public health conditions.

### **FIELD TRIPS**

Students may attend class trips (defined as any trip that involves an overnight stay) only if parental participation in the form of a meeting with the trip sponsor, chaperones, and administration occurs. This meeting will help insure proper student behavior during the trip.

Students may not be eligible for school field trips based on poor attendance, lack of academic progress, past behavior on field trips, or continuous student disciplinary infractions. Any student who receives a total of five (5) suspensions (in or out of school) during the school year may not be permitted to attend a field trip.

All requests for field trips will be reviewed with District administration and decisions will be made in consideration of current public health conditions.

## **TRANSPORTATION**

The Forest City Regional School District provides transportation for its students. All students using transportation must conduct themselves in a proper and appropriate manner according to the rules and policies set forth by the bus driver and the school district. The bus driver will provide a written report to the administration for any student engaging in bus misconduct.

The following regulations have been set forth to secure the safety of our children:

1. The bus driver will assign each student to a regular seat on the bus.
2. Students will not be permitted to get up from their seats or get on or off the bus while it is in motion.
3. Students are not permitted to leave the bus except at their regular stop.
4. Safety drills will be conducted at least twice a year.
5. Students will remain in their seats until the bus has come to a full stop.
6. The use or possession of tobacco, including vaping devices, or drugs by students is prohibited.
7. Disruptive behavior such as pushing, shouting and/or throwing items will not be tolerated.

Students should arrive at the designated bus stop five (5) minutes prior to their pickup time.

The building Principal or Dean of Students has the authority to issue consequences depending on the severity of the bus infraction.

## **WALKING TO SCHOOL**

Students are encouraged to use transportation services rather than walk to school. The administration recommends that all students ride their assigned buses in the interest of their own safety. Pedestrians entering and leaving the school property, on foot, are required to stay near the shoulder of the road. Students are not allowed to walk home from school during school hours without permission from the administration. All students leaving from the nurse due to a medical issue are required to be picked up by a parent/guardian.

## **DRIVING REGULATIONS**

In order to ensure the safety and maximize the efficiency of arrival and dismissal procedures for all students, the following driver regulations have been created and will be strictly enforced throughout the school year. Driving to school and parking on school property is a privilege.

1. All students must fill out a parking permit application. After approval of the application, students will be issued a numbered parking space and window permit. All parking permits must be displayed when on school property. All students will be charged a non-refundable \$5.00 fee.
2. Student drivers are only allowed to park in their assigned parking spot. If their assigned spot is taken by another vehicle, the student driver must immediately report this to the main office. Students with a parking permit may only drive the vehicle that is registered with the school. If, on occasion, a student is driving another car to school that is not registered, the student must obtain prior administration approval.
3. The speed limit for all vehicles is 15 MPH. Any acts of careless driving or speeding on school property will result in a driving suspension.
4. All student drivers are expected to be on time for homeroom. Students reporting to homeroom late will be considered tardy. The following consequences will be issued for unexcused tardies:
  - 3<sup>rd</sup> Unexcused Tardy- two-week suspension of driving privileges
  - 4<sup>th</sup> Unexcused Tardy- 30 school days driving suspension
  - 5<sup>th</sup> Unexcused Tardy- Permanent driving suspension
5. Student drivers are expected to bring all school materials into school at the beginning of the day. Students may not return to their vehicles without permission from a school administrator.

6. The Forest City Regional School District is not responsible for damage to cars or personal belongings in cars on school property. All vehicles parked on school property may be searched by the administration with reasonable suspicion. Students are required to surrender keys upon request. The school district is not liable for any property damage that may occur to vehicles of students who refuse to unlock their vehicle for a search.
7. The student driver assumes all responsibility for occupants in their vehicle.
8. Any student driver that allows another student to use their parking permit on an unregistered vehicle will receive a two (2) week driving suspension.
9. Based on repeated disciplinary infractions, a student may lose school driving privileges.
10. Career Technology Center (CTC) students may not drive from Forest City Regional High School to the CTC. Students may receive permission from the administration on a case-by-case basis to drive to CTC. The students also must complete the process required at CTC. Students may receive permission for after school employment or extracurricular activities.

### **VIDEO CAMERAS ON SCHOOL BUSES**

The School Bus is an extension of the classroom. Although the prime responsibility for a student's conduct rests with the parents/guardians and the administrator of the school, the School Bus Driver is responsible for the health, safety, and welfare of each passenger while in transit.

The School Bus Driver has the same type of responsibility for the student as the classroom teacher. Student behavior on the School Bus and driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. The video camera on the School Bus is an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials. The basic safe riding rules must be carried out. There will be zero tolerance for violence on the School Bus.

Observance of the procedures established by the district will ensure safety, prompt arrivals and departure of buses, and proper attitudes by students. Violations of these rules may result in the suspension of bus riding privileges or some other sanctions. All students shall receive information on good school bus riding practices. All students will be notified that they are subject to being videotaped on the School Bus at any time. Notification to parents will be made through the school district. All school buses are equipped with audio and video recording devices.

Staff and students are prohibited from tampering or otherwise interfering with video camera equipment. The videotape is to augment the driver complaint system. If the videotape is to be used, the driver, supervisors, school administrators, students, and parents/guardians will be contacted as necessary. Parents/guardians may only review that area of the videotape which directly pertains to their child's discipline. The videotape may be used as evidence in that meeting.

### **ADDRESS CHANGE**

Students/Parents should inform the office of any changes in address, contact information, phone numbers, and/or name. This will assist the school for mailings and in case of an emergency. All school documents must have the student's name as it appears on the student's birth certificate or court ordered document.

### **GUIDANCE**

Board Policy 112

School Counseling Services, available to all students, are an integral part of the educational program. The goal is to aid in developing each individual's full intellectual and social potential, while achieving maturity and self-responsibility.

A student who wants a conference and receives a pass may stop at the guidance office to arrange for an appointment. The student must show the pass to his/her teacher before reporting for the appointment.

Counselors regularly meet with students concerning academic progress. Support groups are offered as needed.

Students desiring an appointment with their counselor should first obtain permission from their teacher before going to the guidance office.

Parent conferences with teachers and/or counselors can be arranged by contacting the guidance office secretary.

Counselors are trained to provide students with information, suggestions, or plans related to many topics including:

- Careers and future planning
- Relating with others (friends, parents, teachers, etc.)
- Study skills/time management
- Decision making and priority setting
- Test taking, skills and achievement

The Program of Studies is published through the school counseling office and is designed to familiarize all students with course selection procedures and other guidance services. The school guidance office will inform students of our procedures for the selection of courses for the upcoming school year. Students must follow these directives closely and submit the appropriate paperwork on time.

Cumulative pupil records are maintained in the guidance office and, with a 24-hour notice, may be reviewed upon request by parents and guardians.

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

Board Policy 236

The Student Assistance Program (SAP) helps identify students who are experiencing behavior and/or academic difficulties that pose barriers to their learning and success in school. SAP offers support to those students and their families.

One of the most important tasks of a student assistance team is to build a working partnership with families, focusing on the student's success as their common goal. In addition, the team may offer student-centered services such as educational support groups, in-school mentoring, and aftercare resources. The team may also assist families in identifying options for professional support. Participation in the Student Assistance Program is voluntary and is offered as a source of help and support for the student and family. The goal of a family/student assistance partnership is to encourage and support student success in school.

### **STUDENT ASSISTANCE PROGRAM REFERRAL PROCESS**

Parents, guardians, faculty and staff members, and peers are strongly encouraged to make a referral to SAP if they are aware of a student experiencing any of the targeted crisis areas listed above. The confidential referral forms are available on the Forest City Regional Website: [www.fcrsd.org](http://www.fcrsd.org), click on the SAP tab, complete the form, and press submit. This confidential form will be immediately addressed by our trained SAP team members.

### **SUICIDE AWARENESS, PREVENTION AND RESPONSE**

Refer to Board Policy 819

The Forest City Regional School District is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on

youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempts; and to promote access to suicide awareness and prevention resources.

## **CAFETERIA**

### **Board Policy 808**

The Forest City Regional School District Cafeteria serves breakfast and hot lunch daily, meeting all requirements established for a government meal program. Cafeteria personnel should immediately be made aware of any student concerns about lunches received. Efforts will be made to ensure that all food received is nutritious and properly prepared. Students choosing to do so may bring their own lunches to school.

The Community Eligibility Provision is available to all schools participating in the National School Lunch and School Breakfast Programs. All enrolled students of the Forest City Regional School District are eligible to receive a nutritious breakfast and lunch each school day at no cost to households. Students will be able to participate in these meal programs without paying a cost per meal or submitting an application.

What about snack milk or a la carte items?

Snack milk and a la carte items are not included in this provision. If students purchase snack milk or a la carte items, you must prepay for them by making a payment into your child's prepay account.

## **CAFETERIA PAYMENT PROCEDURES**

The cafeteria uses a computerized point of sale system where students enter their personal PIN number and the computer records the student purchase. Although daily payments can still be made, the most efficient way to utilize the system is to place money into the student's account via cash or check on a weekly or monthly basis. This is accomplished by presenting the cashier with the payment. When the student purchases lunch the cost is simply deducted from the account. This "cashless" method moves the lunch lines more efficiently and is easier for everyone.

## **LUNCH TIME EXPECTATIONS**

- Be on time and walk at all times
- Wait patiently in line, single file and no cutting the line
- Keep hands, feet, and objects to yourself
- Keep your food and utensils on tray, no throwing food or drinks
- Talk quietly and respectfully, use appropriate language
- Clean your area (table and floor) before you leave
- All open food and drink must be put away in lunch bag or thrown away before leaving the cafeteria
- Water bottles must be closed before leaving the cafeteria
- Students are not permitted to order food from a restaurant
- PM CTC students will have lunch from 10:55 AM – 11:25 AM.
- AM CTC students will return to FCR at approximately 11:35 A.M.
- Cell phone use is permitted in lunch, students are not permitted to make calls from their personal devices
- Student conversation is appropriate in the cafeteria and during lunch. Screaming, yelling or other loud noises will not be tolerated.
- Lunch period should be a time of relaxation. Students should use it properly and wisely.

## **LUNCH AND LEARN EXPECTATIONS**

- Lunch and Learn is academic time.
- If you are requested by a teacher, you must attend.
- If a teacher must request you, you have waited too long to ask for help.
- If you owe work or are failing a class – you belong with a teacher.

- Students who are not requested should be going to see teachers for additional support and enrichment.
- Lunch and Learn is the time to see your counselor regarding scholarships, transcripts, career services, CTCLC applications if you have not been requested by a teacher.

## **WELLNESS POLICY**

### Policy 246

The Forest City Regional School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The District is committed to providing a school environment that promotes student wellness, proper nutrition, and regular physical activity as part of the total learning experience.

### **Non-Sold Competitive Foods**

Non-sold competitive foods include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as classroom snacks. If the offered competitive foods do not meet or exceed the Smart Snacks in School Nutrition standards, the following standards shall apply:

- Rewards and Incentives:  
Foods and beverages shall not be used as a reward or incentive in district schools unless the reward is an activity that promotes a positive nutrition message (e.g. guest chef, field trip to a farm, or farmers market, etc.)
- Shared snacks are not permitted in District schools.

## **MANAGEMENT OF FOOD ALLERGIES**

### Board Policy 209.1

The Forest City Regional School District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. The focus of food allergy management shall be on prevention, education, awareness, communication, and emergency response.

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an Emergency Care Plan, an Individualized Healthcare Plan (IHP), a Section 504 Service Agreement and/or an Individualized Education Plan shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, and any other appropriate persons. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

The District must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify: the student's special dietary disability and an explanation of why the disability restricts the student's diet, the food(s) to be omitted from the student's diet, and the food or choice of foods that must be provided as a substitute.

## **CAMERA/VIDEO POLICY**

Surveillance cameras, surveillance video cameras, and associated recording devices may be used in the school building, on school property, and/or on school buses to help ensure student safety. With the exception of school and extracurricular portraits, cameras and video cameras may not record students for other purposes without a signed release of the parent or guardian.

## **EMERGENCY DRILL INSTRUCTIONS**

For the safety of all concerned and by State Law, schools are required to have emergency drills. These drills are practiced so that the building can be evacuated quickly. For their protection teachers will instruct students how to leave their rooms safely as well as post evacuation maps in each room. Students will practice a variety of drills throughout the school year, including but not limited too:

- Evacuation Drills
- Interior Threat Drills
- Exterior Threat Drills
- Severe Weather Drills

Students and staff will follow the Emergency Operation Plan directions posted in each of their classrooms.

## **HOMELESS STUDENTS**

Board Policy 251

The Forest City Regional School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. Additionally, the McKinney-Vento Homeless Assistance Act, which is federal law, addresses potential educational challenges created by homelessness and guarantees homeless children a free and appropriate education without barriers to their enrollment as well as the opportunity to go to the school attended when permanently housed or where last enrolled. For more information or assistance, contact the District's Homeless Liaison, Darlene Hamlyn, at 570-785-2469.

## **REASONABLE PHYSICAL FORCE**

Reasonable physical force may be used by administrators, teachers, and other school personnel in the following situations:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

## **COMMUNICATING WITH ADMINISTRATION**

The Administration continues to welcome and respect parent involvement in school matters. To effectively manage the building on a daily basis and to avoid experiencing a frustrating wait time, we ask that parents who wish to speak to an administrator contact the main office. Please indicate to the secretary whether you would prefer a phone call or meeting with an administrator, where you can be reached, and a brief statement as to the topic of your inquiry. We strive to return calls and schedule meetings as soon as possible at a time when we can effectively listen and respond to your thoughts.

## **COMMUNICATING WITH TEACHERS**

One of the keys to a successful year is having open communication between parents and teachers. If a parent or guardian wishes to speak to a teacher, the parent should call the main office and leave a message or reach out to the teacher through their district e-mail address, which is available at [www.fcrcsd.org](http://www.fcrcsd.org). When calling the main office, the parent should indicate to the secretary where the call can be returned and a brief statement as to the topic of the inquiry.

If a parent or guardian would like to schedule a conference with a student's teachers, the parent or guardian should call the guidance office to schedule a conference. The most efficient means of communication with any district staff member may be through email communication.

## **COMPLAINT PROCEDURE**

When a parent/guardian or student has a complaint, it is district procedure that it can be resolved at the lowest possible level. The process typically would follow these steps when there is a complaint:

1. Classroom Teacher
2. Building Administrator
3. District Office Administrator
4. School Board

Following this procedure will ensure that the process is not delayed. All complaints must be filed within 90 calendar days from the alleged incident.

## **CONTROLLED SUBSTANCES AND PARAPHERNALIA**

Board Policy 227

The Forest City Regional School District recognizes that the abuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community. The District will strive to prevent abuse of such substances.

Controlled substances shall include those prohibited by federal and state law, prescription or non-prescription medications, except those for which permission for use in school has been granted, look-alike drugs, alcoholic beverages, anabolic steroids, volatile solvents or inhalants, such as but not limited to glue and aerosol products, herbal or chemical products containing synthetic cannabinoids known as K2 or Spice (irrespective of the legality of synthetic cannabinoids under Pennsylvania law), and substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.

Under federal law drug paraphernalia is defined as any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.

The administration prohibits students from using, possessing, distributing, and being under the influence of any controlled substances and from possessing or distributing drug paraphernalia during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

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

Violation of this policy will result in suspension from school and exclusion from all school activities. Students in violation of this policy will be reported to civil authorities for appropriate legal action. In addition, a formal Board hearing may be held which may result in the student's expulsion from the Forest City Regional School District.

Students seeking self-help and/or students seeking help for a friend will be guaranteed that strict confidentiality will be maintained to the extent permitted and required by law regarding the problem and the source of information.



## **TOBACCO PRODUCTS AND VAPING**

### Board Policy 222

The Forest City Regional School District recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

The Forest City Regional School District defines tobacco as any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, and any other spit tobacco product in any form. Lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; vapor sticks and smokeless tobacco in any form.

Tobacco use includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, or other device which contains tobacco or other smoke or vapor producing products such as an e-cigarette, vape, JUUL, or any product containing nicotine such as Nico water. This also would include possession of a lighter.

All students are prohibited from possession, use, or sale of tobacco at any time in all school facilities, whether owned, rented or leased, and in all vehicles that the school district owns, leases, rents, contracts for or controls. Additionally, the possession, use or sale of tobacco products at school-sponsored activities that are held off school property are strictly prohibited.

The administration may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations,

The administration shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. Students in violation of the district tobacco policy will be subject to the disciplinary action.

### **ACT 30 OF 1995**

Act 30 of Special Session #1 of 1995 (PA Legislature) requires the court, through the juvenile probation department, to provide the building principal of any school with information concerning the adjudication of an enrolled child. Such reports would include a list of descriptions of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan for the student, or any other information deemed necessary. The principal is required to share this information with the child's teacher or with the principal of another school to which the child may transfer. Any such information must be maintained separately from the child's official school record. For more information, contact the Building Principal.

### **ARMED FORCE LIST ACT 10 OF 1991**

Annually, the armed forces request a list of junior and senior students registered in the Forest City School District. Any senior student who wishes to have his/her name deleted from this roster should make the request in writing to the building principal within the first twenty-one (21) calendar days of the current school year.

## **PUBLIC HEALTH AND SAFETY PRECAUTIONS**

In the event of a public health emergency, Forest City Regional School District will follow all guidance and recommendations set forth by the Center for Disease Control and Prevention, the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local government agencies.

## **DISORDERLY CONDUCT**

Criminal Code Title 18, Section 5503

In order to provide a safe, orderly, and healthy environment, the Forest City Regional School District prohibits disorderly conduct (as defined in Section 5503) in school buildings, on school grounds, on school buses, in any classroom, in any hallway, and in any instructional area. This applies to students in school buildings, on school grounds, or on school buses and includes events on school district property, such as parent-teacher conferences, adult education classes, auditoriums, gymnasiums, or other rooms in use for student presentations, athletics, etc. It also applies to any school-sponsored event, regardless of whether the event takes place on school property.

The building administrator has the right to file disorderly conduct charges against any student(s) who may exhibit acts of disorderly conduct or exhibit threatening or dangerous behavior toward other students or school employees.

Disorderly conduct includes but is not limited to harassing, threatening, fighting, disrespecting school employees, expressing profanity, or making profane gestures. It also includes, but is not limited to insubordination, vandalism, destruction or theft of school property, and destruction or theft of personal property.

Disorderly conduct is a summary offense and carries a fine of not more than \$300.00 (three-hundred dollars). These charges and the associated fines are in addition to disciplinary consequences at the discretion of the school administrator.

## **UNLAWFUL HARASSMENT**

Board Policy 248

The Forest City Regional School District strives to provide a safe, positive learning climate for students in the schools. Therefore, harassment in any form will not be tolerated.

The administration prohibits all forms of unlawful harassment of students in the high school. The administration encourages students and who have been harassed to promptly report such incidents to the principal or designee.

All complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

- Harassment is defined as consisting of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:
  - Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
  - Has the purpose or effect of substantially or unreasonably interfering with an individually academic performance or adversely affects an individual's learning opportunities.

- Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:
  - Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
  - Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
  - Such conduct deprives a student of educational aid, benefits, services or treatment.
  - Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment. A student who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

The building principal or designee shall be responsible to complete the following duty's when receiving a complaint of harassment:

- Inform the student of the right to file a complaint and the complaint procedure.
- Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

The building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint unless the building principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, state and federal laws, and may include educational activities and/or counseling services.

All harassment infractions may result in the involvement of law enforcement officials. Harassment directed at a staff member will result in suspension from school, alternative educational placement and/or School Board hearing.

#### **PROCEDURES REGARDING ARREST WARRANTS**

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

## **HEALTH SERVICES**

The Health Room of the Forest City Regional School District is staffed by a certified school nurse in accordance with the following objectives:

- To organize and administer programs in preventative health.
- To respond to the outbreak of disease or general illness within the school population.
- To provide initial emergency care and make appropriate referrals to community resources.
- To assist in the identification and education of children with disabilities.
- To adjust individual school programs to meet the needs of children with health related or medical problems.
- To maintain comprehensive health records for all students

All students in the Forest City Regional School District will have yearly documentation of their height and weight and vision testing. Hearing screenings will be completed in grades K-3<sup>rd</sup>, 7<sup>th</sup>, and 11<sup>th</sup>. Scoliosis screening will be completed in grades 6 and 7.

## **SCHOOL NURSE**

- A full-time nurse is available for emergency health care. For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.
- The school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
- Illnesses or injuries that occur during the school day should be reported by the student immediately to their teacher and to the school nurse.
- On-going health care for student illness or injury is the responsibility of the student's personal physician.
- The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information annually or when the student's needs change. In accord with School code section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions which may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the health and safety of a student. Unless it presents a threat to a student's health, medical information may remain confidential with the school nurse only, upon the written request of a parent or guardian.
- Student vision, hearing, height, and weight screenings will be administered by the nurse each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
- Physical examinations are required for students entering eleventh grade. With written parental consent, these examinations will be conducted by the school physician. Consent forms are available in the Nurse's Office. Students may have their private physicians conduct these examinations at their own expense.
- Students are encouraged to consult with the school nurse about health concerns and interests.

## **IMMUNIZATIONS AND COMMUNICABLE DISEASES**

Board Policy 203

All students shall be immunized against specific diseases in accordance with state law and regulations unless specifically exempt for religious or medical reasons. A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

The following immunizations are required for all district students:

1. Tetanus, Diphtheria and acellular pertussis (four doses with one dose on or after the fourth birthday)

2. Polio (four doses with one dose on or after the fourth birthday and at least six months after the previous dose given; A fourth dose is not necessary if the third dose was administered at age four or older and at least six months after the previous dose.)
3. Measles, mumps, rubella (two doses; usually given as MMR)
4. Hepatitis B (three doses)
5. Varicella or Chickenpox (two doses or evidence of immunity)
6. For first day of 7th grade or entry in any succeeding year:
  - a. One Dose-Tetanus, diphtheria, acellular pertussis (Tdap)
  - b. One Dose-Meningococcal conjugate vaccine (MCV)
  - c. For first day of 12th grade: One Dose-Meningococcal conjugate vaccine (MCV)—If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

Students who have 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 admittance.

## **USE OF MEDICATION**

Board Policy 210

Board Policy 210.1

It is recommended that prescription and non-prescription medicines be administered at home whenever possible. However, the district recognizes that some students would be unable to attend school without receiving medication during the school day. Therefore, the district will permit the administration of prescription and non-prescription medication only under the following conditions:

1. Completion of the Permission to Administer Medication form.
2. Parent or guardian must bring the completed Permission to Administer Medication form and all prescription and non-prescription drugs to the school nurse.
3. All prescription medication must be delivered in its original pharmacy packaging and be marked with: the name, address, telephone and federal DEA number of the pharmacy, the student's name, date, name of drug, prescription number, and name of physician and directions for administration.
4. All non-prescription medication must be submitted in and remain in the original container (i.e. Tylenol or Ibuprofen).
5. Medications must be brought to school in the original container labeled by the medical provider or pharmacy (prescription medications). This label should contain the student's name, the name of the medication, and the dosage.
6. Students may not transport medication at any time unless they have written permission to carry (i.e. inhaler, EpiPen). Students carrying such medication must provide a written doctor's order for the medication and it must state that the student has permission to carry the medication.
7. The District will incur NO liability for use of unauthorized drugs.

## **MEDICATIONS AND FIELD TRIPS**

If, in order to maintain sufficient health to participate in a school sponsored field trip, a student must be given medication, then the following procedure shall be adhered to:

1. Administration
  - a. Whenever possible, parents shall be requested to administer the medication at home.
  - b. All medications whether prescription or non-prescription that are to be dispensed during school hours or during a student's participation in a school sponsored field trip must be accompanied by a written authorization signed by the physician/provider and parent/guardian and follow all requirements of this policy.
  - c. If prescribed medication must be administered, procedures under Delegation of Responsibility must be followed.
2. Delegation of Responsibility

During a day that a student would be participating in a field trip off of school grounds, medication will be dispensed as follows:

- a. By the nurse, at the regularly scheduled time, if the student is in the building either prior to or after the field trip.
- b. By the parent, at the designated time, if he/she is a chaperone for the field trip.
- c. By self-administration by the student (epinephrine and inhalers only) in the presence of a teacher in the absence of a nurse, health assistant, parent or administering teacher.
- d. The timing of the administration of the medications may be adjusted for the day with written consent of the physician, so the student receives his/her medication prior to or upon return from the field trip; or
- e. The medication may be held for the day only with written authorization from the physician and parent.
- f. The medication, and written directions and authorization for administration will be given to the school nurse prior to the fieldtrip. The authorization will include the name of the student, date of the trip, time of the trip, dosage, name of the medication, and time to be administered.

### **STUDENT INJURY**

In the event of a student being injured, every effort will be made to contact the parent by phone. If the parent/guardian cannot be reached, then authorized persons may make whatever arrangements might be deemed necessary for transportation of the student to a hospital or available physician



# Medication Administration Consent and Physician Authorization

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with school district policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a Medication Administration Consent form signed by the student’s parent/guardian and a Medication Order from a licensed physician. All medications must be in the original prescription packaging from the pharmacy. Each medication requires a separate form.

### Parent/Guardian Consent:

I give permission for my child, \_\_\_\_\_, to receive the following medication ordered by a licensed physician during the school day. I understand that the medications will be given by school health personnel according to my child’s licensed prescriber’s directions.

\_\_\_\_\_  
Parent/Guardian Printed Name    Parent/Guardian Signature    Date    Phone Number

-----

### Physician/Licensed Prescriber Medication Order

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Route and Dosage: \_\_\_\_\_

Time and Frequency of Administration: \_\_\_\_\_

Directions/Conditions to Observe: \_\_\_\_\_

\_\_\_\_\_

Duration/Discontinuation Date: \_\_\_\_\_

\_\_\_\_\_  
Physician/Prescriber Printed Name    Physician/Prescriber Signature    Date    Ph





**3. Parental Consent for Use and Release of Student Images**

To publicize the achievements of our students we may on occasion publish students' names, achievements, photographs or other images with newspapers, television, school district brochures, handbooks, programs, Internet and Online web pages and social media.

The purpose of this form is to authorize or refuse consent for the Forest City Regional School District and those working under the direction of the District to take audio, video and photograph images of my child and to distribute said images to: school district and public newspapers, television programs, brochures, handbooks, programs, school district webpage and social medial platforms, and in the student yearbook or memory book.

You may rescind your permission at any time with a written notice to the building principal.

\_\_\_\_\_

Student Name	Grade	Date
--------------	-------	------

\_\_\_\_\_ I give permission for my child's image to be shared as described above.  
\_\_\_\_\_ I do not want my child's image to be shared as described above.

**4. Release of Student Information Opt-Out Form**

I request that directory information (including photograph) for my child:  
\_\_\_\_\_ be withheld from Military only  
\_\_\_\_\_ be withheld from organizations\* only  
\_\_\_\_\_ be withheld from all agencies and organizations  
\_\_\_\_\_ be released to all agencies and organizations  
\_\_\_\_\_ be released to organizations (NOT MILITARY)

\*Organizations include the school yearbook, the high school TV studio, newspapers, videos, and the District website for publicity

\_\_\_\_\_

Student Name	Grade	Date
--------------	-------	------

\_\_\_\_\_

Parent/Guardian Signature	Date
---------------------------	------

This request to withhold or release information will be in effect from the date it is received by the school. Please be advised that prior to this date, information may have been released.

## Information About Emergency Epinephrine Administration

In accordance with the Pennsylvania Public School Code provisions on "School Access to Emergency Epinephrine" and Board Policy 210.1, the Forest City Regional School District maintains a stock supply of epinephrine auto-injectors in each school building (stock epinephrine auto-injectors). An auto-injector prefilled with epinephrine is the drug of choice used for the emergency treatment of severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens. If your child has been diagnosed with an allergy or health condition that requires use of epinephrine, it is still your responsibility to provide your child's prescribed medication to the school nurse.

The law and Board Policy 210.1 give trained school employees the authority to administer epinephrine to any student whom they believe in good faith is experiencing anaphylaxis. In the event that a student who does not have epinephrine is experiencing an anaphylactic reaction, a trained school employee may use the stock epinephrine auto-injector in accordance with the standing order issued by the school physician or provide the student with a stock epinephrine auto-injector for self-administration.

By law, the Forest City Regional School District is required to notify parents/guardians of their ability to exempt their children from emergency administration of stock epinephrine auto-injectors.

Please complete the attached form (Permission to Administer Stock Epinephrine for Emergency First Aid) and return it to your child's school regarding:

- Administer a stock epinephrine auto-injector to your child if s/he is believed to be experiencing a life-threatening allergic reaction (anaphylaxis); or
- Provide a stock epinephrine auto-injector for self-administration if your child is authorized to self-administer.

Your choice is valid for the 2022-2023 school year. If you change your mind after submitting the attached form, you must submit a written request notifying the school nurse that your prior choice is to be revoked.

If you have questions or concerns, please contact Mrs. Rusnak at 570-785-2415.

## Permission to Administer Stock Epinephrine for Emergency First Aid

I, \_\_\_\_\_, acknowledge that I have received a copy of Policy 210.1 on Epinephrine Auto-Injectors and this informational document. I have read and fully understand their content, and by signing this form, I permit or refuse a trained school employee to administer a stock epinephrine auto-injector to my child in the event that s/he is believed to be experiencing a life-threatening allergic reaction (anaphylaxis); or to provide a stock epinephrine auto-injector for self-administration if my child is authorized to self-administer.

Check one choice below:

\_\_\_\_\_ Permission to administer stock epinephrine.

\_\_\_\_\_ Refusal to administer stock epinephrine.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School/Teacher

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

The permission or refusal is valid for the \_\_\_\_\_ school year. If you change your mind after submitting the attached form, you must submit a written request notifying the school nurse that you revoke your decision.

Please complete and return this form to your child's school nurse. The school nurse shall maintain the completed form in the student's health records file.

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### **Verification**

Exemptions will be verified by contacting the above-named parent/guardian by phone:

\_\_\_\_\_  
School Nurse or Designee Signature

\_\_\_\_\_  
Date



# Forest City Regional School District

100 Susquehanna Street, Forest City, PA 18421-1399  
Phone: 570 785-2412 • Fax: 570 785-9557  
[mlmartines@fcrsd.org](mailto:mlmartines@fcrsd.org)

Mary Lee Martines, SNS - Food Service Director

## FOOD SERVICE ACCOUNT REFUND FORM

Dear Parent/Guardian:

**Upon withdrawal of your student or graduation of your senior please fill out the Food Service Account Refund Form below for account positive balances. Please make a request prior to withdrawal or senior graduation.**

I would like to request the following option for my child's food service account positive balance:

Option 1: \_\_\_\_\_ Refund                      Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Option 2: \_\_\_\_\_ Transfer      Student to be transferred to: \_\_\_\_\_

Option 3: \_\_\_\_\_ Donate to a needy student

Parent/Guardian (Print): \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your time and cooperation!

Sincerely,

Mary Lee Martines, SNS  
Food Service Director

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## 2023-2024 Alternate Household Income Form

**Complete one form per household.**

Your school participates in the Community Eligibility Provision, which means all students qualify for free meals. However, to determine eligibility to receive additional benefits beyond free meals for your child(ren) and school, please complete this alternate household income form. **Return this form to:** Kimberly Kuruts, Business Office

### Section 1: Student Information

**Instructions:** List all students in the household, through grade 12. If any child you are listing is a foster child; homeless, migrant, or runaway; or attends Head Start, please check the appropriate box.

Student's First Name	Student's Last Name	Grade	School Child Attends	Foster	Homeless, Migrant, or Runaway	Head Start
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If more spaces are required for additional names, please use the bottom section.*

### Section 2: Household Income

**Instructions:** Your household size is the total number of people, including all children and adults, related and un-related, that live in a single dwelling and share income and expenses. Please mark your household size and then select the applicable income range under the number of people in the household. Make sure to include all of the following income sources: work, welfare, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, child income and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc.

Household Size	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Income Range	<input type="checkbox"/> \$0 up to \$23,828.00	<input type="checkbox"/> \$0 up to \$32,227.00	<input type="checkbox"/> \$0 up to \$40,626.00	<input type="checkbox"/> \$0 up to \$49,025.00	<input type="checkbox"/> \$0 up to \$57,424.00	<input type="checkbox"/> \$0 up to \$65,823.00	<input type="checkbox"/> \$0 up to \$74,222.00	<input type="checkbox"/> \$0 up to \$82,621.00
	<input type="checkbox"/> \$23,828.01 or more	<input type="checkbox"/> \$32,227.01 or more	<input type="checkbox"/> \$40,626.01 or more	<input type="checkbox"/> \$49,025.01 or more	<input type="checkbox"/> \$57,424.01 or more	<input type="checkbox"/> \$65,823.00 or more	<input type="checkbox"/> \$74,222.01 or more	<input type="checkbox"/> \$82,621.00 or more
If your household has 9 or more people, please enter your information here:				Household Size: _____		Household Income: \$ _____		

### Section 1: Additional Names

Student's First Name	Student's Last Name	Grade

### Section 3: Contact Information and Adult Signature

"I certify (promise) that all information on this form is true, and that all income is reported."

Signature		Print Name	
Street Address			Apt#
City		State	Zip Code
Phone Number		Email Address	

**DO NOT COMPLETE THIS SECTION. FOR SCHOOL USE ONLY.**

<b>Economic Status:</b>	
Economically Disadvantaged (free/reduced)	<input type="checkbox"/>
Non-Economically Disadvantaged (paid)	<input type="checkbox"/>

<b>To be completed by school or district staff member:</b>	
<i>I have reviewed the household income form on the reverse of this page and have concluded that it is properly and completely filled out to the best of my knowledge.</i>	
<b>Signature:</b> (school or district staff)	
<b>Print Name:</b>	
<b>Date:</b>	

<b>Instructions for School or District Staff:</b>
<ul style="list-style-type: none"> <li>• All cost associated with distributing, collecting, and reviewing these household income forms must be paid for with funds outside of the nonprofit school food service account.</li> <li>• Parental Approval is required to share any student eligibility information needed for local programs (such as fee waivers, backpack programs, etc.). The sharing of information section provides an opportunity for parents to provide that approval in the same form. All local programs that student level information is needed for must be listed in Section 3 <b>by the school or district</b>, so parents can opt into or out of them individually. Add more lines if necessary. Parental consent is not required for State reporting requirements, such as Title 1 or Parental Choice reporting.</li> <li>• For any schools/districts utilizing this form and <b>DO NOT</b> participate in the USDA Child Nutrition Programs, please modify the instructions in the first section and remove all language regarding the Community Eligibility Provision.</li> <li>• For schools not participating in the Community Eligibility Provision (CEP) or National School Lunch Program (NSLP) using the alternate household income form for WISE data reporting should report a student identified as economically disadvantaged on this form as "True" for Economically Disadvantaged Status and "Unknown" for Food Service Eligibility.</li> </ul>

