

TABLE OF CONTENTS

PORT ALLEGANY SCHOOL DISTRICT

200 PUPILS

200	Enrollment of Students
201	Admission Of Beginners
202	Eligibility Of Nonresident Students
203	Communicable Diseases And Immunization
203.1	AIDS
204	Attendance
205	Postgraduate Students
206	Grouping Students Within Classes
208	Withdrawal From School
209	Health Services
209.1	Food Allergy Management
210	Use Of Medications
211	Student Accident Insurance
212	Reporting Pupil Progress
213	Assessment Of Student Progress
214	Class Rank
215	Promotion And Retention
216	Student Records
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats
219	Student Complaint Process
220	Student Expression
221	Dress And Grooming
222	Smoking
223	Use Of Bicycles And Motor Vehicles
224	Care Of School Property
225	Students And The Police
226	Locker Search
227	Drug Awareness
228	Student Government
229	Student Fund Raising
230	Public Performances By Students
231	Social Events And Class Trips
232	Participation In School Affairs
233	Suspension And Expulsion
234	Pregnant Students
235	Student Rights
248	Sexual Harassment
249	Bullying/Cyber-bullying

Port Allegany School District

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: June 16, 1998

REVISED: November 11, 2009

200. ENROLLMENT OF STUDENTS	
1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41	The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.
2. Definitions SC 1301 Title 22 Sec. 11.12	School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.
SC 1302 Title 22 Sec. 11.11	District of residence shall be defined as the school district in which a student's parents/guardians reside.
3. Guidelines SC 1301, 1302 Title 22 Sec. 11.11, 12.1	School age resident students and eligible nonresident students shall be entitled to attend district schools.
SC 1301, 1302, 1303a Title 22 Sec. 11.11 Pol. 203, 216.1	The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parent Registration Statement, as required by law and regulations.
Title 22 Sec. 11.11 Pol. 138	The district shall administer a home language survey to all students enrolling in district schools for the first time.
Title 22 Sec. 11.11	The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

200. ENROLLMENT OF STUDENTS - Pg. 2

Pol. 251	The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.
Title 22 Sec. 11.11	The district shall not inquire about the immigration status of a student as part of the enrollment process.
Pol. 202	Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.
4. Delegation of Responsibility Title 22 Sec. 11.41	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 201, 202, 203, 216.1, 251</p>

SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

200-AP-1. STUDENT CLASSIFICATIONS FOR ENROLLMENT

Resident Students/Court Order/Custody Agreement

A school age student is entitled to be enrolled in the schools of the district where his/her parent(s) or legal guardian resides, upon submission of required documents.

When parents reside in different school districts due to separation, divorce or other reasons, the student can be enrolled in the district of the parent with whom the student lives for the majority of time, unless a court order or court-approved custody agreement specifies otherwise.

If parents share joint custody and the student's time is evenly divided between the parents, the parents can choose which of the two (2) school districts the student will attend for the school year.

If a parent enrolling a student is relying on a court order or custody agreement as the basis for enrollment, school staff will require the parent to provide a copy of the order or agreement.

Students Living With Resident Adult Other Than Parent

When a student lives with a district resident who is supporting the student without personal compensation (gratis), the student can enroll in a district school if the resident makes application and provides the required documentation.

In addition to the required documents, school staff will require the resident to provide only one (1) of the following:

1. Legal documentation to show dependency or guardianship.
2. Sworn and notarized statement indicating that the signer is a district resident and is supporting the student without receiving personal compensation, the student is living with him/her continuously and not just for the school year, and the resident accepts all personal obligations relative to school requirements.

School staff can require the resident to provide additional information before enrolling the student in district schools. Required documents may include:

1. Copy of completed county form or court order transferring child support payments to resident, if applicable.
2. Copy of completed state form notifying Department of Welfare of child's new residence, if applicable.

200-AP-1. STUDENT CLASSIFICATIONS FOR ENROLLMENT

3. Copy of lease/rental agreement identifying the student as a tenant, if applicable.
4. Documents to verify residency, as required for all students enrolling in district schools.

A resident's receipt of payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support, child support, maintenance on public or private health insurance, support from the military or military personnel or other payments for or on account of the student will not be considered personal compensation or gain.

School staff will not require the natural parent(s) or former guardian(s) to provide information.

Student/Families With Limited English Proficiency

The district will provide translation and interpretation services to the extent needed to help a family with limited English proficiency to understand the enrollment process.

School staff will promptly enroll the student, upon submission of required documents.

School staff will not request social security numbers or immigration status information.

Foster Students

Nonresident students placed in foster care are entitled to the same educational privileges as students residing in the district. Nonresident exceptional students placed in foster care are entitled to receive an appropriate program of special education.

In addition to the required documents, school staff will request a letter from the appropriate agency verifying that the student is residing with a foster parent or is in a pre-adoptive or adoptive home. School staff cannot request a court order or agency records.

The district will attempt to enable a foster student moving from one placement to another to remain in the same school or the district when the student is moved to another school attendance area or to another school district, when feasible.

Pre-Adoptive/Adoptive Students

A student living with pre-adoptive parents who receive adoption assistance subsidies or payments is entitled to attend school in the district in which the pre-adoptive parents reside.

A student living with adoptive parents is entitled to attend school in the district in which the adoptive parents reside.

School staff will enroll a student living with adoptive parents or pre-adoptive parents who reside in the district, upon submission of required documents.

200-AP-1. STUDENT CLASSIFICATIONS FOR ENROLLMENT

Students Living In Institutions

If the school district hosts a children's detention home, drug and alcohol treatment center or similar facility, the district is required to provide an education, and special education when appropriate, to nonresident students placed in the institution.

Students placed in a children's institution have the right to attend district schools if appropriate for the student, upon submission of required documents.

Emancipated Minors

An emancipated minor is a student under the age of twenty-one (21) years who has established a residence apart from his/her parents/guardians or is living with a spouse.

The school district in which the student is living is the resident district, and the student can enroll without any assistance from an adult, upon submission of required documents.

Homeless Students

Homeless students lack a fixed, regular and adequate nighttime residence and may reside in shelters, hotels, motels, cars, tents, or be temporarily housed with a resident family because of lack of housing. Homeless students include unaccompanied homeless youth and those waiting for foster care placement.

School staff will immediately enroll a homeless student, and the family is not required to prove residency.

School staff will immediately enroll an unaccompanied homeless student without documents and without the help of an adult. An unaccompanied homeless student is any child who is not in the physical custody of a parent/guardian and includes a student who has run away, been thrown out of the home, or been abandoned or separated from a parent/guardian.

A youth awaiting foster care placement includes those placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation. When necessary, prior to enrollment, district staff will consult with the county children and youth agencies to determine if the student meets the definition of awaiting foster care placement.

Children Of Military Personnel

When a student is a child of a Pennsylvania resident who is deployed by the military and the student is living for that time with relatives or family friends residing in the district, the student is entitled to attend district schools, upon submission of required documents.

School staff will presume the district resident is supporting the student gratis, without personal compensation or gain.

200-AP-1. STUDENT CLASSIFICATIONS FOR ENROLLMENT

Foreign Students With Student Visas

Students with visas of any type must comply with the terms and condition of that visa, including payment of tuition when required.

When a student with a visa requests enrollment in district schools, the designated district administrator will consult with the district solicitor to ensure the district is following the specific requirements of the applicable visa program.

Undocumented Foreign Students

District staff will not ask about the immigration status of a student who is seeking to enroll in the district.

A student whose immigration status is not documented must provide the residency and other documents required for enrollment.

Students Returning From Delinquency Placements

When a student returns to the district from a delinquency placement, school staff cannot automatically place the student in an alternative education program just because s/he had been adjudicated delinquent.

A student returning from a delinquency placement is entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine if the student is currently fit to return to the regular classroom or if s/he meets the definition of a disruptive student. Factors the district will consider include:

1. If the incident causing the adjudication occurred at school or a school-sponsored event.
2. Student's behavior in the placement.
3. Recommendations of teachers and adults, such as the juvenile probation officers, who have worked with the student.

Address Confidentiality Program (ACP)

A family can enroll a student using an Address Confidentiality Program (ACP) that lists a post office box as their address.

School staff will accept this post office box as the legal address and will not require additional information about the residence. All other required documents must be submitted for enrollment.

School records from the former school will be forwarded through the Address Confidentiality Program (ACP).

200-AP-1. STUDENT CLASSIFICATIONS FOR ENROLLMENT

The ACP can be contacted at 1-800-563-6399 regarding questions about the family's eligibility for enrollment.

Enrollment Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, e-mail or telephone with the Superintendent or building principal.

The individual or the school district may send written follow-up to the Department of Education, School Services Unit.

SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

200-AP. ENROLLMENT OF STUDENTS

Students are considered school age from the time they are admitted to a public school until graduation from high school or age twenty-one (21).

School age students entitled to enrollment in district schools include:

1. Student residing with parent(s) who is a district resident(s).
2. Nonresident student living with a district resident who is supporting the student gratis.
3. Nonresident student living in a facility or institution.
4. Nonresident student living in a foster home.
5. Homeless student.
6. Emancipated minor residing in the district.

When the required enrollment documentation is provided, the school staff will enroll the eligible student and permit him/her to attend school on the next school day after the student is presented for enrollment, but no later than five (5) business days after application.

Required Enrollment Documents

Except for a homeless student, when a student of school age is presented to any district school for enrollment, school staff will require the following documentation before enrolling the student and permitting him/her to attend school:

1. Proof of the student's age – acceptable documentation includes one (1) of the following:
 - a. Birth certificate.
 - b. Notarized copy of birth certificate.
 - c. Baptismal certificate.
 - d. Copy of the record of baptism, notarized or duly certified and showing date of birth.
 - e. Notarized statement from the parents/guardians or relative indicating date of birth.
 - f. Valid passport.

200-AP. ENROLLMENT OF STUDENTS

- g. Prior school record indicating date of birth.
2. Immunizations required by law – acceptable documentation includes:
 - a. Student’s immunization record.
 - b. Written statement from prior school district or a medical office that the required immunizations have been administered, or that a required series is being administered.
 - c. Verbal assurances from prior school district or a medical office that required immunizations have been completed, with records to follow.
 3. Proof of residency – acceptable documentation includes two (2) of the following:
 - a. Deed.
 - b. Lease.
 - c. Current utility bill.
 - d. Current credit card bill.
 - e. Property tax bill.
 - f. Department of Transportation driver’s license or identification card.
 - g. Vehicle registration.
 4. Parent Registration Statement – a sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons, or infliction of injury or violence on school property, as required by law.
 5. Home Language Survey – for all students enrolling in a school for the first time.

Documents That May Be Requested But Not As A Condition Of Enrollment

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student’s enrollment or attendance until the document(s) is provided:

1. Picture identification.
2. Health or physical examination records.
3. Academic records.
4. Attendance records.

200-AP. ENROLLMENT OF STUDENTS

5. Individualized Education Program.
6. Special education records.
7. Completed physical examination.
8. Completed Registration Form.

Documents That Will Not Be Requested

School staff will not request any of the following information to verify enrollment or residency:

1. Social security number.
2. Reason for a student's placement if not living with natural parent.
3. Visa of student or parent.
4. Agency records.
5. Court order or records relating to a dependency proceeding, except in limited circumstances that occur when a custody order, agreement or dependency is being relied upon as the basis for enrollment.
6. Student's immigration status.

Special Enrollment Considerations

District staff will consider what residency verification is reasonable in light of a family's situation and should be flexible.

Twins and higher order multiple siblings will be enrolled in the same manner as other students.

The district cannot deny or delay a student's enrollment based on the information contained in a disciplinary record or sworn statement. However, the district can provide alternative education services during the period of expulsion for a student currently expelled for a weapons offense. If a student has been expelled from the previous district for reasons other than a weapons offense, the district will review the student's prior performance and school record to determine the services and supports that will be provided upon enrollment in the district.

Students and families with limited English proficiency must be provided translation and interpretation services to the extent needed for them to understand the enrollment process and promptly enroll the student.

School staff will enroll a student no later than five (5) business days, regardless of receipt of student records from the prior school entity.

200-AP. ENROLLMENT OF STUDENTS

Requests For Student Records

Upon enrollment of a student, school staff will contact the student's prior school for a copy of the student's educational records. The prior district, if within Pennsylvania, is required to forward the records within ten (10) business days of the date of request.

When a student transfers from a Pennsylvania school entity, school staff will contact the sending school for a certified copy of the student's disciplinary record. The prior district is required to forward the certified copy within ten (10) days from receipt of the request.

Health records must be transferred from all public and private schools, upon the request of the building principal or designee.

Students Enrolling Without Prior School Records

If a student is presented for enrollment without prior school records or if a private school withholds an enrolling student's records, the building principal may seek and accept information for a student placement that appears reliable as proof of successfully completed coursework, such as report cards and sworn affidavits of previous school teachers.

If reliable information cannot be obtained, the building principal, in consultation with the appropriate teacher(s), will promptly evaluate the student and determine the appropriate grade and/or courses for that student. The evaluation will consist of an interview and demonstration of the degree to which the student has achieved the academic standards established by the School Board for district students.

The student and parent/guardian will be informed in writing of the results of the evaluation and the student's placement. The district's Strategic Plan will be the criteria used by the school to determine a student's attainment of academic standards for high school graduation.

Change Of Address

When a student or parent/guardian notifies the school of a change of address within the district's boundaries, the parent/guardian will be required to bring proof of residence to the school.

A new student Registration Form will be completed.

The documentation accepted as proof should be noted on the registration form, and a copy of the document retained.

Complaints

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may file a complaint by mail, e-mail or telephone with the Superintendent or building principal.

The individual or the school district may send written follow-up to the Department of Education, School Services Unit.

SECTION: PUPILS

TITLE: ADMISSION OF BEGINNERS

ADOPTED: June 16, 1998

REVISED:

	201. ADMISSION OF BEGINNERS
1.Purpose SC 1301	<p>The Board shall establish age requirements for the admission of beginners which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children.</p>
2.Authority	<p>The Board shall establish age requirements for the admission of beginners and kindergarten students which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children.</p> <p>A kindergarten student is eligible for admission if s/he has attained the age of five (5) years on or before the first day of September of the entering school year.</p> <p>A beginner is eligible for admission to the first grade or for the lowest grade of the primary school above kindergarten level, if s/he has attained the age of six (6) years on or before the first day of September of the entering school year. Beginners shall be admitted to school only during the first two weeks of the annual school term.</p> <p>There is one exception: a child who is eight (8) years of age may begin school at any time during the school year. The placement of this child will be determined by educational testing and an evaluation of the child's prior formal school experiences.</p> <p>The recommended maximum entry age for kindergarten shall be six (6) years old on or before September first of the entering school year. However, districts may place children enrolling in school for the first time in kindergarten even though they have reached the district's age for beginners. Parents</p> <p>may initiate a request in cooperation with the Superintendent for kindergarten placement. In response to this request, the district may conduct an evaluation to determine the most appropriate educational placement. In the absence of a parental request or when enrolling a transferring student, the district may complete an educational assessment to determine the most appropriate educational placement.</p> <p>Early admission to kindergarten or first grade may be obtained after a written parental request is received and processed. Early admission will be considered in</p>

201. ADMISSION OF BEGINNERS - Pg. 2

<p>School Code 1301, 1304, 1326, 1925</p> <p>PA Code Title 22 Sec. 11.14 et seq, 11.15, 11.16</p> <p>Opinion, Attorney General 71 Op. A.G. 74</p>	<p>conjunction with the recommendation of the district's school psychologist and approval of the Superintendent.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: ELIGIBILITY OF
NONRESIDENT STUDENTS

ADOPTED: June 16, 1998

REVISED:

	202. ELIGIBILITY OF NONRESIDENT STUDENTS
1.Purpose SC 501	The Board shall operate the schools of this district for the benefit of children resident in this district and eligible for attendance.
SC 1301	The Board may permit the admission of nonresident students in accordance with terms of this policy.
SC 1302	The Board reserves the right to verify the residency of any student and to require a sworn statement of residential support for the student who resides with a person other than his/her parent, guardian or custodian.
2.Authority	A. <u>Nonresident Children Placed In The District</u>
SC 1305	Any child placed in the home of a resident of this district by a court or an agency of government shall be admitted to the schools and shall receive the same benefits and be subject to the same duties as resident children.
	B. <u>Inmates Of Institutions</u>
SC 1306-9	A child who is an inmate of an institution for the care or training of children located within this district, is not a legal resident of the district by such placement, but shall be admitted to the schools of this district and a charge shall be made for tuition in accordance with statute.
C.	<u>Former Residents</u> Regularly enrolled children whose parents have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the student is in the 12th grade.
	D. <u>Other Nonresident Students</u> A nonresident student may be admitted to this district without payment of tuition where attendance is justified on the grounds that the student lives full-time and not

202. ELIGIBILITY OF NONRESIDENT STUDENTS - Pg. 2

	just for the school year with district residents who have assumed legal guardianship of the student or is visiting this country as an exchange student and lives in the district.
3.Delegation of Responsibility	<p>The Superintendent shall develop procedures for the enrollment of nonresident children which:</p> <ol style="list-style-type: none"> 1. Admit such children only on the proper application of the parent or guardian. 2. Do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, or ancestry. 3. Verify claims of residency. 4. Make continued enrollment of any nonresident student contingent upon maintaining good standards of citizenship and discipline. <p>The Board shall not be responsible for the transportation to or from school of any student residing outside of school district boundaries.</p> <p>Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.</p>
School Code 501, 1301, 1302, 1305, 1306-9, 1309, 1310, 1316, 1608, 1609, 2503, 2561	

SECTION: PUPILS

TITLE: AIDS

ADOPTED: June 16, 1998

REVISED:

	203.1. AIDS
1.Purpose	The purpose of this policy shall be twofold: to safeguard the health and well-being of students and staff members, and, concurrently, to protect the rights of the individual.
2.Authority	The Board is committed to the provision of a healthful environment for its students and employees. The Board authorizes the Superintendent to prepare the necessary administrative procedures based on information received from appropriate medical, educational, legal, and governmental agencies.
3.Definition	AIDS is an acronym for acquired immune deficiency syndrome. As used in this policy, AIDS includes all infections caused by the human immunodeficiency virus (HIV), also called lymphadenopathy-associated virus (LAV) and includes acquired immune deficiency syndrome (AIDS), AIDS related complex (ARC), and asymptomatic infections of these viruses.
4.Responsibility	<p>The Superintendent is responsible for determining the appropriate educational program for students infected with AIDS. To make this determination, the following procedure shall be used:</p> <ol style="list-style-type: none"> 1. A team composed of a school-appointed physician; a physician who specializes in medical laboratory techniques; the student's physician; the school nurse; the student's parents, guardian, or surrogate parent; the Superintendent, and another administrator from the school district, along with a designated legal representative, shall review each case. When determining the appropriate educational program for an exceptional child, the team shall also include the student's special education classroom teacher, the supervisor of special education classes, and the school psychologist. 2. Upon completion of this review, the team shall make a recommendation for educational placement, which may include a limited waiver of the physician/patient privilege as a condition to placement, to the Superintendent. The Superintendent and school physician shall make the placement decision.

	<p>3. In each case, risks and benefits to both the infected student and others in the environmental setting will be weighed in a manner consistent with the guidelines and recommendations of the United States Health Services Center for Disease Control in Atlanta and of the Pennsylvania Department of Health.</p> <p>4. The employe has a right to work as long as s/he is physically/mentally fit to do so and pose no threat of danger to any others. The Superintendent, with the individual's consent, shall make a recommendation to the Board regarding the individual's employment status.</p> <p>5. The hygiene practices and general health of those AIDS employes working in a school setting shall be monitored by the school health professional. If problems arise, the school-appointed physician shall recommend specific action to the Superintendent.</p> <p>6. Evaluation to assess the needs of the infected individual shall be performed on an ongoing basis.</p> <p>7. The right to privacy, including confidentiality of records, shall be monitored to the extent possible under the circumstances. After having consulted with the schoolappointed physician, the Superintendent shall determine, on a needto-know basis, with prior consent of the individual, which school personnel shall be informed about the infected individual. All information and records shall be kept confidential by the school personnel involved. Information about the infected individual shall not be released to the general public.</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: COMMUNICABLE DISEASES
AND IMMUNIZATION

ADOPTED: June 16, 1998

REVISED:

	203. COMMUNICABLE DISEASES AND IMMUNIZATION
SC 1303a (a) Title 28 Sec. 23.84	In order to safeguard the school community from the spread of certain communicable diseases, and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.
1.Authority SC 1303a (a)	No student shall be admitted to the Port Allegany schools who has not been immunized against such diseases in the manner directed by the Secretary of Health.
SC 1303a (b)	The implementation of this policy shall be the responsibility of the Superintendent, principals, and the school nurse who shall be subject to the sanctions of law for violation of the State statute for immunization of pupils.
	A child shall be exempt from the requirements for immunization whose parent or guardian objects in writing to such immunization for religious grounds, whose physician certifies that the child's physical condition contraindicates immunization, or whose physician certifies that the immunization would be detrimental to the health of others in the household.
2.Responsibility	The Superintendent shall: annually review the State standards for immunization of pupils and direct the responsible district personnel accordingly;
Title 28 Sec. 23.83	inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and

203. COMMUNICABLE DISEASES AND IMMUNIZATION - Pg. 2

<p>School Code 1303a.(a) (b) 1402, 1409</p> <p>PA Code Title 28 Sec. 23.81, 23.83, 23.84, 23.85, 27.2, 27.23, 27.71, 27.75</p>	<p>should be conducted in cooperation with local health agencies.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: August 18, 1998

REVISED:

	204. ATTENDANCE
1. Authority	<p>The Board of Directors of the Port Allegany School District is committed to the promotion of academic achievement for the children within the district and shall maintain compliance with the laws of the Commonwealth of Pennsylvania embodied in the Public School Code of 1949, Sec. 1301, et seq, and Title 22 PA 11.1 et seq, the provisions of which shall be applied through the policies and procedures of the Port Allegany School District.</p> <p>Attendance is mandatory between the ages of eight (8) and seventeen (17). Early dismissals and late arrivals impact negatively on learning. The Board strongly encourages parents to act rigorously and responsibly to ensure the regular attendance of their children. It is the opinion of the Board that for students to be academically successful, they must attend class regularly and arrive on time.</p>
2. Definitions	<p><u>Absence</u>: Sessions will be defined as follows: Morning Session Elementary School 8:20 a.m. 11:50 a.m.--High School 8:15 a.m. 11:32 a.m.; Afternoon Session Elementary School 11:50 a.m. 3:00 p.m. --High School 11:32 a.m. 3:07 p.m. In order for a student to gain credit for a full day, s/he must be in attendance for a minimum of two hours during each session. In order for a student to gain credit for a half day, s/he must be in attendance for a minimum of two hours during either session. An arrival to school after 1:20 p.m. (Elementary School) or 12:52 p.m. (High School) will be considered a full day absence.</p> <p><u>Early Dismissal</u>: All early dismissals will require a written request from the parent or guardian. Requests will not be granted over the telephone. In an emergency, persons having legal custody of the student may present themselves at the student's school office to sign an early dismissal form. The building principal will make a judgment and either grant or deny permission for early dismissal.</p> <p><u>Excused Absence</u>: An excused absence is an absence covered under the nine necessary and legal absences delineated by Commonwealth regulations. A signed note from the parent or guardian stating the reason for the absence and the date will be required.</p>

<p>3. Policy</p>	<p>The note must be submitted to the school office no later than three (3) school days following the student's return to school or the absence will be recorded as unexcused. Excuses will not be accepted after three (3) school days. In accordance with state policy, the fact that a parent has sent a written explanation to the school does not necessarily mean that the absence is excused.</p> <p><u>Homebound Instruction:</u> Instruction furnished by the school district at the student's place of residence. This instruction is normally furnished when a student's medical condition prevents her/him from attending school regularly or for an extended period of time.</p> <p><u>Make-up Work:</u> Any student who has an absence from school may make up classwork and assignments missed if the request is made within three (3) school days of the student's return. The time allowed to complete make-up work will equal the time missed or no more than five (5) school days. It is the student's responsibility to take advantage of this opportunity. The student's grade will reflect a failure to comply. Students taking vacation during the school year should expect make-up work or a proper assignment on the educational benefit of their trip. Students taking vacation during the school year should collect their work before leaving and have it completed upon the return to school.</p> <p><u>Truancy:</u> Three (3) unexcused absences whether consecutive or cumulative will be regarded as illegal absences and will be treated as an incident of truancy.</p> <p><u>Tardy:</u> A late arrival to school prior to 9:50 a.m. (Elementary School) or 9:32 a.m. (High School). Unexcused tardies are recorded for detention. More than five (5) tardies will result in one (1) detention for each unexcused tardy.</p> <p><u>Unexcused Absence:</u> An absence for a reason other than those authorized by Commonwealth regulations or an absence for which no documentation has been provided, within the three days. Unexcused absences will result in no credit awarded for the missed school work. Three (3) such absences could result in truancy charges being placed against parents or guardians as provided in the Commonwealth Code.</p> <p>Each school in the district should convene an Attendance Review Board for the purpose of monitoring and administering the policy when an attendance problem is evident. The Attendance Review Board will consist of a minimum of three (3) persons: the building principal or guidance counselor, the school nurse or attendance secretary, and one professional staff member. Other professional staff may be added at the discretion of the principal who will preside over the Attendance Review Board's activities.</p> <p>Student attendance will be recorded daily in compliance with Commonwealth</p>
------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>regulations. Absence verification will be carried out on a daily basis.</p> <ol style="list-style-type: none">1. Absences of one (1) to two (2) days will require a written parent/guardian excuse for review.2. Three (3) consecutive days of absence will result in a telephone call by the school nurse to determine the cause of the absences. If absences are not excused, a truancy notice will be sent to the parents.3. Five (5) consecutive days of absence will require a physician's statement for re-admission to school (except in cases of family vacation or educational experiences). If a physician's excuse is not provided, the attendance office will notify the parent or guardian in order to provide proper explanation for the absence. The Attendance Review Board may convene at this time in order to determine necessary actions. Failure to provide proper documentation will result in unexcused absences being recorded.4. Upon accumulating ten (10) absences (excused or unexcused), parents will be contacted by the principal, who may also convene the Attendance Review Board at that time. The contact will determine the cause of the student's excessive absence and evaluate the need for homebound instruction or other auxiliary educational services.5. Upon accumulating fifteen (15) absences (excused or unexcused), the principal will convene the Attendance Review Board and a decision will be made whether to refer the parents and student to the legal system or other appropriate social service agencies. In the case of illegal absences, truancy notices will be sent to the parent/guardian.6. Upon accumulating twenty (20) absences (excused or unexcused), a parent conference will be held, and charges of truancy will be filed for all unexcused absences. A referral to child Protective Services will be made if appropriate.7. Upon accumulating twenty-five (25) absences (excused or otherwise), an evaluation for retention will be made for students in grades kindergarten through eight. Students enrolled in grades nine through twelve will receive no credit in any course for which they have accumulated twenty-five (25) or more absences and have not properly submitted make-up work. Students who are seventeen (17) (beyond compulsory age of attendance) will be dropped from the rolls and will be allowed to re-enroll the following semester.8. A student who is receiving homebound instruction in accordance with district policy will be regarded as present and will not be penalized under any provision of this policy.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>9. Parents will be encouraged to schedule medical and dental appointments after school. A note from the physician/dentist will be required when a student returns to school from an appointment during school hours. The parents will be required to furnish the principal with the name of the dentist/physician when appointments are scheduled during school hours.</p> <p>10. Elementary students reporting to school late will report to the office. Teachers shall not permit a student to report to the homeroom without a "tardy slip" from the office. High School students will not be permitted into homeroom without a "Temporary" or "Permanent" admission slip for absences.</p> <p>11. Exceptions to the Port Allegany School District attendance policy may be made by the Attendance Review Board in cases of severe family hardship or student illness.</p> <p>For the purposes of this policy, the Commonwealth guidelines governing excusable absences will be used. The following are recognized by the Board of School Directors to be legal and necessary absences:</p> <ol style="list-style-type: none">1. Illness of the child, attested to by a physician if necessary.2. The presence of contagious disease in the child's home, attested to by a physician if necessary.3. Death in the immediate family. (Excused time will not exceed five (5) school days. Excused time allowed for funerals of other relatives will not exceed one (1) day.)4. Legal business.5. Suspension or expulsion from school for misconduct (appropriate make-up work will be provided for the term of suspension).6. Remedial health treatment (includes student pregnancy).7. Pre-approved absence for vacation or to participate in educational experiences. Approval for such absences should be submitted to the principal at least one (1) week prior to the absence. Make-up work will be required as outlined in the definition section of this policy. No absence will be approved during state testing or semester examinations.8. Emergency situations as determined by the school principal.9. Religious holidays.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

204. ATTENDANCE - Pg. 5

<p>School Code 510, 1318, 1327, 1329, 1330, 1332, 1333, 1339, 1354, 1546</p> <p>PA Code Title 22 Sec. 5.222 11.1, 11.3, 11.5, 11.22, 11.28, 11.32, 11.34</p>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

SECTION: PUPILS

TITLE: POSTGRADUATE STUDENTS

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">205. POSTGRADUATE STUDENTS</p>
1.Purpose SC 502, 1901, 1925	<p>The Board will consider the extension of the privilege of postgraduate study in the regular educational program to high school graduates resident in this district upon proper application and the satisfaction of the following condition(s):</p> <p>The specific objective of the candidate is dependent upon the completion of certain courses offered at the high school.</p> <p>The past scholastic and behavioral conduct of the candidate are such as to predict success in the selected postgraduate courses.</p> <p>The needs of undergraduate students regularly enrolled in the school are met and classroom space and instructional staff are available.</p>
2.Responsibility	<p>The Board may approve, on the recommendation of the Superintendent and principal, each qualified application for postgraduate studies before the student may begin such studies. Such approval shall not be construed to extend beyond the academic year for which application is made.</p> <p>The continued attendance of each admitted postgraduate student shall be contingent upon the maintenance of a satisfactory academic performance, regular attendance, and a record of good conduct.</p>
3.Transportation	<p>The Board will not assume responsibility for the transportation of students pursuing postgraduate studies.</p>

SECTION: PUPILS

TITLE: GROUPING STUDENTS
WITHIN CLASSES

ADOPTED: November 11, 1997

REVISED:

	206. GROUPING STUDENTS WITHIN CLASSES
1.Purpose SC 1310	The Board of School Directors believes that the objective of grouping students is to make teachers most effective and to provide all students the best opportunity to learn.
2.Authority	The Superintendent shall periodically review existing grouping practices so that each child has maximum opportunity to realize his/her potential.
3.Definitions	<p>Heterogeneous Grouping Students are grouped with other students of mixed abilities for all subjects or for specific subjects.</p> <p>Homogeneous Grouping Students are grouped according to achievement and ability for the entire school day or for selected subjects.</p> <p>Within-Class Grouping Students are grouped heterogeneously in a self-contained class for the entire day but are then grouped homogeneously when appropriate within the same class.</p> <p>Between-Class Grouping Sometimes referred to as regrouping. In this grouping structure, students are grouped in a heterogeneous homeroom but are regrouped for selected subjects (i.e. reading and math). These students are assigned to groups by skill level and then move from one teacher to another.</p>
4.Guidelines	<p><u>Grouping for Instruction</u></p> <p>Children can be grouped within a classroom or class so that each child may receive the most effective instruction. Grouping should be as flexible as possible with provision for altering the grouping as</p> <p>often as necessary to fit the specific purpose involved. The goal is to place each child among a group of classmates in every situation with whom his/her associations in work and play will be comfortable, yet where s/he will be continually challenged and inspired to work for higher goals within his/her capacity.</p>

206. GROUPING STUDENTS WITHIN CLASSES - Pg. 2

<p>School Code 1310</p>	<p>Students in grades K-3 may be grouped heterogeneously but regrouped homogeneously for instruction in reading and mathematics.</p> <p>Students in grades 4 through 8 will be grouped homogeneously in the core academic subjects; heterogeneously, in all other subjects and activities.</p> <p>In grades 9-12, student program choice will govern grouping. With or without special grouping, teachers must make every effort to shape their instruction to accommodate the individual needs of students.</p>
-----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: June 16, 1998

REVISED:

	208. WITHDRAWAL FROM SCHOOL
1.Purpose SC 1326	The Board affirms that, while statute requires attendance of each student only between the ages of 8 and 17, it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.
2.Authority	The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the student in reaching his/her career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent and other justification.
3.Delegation or Responsibility	The Board delegates to the administrators the responsibility of implementing the procedures necessary for withdrawal from school. These procedures shall include counseling and informing students of the possibility of acquiring high school equivalency diplomas through GED testing.
School Code 1326	
PA Code Title 22 Sec. 11.4, Sec. 5.242	

SECTION: PUPILS

TITLE: HEALTH SERVICES

ADOPTED: June 16, 1998

REVISED:

	209. HEALTH SERVICES
1.Purpose SC 1402-3	In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations to protect the school community from the spread of communicable disease; to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs; and to ensure that the learning potential of each child is not lessened by a remediable physical disability.
2.Authority SC 1402, 1407	Each pupil shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. These examinations will be conducted by the school physician. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.
SC 1403, 1407	Each pupil shall receive a comprehensive dental examination upon original entry, while in third grade and in seventh grade. These examinations will be conducted by the school dentist. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.
SC 1409	For each pupil transferring to the schools of this district the Superintendent or designee shall request an adequate health record from the transferring school.
SC 1409	The individual pupil records of health examinations shall be maintained as a confidential record subject to statute and the policies of this district.
SC 1419 Sec. 23.44Title 28	A student who presents a statement signed by his/ her parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.
SC 1402(d) 1406	Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the child shall be so informed and a recommendation shall be made that the parent consult a private

physician or dentist. The parent shall be required to report to the school the action taken subsequent to such notification. When the parents or guardians inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

The District shall assume the cost of providing students with physical examinations which are required by the State regulated school health program, the Pennsylvania Interscholastic Athletic Association regulated athletic program, and the locally regulated cheerleading program when those examinations are arranged by school officials.

First Aid

It shall be the policy of the District that the school nurse be responsible for the administering of first aid to students. In the absence of the school nurse, the building principal or his/her designees shall be responsible for these duties.

Student Records

A record shall be kept on each child which will show the parents' names and phone numbers where they can be reached. The file shall indicate an alternate person or persons designated by the parent to act or advise in case of serious accident, illness, or disaster warning if the parents cannot be reached.

The student's health record shall show any known condition which could prescribe the giving of any medication or treatment. A daily log of all Health Room activities shall be kept in the nurse's office.

Transportation

When a student becomes ill or injured to the extent that s/he must be taken home, the following procedure shall be followed:

1. Parents or their designees shall have the responsibility for transporting such student. If necessary, the nurse/home school visitor may provide transportation when an emergency exists or no other means of transportation can be arranged by parent or guardian.
2. In an emergency, a student may be transported to a medical facility for immediate treatment.

Emergency Medication Known Situations

In special situations, such as allergic reaction to bee sting, where an antidote must be

administered, written approval will be required in advance from the parent along with the physician's written order.

Ambulance Services

The Board realizes that on occasion students, staff, and patrons may require ambulance transportation from the schools of the District to area hospitals or offices of local physicians. Authorization is hereby given to responsible school personnel to arrange for such transportation in the event of an injury or an illness which cannot be properly treated on site.

Arrangements for ambulance service shall be with the most readily available ambulance unit for transportation from the place where the emergency exists to the office of a local physician or to the first hospital where treatment is given. Arrangements shall be made on an actual need basis. Ambulances shall not be contracted to perform stand-by service.

In the event that the family of the person served does not have insurance which covers the cost of the ambulance transportation, and in the event that the cost of the initial ambulance service produces an extreme hardship, the family may petition the School District to assume the cost of the ambulance service. Such petition shall be by letter to the Superintendent.

Port Allegany School District

SECTION: PUPILS

TITLE: FOOD ALLERGY
MANAGEMENT

ADOPTED: February 11, 2013

REVISED:

	209.1. FOOD ALLERGY MANAGEMENT
1. Purpose	<p>The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:</p> <ol style="list-style-type: none"> 1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions. 2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction. 3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips. <p>The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.</p>
2. Authority SC 1422.3	<p>The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.</p>
3. Definitions	<p>Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.</p> <p>Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:</p> <ol style="list-style-type: none"> 1. Emergency Care Plan (ECP) - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.

<p>Pol. 113</p> <p>Pol. 103.1</p> <p>4. Guidelines</p>	<ol style="list-style-type: none"> 2. Individualized Healthcare Plan (IHP) - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner. 3. Related Services Component in Individualized Education Program (IEP) - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs. 4. Section 504 Service Agreement - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies. <p>Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP 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, if appropriate, and any other appropriate persons.</p> <p>Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.</p> <p>Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.</p>
--------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

209.1. FOOD ALLERGY MANAGEMENT - Pg. 3

Pol. 210, 210.1	<p>A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. 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.</p>
Pol. 103.1, 113	<p><u>Accommodating Students With Disabling Special Dietary Needs</u></p> <p>Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.</p> <p>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. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.</p>
7 CFR Sec. 15b.40	<p>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:</p> <ol style="list-style-type: none"> 1. The student's special dietary disability. 2. An explanation of why the disability restricts the student's diet. 3. The major life activity(ies) affected by the disability. 4. The food(s) to be omitted from the student's diet. 5. The food or choice of foods that must be provided as the substitute. <p><u>Accommodating Students With Nondisabling Special Dietary Needs</u></p> <p>The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.</p> <p>Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:</p> <ol style="list-style-type: none"> 1. The medical or other special dietary condition which restricts the student's diet.

<p>Pol. 113.4, 209, 216</p>	<ol style="list-style-type: none"> 2. The food(s) to be omitted from the student's diet. 3. The food or choice of foods to be substituted. <p><u>Confidentiality</u></p> <p>The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.</p>
<p>5. Delegation of Responsibility Pol. 121, 246, 808, 810</p>	<p>The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.</p>
<p>Pol. 146</p>	<p>Administrative regulations should address the following components:</p>
<p>Pol. 210, 210.1</p>	<ol style="list-style-type: none"> 1. Identification of students with food allergies and provision of school health services.
<p>Pol. 246</p>	<ol style="list-style-type: none"> 2. Development and implementation of individual written management plans.
<p>Pol. 113.4, 209, 216</p>	<ol style="list-style-type: none"> 3. Medication protocols, including methods of storage, access and administration.
<p>Pol. 805</p>	<ol style="list-style-type: none"> 4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
<p>Pol. 113.4, 209, 216</p>	<ol style="list-style-type: none"> 5. Communication and confidentiality.
<p>Pol. 805</p>	<ol style="list-style-type: none"> 6. Emergency response.
	<ol style="list-style-type: none"> 7. Professional development and training for school personnel.
	<ol style="list-style-type: none"> 8. Awareness education for students.
	<ol style="list-style-type: none"> 9. Awareness education and resources for parents/guardians.
	<ol style="list-style-type: none"> 10. Monitoring and evaluation.

	<p>The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district’s food allergy management policy by publishing such in handbooks and newsletters, on the district’s website, and through posted notices and other efficient methods.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1422.1, 1422.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.41</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15</p> <p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104</p> <p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 103, 103.1, 113, 113.4, 121, 146, 209, 210, 210.1, 216, 246, 805, 808, 810</p> <p><i>Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies</i> – National School Boards Association</p> <p><i>Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel</i> – Pennsylvania Departments of Education and Health</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: June 16, 1998

REVISED:

	210. USE OF MEDICATIONS
1.Purpose	<p>The District shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.</p>
2.Definition	<p>For purposes of this policy, "medication" shall include all medicines prescribed by a physician, any patent drug, aspirin, or cough medications.</p>
3.Authority	<p>It shall be the policy of the District that the school nurse be responsible for the administering of medication to students. In the absence of the school nurse, the building principal or his/her designee shall be responsible for these duties.</p> <p>When it is absolutely necessary that medications be administered to students by school employees during school hours, the administration must follow the regulations and procedures in 210-AR, Administering Medication to Students, and its accompanying guidelines.</p>

SECTION: PUPILS

TITLE: STUDENT ACCIDENT
INSURANCE

ADOPTED: June 16, 1998

REVISED:

	211. STUDENT ACCIDENT INSURANCE
1.Purpose	The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.
2.Authority SC 511(f)	<p>The Board will maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage and at no cost to the student for injury resulting from accidents sustained in the course of participation in the interscholastic sports program.</p> <p>The Board will provide parents the opportunity to purchase insurance coverage, at no cost to the Board.</p>
3.Delegation of Responsibility	<p>The Superintendent shall prepare specifications and secure suitable coverage from qualified insurance carriers.</p> <p>The Superintendent shall have all students' parents/guardians whose child(ren) are eligible for student insurance so notified.</p>
School Code Sec. 511(f)	

SECTION: PUPILS

TITLE: REPORTING PUPIL PROGRESS

ADOPTED: June 16, 1998

REVISED:

	212. REPORTING PUPIL PROGRESS
1.Purpose Pol. 216	The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. It also recognizes the effects of State Board regulations and Federal Regulations governing school records. (Policy 216)
2.Authority	The Board directs the establishment of a system of reporting student progress which shall include written reports and parent conferences with teachers and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.
3.Delegation of Responsibility	Teaching staff members shall report student progress to parents or guardians by utilizing various methods of reporting appropriate to grade level and curriculum content. This enables the scheduling of parent-teacher conferences; specifying the issuance of report cards at intervals of not less than six (6) weeks at the secondary level and not less than nine (9) weeks at the elementary level; and ensuring the continual review and improvement of methods of reporting student progress to parents.
Other Cite Pol. 216	

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT
PROGRESS

ADOPTED: June 16, 1998

REVISED:

	213. ASSESSMENT OF STUDENT PROGRESS
1.Purpose	The Board recognizes that a system of assessing student achievement can help the student, teachers, and parents to better assess the student's progress toward personal educational goals. (See Pol. 212 and 216)
2.Definition	Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents and teachers to learn the student's strengths and weaknesses.
3.Delegation of Responsibility	The Board directs that the instructional program of this district include a system of assessing for all pupils which is consistent with the goals of the district and the regulations of the State Board.
Title 22 Sec. 5.232	The district shall provide for the development and continual analysis of student portfolios. Such portfolios may include written work by students; scientific experiments conducted by students; works of art or musical, theatrical or dance performances by students; other demonstrations or performances by students related to specific student learning outcomes; examinations developed by teachers to assess specific student learning outcomes; diagnostic assessments; other measures, as appropriate, which may include standardized tests; and written testimony from authorities and summary indicators, including transcripts, test results or a personal resume.
School Code 1531, 1532, 1531-2	

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: June 16, 1998

REVISED:

	214. CLASS RANK
1.Purpose	The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents and others of their relative academic placement among their peers under relatively similar circumstances.
2.Authority	<p>The Board authorizes a system of class ranking, by grade point average, for students in grades 9-12. All students shall be ranked together.</p> <p>Class rank shall be computed by the final grade in all subjects for which credit is awarded.</p>
Pol. 216	A student's rank in class shall be entered on his/her permanent record and shall be subject to the Board's policy on release of student records.
3.Delegation of Responsibility	The Superintendent/principal shall develop procedures for the assignment of rank in class to implement this policy.
Other Cite Pol. 216	

SECTION: PUPILS

TITLE: PROMOTION AND RETENTION

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 1531, 1644, 1613</p>	<p style="text-align: center;">215. PROMOTION AND RETENTION</p> <p>The Board recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.</p> <p>It shall be the policy of the Board that a student will be promoted to the succeeding grade level when s/he has completed the course requirements at the presently assigned grade.</p> <p>Procedures for promotion and retention of students include requiring the recommendation of the classroom teacher(s) for promotion or retention and assuring that efforts will be made to remediate the student's difficulties before s/he is retained.</p> <p>Retention of elementary students shall be by the recommendation of the classroom teacher(s) outlined in the faculty handbook.</p> <p>Retention of junior high school students (grades 7-8) will require recommendation by the guidance counselor(s) working cooperatively with the classroom teacher(s).</p> <p>Retention of high school students shall be predicated on the student's progress toward graduation requirements.</p> <p>The building principal shall have the final responsibility for determining the promotion and retention of each student.</p>
-----------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Port Allegany School District

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: JUNE 16, 1998

REVISED: November 9, 2009

	216. STUDENT RECORDS
1. Purpose	The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.
2. Authority SC 1303a, 1305-A, 1402, 1409, 1532, 1533 20 U.S.C. Sec. 1232(g), P.L. 93-380 34 CFR 99, Title 22, Sec. 4.52, 12.31 et. Seq., Title 22, Sec. 342.68	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations, or permitted by the Board, may be compiled by district staff.</p> <p>Parents, guardians and eligible students eighteen (18) years and older shall be notified annually, and upon initial enrollment, of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and exceptional students that meets the requirements of all state and federal statutes and regulations and is approved by the Board.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>
4. Guidelines	<p><u>Collection</u></p> <p>The district's plan for compilation, retention, disclosure and security of student</p>

<p>SC 1305-A</p>	<p>records shall provide the following:</p> <ol style="list-style-type: none"> 1. Informing parents, guardians and eligible students of their rights and the procedures to implement those rights. 2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees. 3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district. 4. Establishing guidelines for disclosure of information and data in student records. 5. Maintaining a record of access and releases of information for each student's records. 6. Assuring appropriate retention and security of student records. 7. Transferring education records and appropriate disciplinary records to other school districts.
<p>51 P.S. 202221 et seq</p>	<p>Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.</p> <p>The annual notice of rights shall inform parents, guardians and eligible students of the following:</p> <ol style="list-style-type: none"> 1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the request for access. 2. The right to request amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student. 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family and Educational Rights and Privacy Act and 34 CFR § 99.31 (FERPA) and state laws authorize disclosure without consent. 4. The criterion for determining who constitutes a school official; and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent. 5. The right to refuse to permit the designation of any or all categories of directory information.
<p>Act 10 of 1991</p>	<ol style="list-style-type: none"> 6. The right to request that information not be provided to military recruiting officers. 7. The right to file with the Department of Education a complaint under 34 CFR §§ 99.63-99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act and 34 CFR § 99.7.
<p>School Code 1303a, 1305-A, 1402, 1409, 1532, 1533</p>	<p>The student or the parents/guardians of a dependent student may request that specific data, e.g., awards, part-time employment, volunteer service in school or community, be placed in the student's file. If such information is verified and of recognized</p>

Board Policy 213, 215	<p>relevance, it may be added to the file. Also, the student or parent/guardian may submit a disclaimer concerning the appropriateness or validity of any material in the file. Such statement shall be dated, signed, and kept in the file as long as the material it concerns remains in the file. The appeal process outlined in this policy shall apply for this purpose.</p>
34 CFR Sec. 99.21-99.22, 99.63	<p><u>Security/Privacy</u></p> <p>The district shall be responsible for education record maintenance and access and for the education of staff about maintenance and access policies. The principal of the school is responsible for implementing the policy concerning student education records in the building. All school personnel having access to education records should receive periodic training in security, with emphasis upon privacy rights of students and parents/guardians.</p> <p>Records are to be kept secure at all times under the supervision of the building principal or designated agent.</p> <p>In addition to the submission of a disclaimer, a parent/guardian or eligible student has the right to challenge the validity or appropriateness of any information in the education record and request that such information be corrected or deleted.</p> <p>A parent/guardian or eligible student who believes that information in education records collected, maintained or used by the school district is inaccurate or misleading or violates the privacy or other rights of the student, has the right to request that the building principal amend the information under the following procedures:</p> <ol style="list-style-type: none"> 1. The parent/guardian or eligible student shall submit, in writing, to the building principal a request for amendment which shall include a brief statement which specifies the record(s) to be amended and the reason that an amendment is requested. 2. The building principal shall decide whether to amend the information in accordance with the requests of the parent/guardian or eligible student within a reasonable time period after receipt by the principal of the request to amend, but not more than fifteen (15) days. 3. If the building principal decides to amend the information in accordance with the request, the principal shall notify the Superintendent or designee. After approval by the Superintendent, the building principal shall notify the parent/guardian or eligible student, in writing, of the decision to amend the record. 4. If the building principal decides to refuse to amend the information in accordance with the request of the parent/guardian or eligible student, the principal shall inform the parent/guardian or eligible student, in writing, of both the refusal and the specific reason(s) for the refusal, and shall notify the parent/guardian or eligible student, in writing, of their rights to request and receive a

34 CFR 99	<p>hearing.</p> <p>If the parent/guardian or eligible student, upon receiving written explanation from the principal, still feels a need to challenge information in the education record, the parent/guardian or eligible student shall, upon written request to the Superintendent, be granted a hearing in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. The hearing shall be held at a mutually agreed upon time and place within a reasonable time of receiving the written request, but not more than thirty (30) days. The parent/guardian or eligible student shall be given notice of the date, place and time within a reasonable time period in advance of the hearing, but not less than ten (10) days in advance of the hearing. 2. The Superintendent or designee, who shall not have a direct interest in the outcome, shall conduct the hearing. Under no circumstances will the building principal who initially received the request for amendment of the record be involved in the hearing process other than to offer testimony. 3. The parent/guardian or eligible student may be represented by counsel at their own expense and will be afforded a full and fair opportunity to present evidence. 4. Within a reasonable period of time after the conclusion of the hearing, but not more than thirty (30) days, the Superintendent or designee will make its decision based solely on the evidence presented at the hearing and will include a summary of the evidence and reasons for its decisions. 5. If, as a result of the hearing, the Superintendent or designee decides to amend the record, s/he shall so notify the parent/guardian or eligible student, in writing. 6. If, as a result of the hearing, the Superintendent or designee decides not to amend the information, then s/he shall inform the parent/guardian or eligible student, in writing, of their rights to place in the education record a statement which sets forth the written comments of the parent/guardian or eligible student upon the information in the education record, or reason(s) for disagreeing with the decision of the school district, or both written comments and reasons. 7. The statement of the parent/guardian or eligible student shall be appended by the Superintendent or designee to the education record so long as the record or the contested portion thereof is maintained by the school district. 8. If the education record of the student or the contested portion thereof is released to any party, the statement of the parent/guardian or eligible student shall also be released to the party. <p>A parent/guardian or eligible student also has the right to file complaints concerning acts of noncompliance with this policy by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.</p> <p><u>Dissemination/Disclosure</u></p> <p>The school is often asked to transmit student information to other agencies,</p>
-----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Title 22 Sec. 12.33</p>	<p>institutions or individuals. Since conveyance of education records removes data from the control of the school, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use.</p> <p>The school may, without the consent of the student or parent/guardian, release personally identifiable information from an educational record of a student to/when:</p> <ol style="list-style-type: none"> 1. Members of the professional staff and their clerical support (including teachers, guidance counselors, school psychologists, home school visitors, administrative personnel, and confidential secretaries) who have a legitimate education interest. A person having a legitimate education interest shall be defined as: <ol style="list-style-type: none"> a. Person(s) directly responsible for providing instruction to the student. b. Person(s) providing support services to the student. c. Appropriate authorities in a health/safety emergency after consideration of the seriousness of the threat, the need for the information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency. 2. Authorized members of the professional staff of the vocational technical school, and their clerical support staff, if the student is enrolled or seeks to enroll in the technical school. 3. Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, and state or local educational authorities subject to the requirements of 34 C.F.R § 99.35. 4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: <ol style="list-style-type: none"> a. Determine eligibility for the aid. b. Determine the amount of the aid. c. Determine the condition for the aid. d. Enforce the terms and conditions of the aid. <p>Financial aid is defined as a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or</p>
--------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>institution.</p> <ol style="list-style-type: none"> 5. State and local officials or authorities to whom information is specifically allowed to be reported or disclosed pursuant to: <ol style="list-style-type: none"> a. State statute adopted prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. b. State statute adopted after November 19, 1974, subject to the requirements of 34 CFR § 99.38. 6. Officials of other primary, secondary, or post-secondary schools in which the student is presented for enrollment or intends to enroll, provided the parent/guardian or eligible student, in advance of the transfer, is notified of the transfer and has an opportunity to challenge the record and to receive a copy of the record if so desired in accordance with 34 CFR § 99.35. (Annual notice prior to the beginning of the school year shall be given to parents/guardians or eligible students regarding their rights in cases of transfer of records without consent. This annual notification to parents/guardians shall be considered sufficient to meet the intent of record transfers to other educational agencies.) 7. Agents or agencies conducting educational research who may request group data, provided: <ol style="list-style-type: none"> a. The project is approved according to the school district's policies and guidelines pertaining to research activities. b. The study is conducted in a manner that does not permit personal identification of the parents/guardians and students by individuals other than representatives of the organization. c. The information is destroyed when no longer needed for the purposes for which the study was conducted. 8. The disclosure is to accrediting organizations to carry out their accrediting functions. 9. The disclosure is to parents/guardians, as defined in 34 C.F.R. § 99.3, of a dependent student, as defined in Section 152 of the Internal Revenue Code. 10. The disclosure is to the parent/guardian of a student who is not an eligible student or to the student. 11. The disclosure is information the educational agency or institution has
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>designated as directory information.</p> <p>Other than as prescribed above, no information from a student education record may be divulged, except:</p> <ol style="list-style-type: none"> 1. With written consent of the eligible student or former student or the parent/guardian (if the student is a dependent) specifying records to be released, to whom, for what purpose, and with a copy of the records to be released to the consenter, if desired. (For the purposes of this part, whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the rights afforded, and the consent required of the parent/guardian of the student, shall thereafter only be accorded to and required of the eligible student unless s/he is a dependent as defined in Section 152 of the Internal Revenue Code.) 2. The disclosure is to comply with a judicial order or subpoena. A reasonable effort must be made to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance unless disclosure is in compliance with: <ol style="list-style-type: none"> a. A federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena not be disclosed. b. Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed. 3. If an educational agency or institution and a parent/guardian or student are involved in a legal action against each other, the educational agency or institution may disclose to the court, without a court order or subpoena, the educational records that are relevant to the case. <p>Each matter of request for consent must be handled separately; for example, blanket permission for release of data within an extended period of time may not be solicited since it, by definition, does not provide an opportunity for informed consent.</p> <p>The school district will annually designate certain personally identifiable information as directory information. Directory information on former students or students currently enrolled may be disclosed for purposes beneficial to the student or the school district and only with the approval of the Superintendent. It shall not, however, be the policy of the school district to prepare annually and maintain file lists of directory type information for disclosure purposes.</p> <p>The parent/guardian or eligible student has the right to refuse the disclosure or dissemination of any or all types of directory information by giving the school district written notice within twenty (20) days of publication of the notice. Parents/</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Guardians or eligible students shall be given public notice relative to this right at the beginning of the school year.</p> <p>The parent/guardian of a dependent student may have access to all education records. The same access is extended to eligible students and former students who are legally emancipated.</p> <p>Requests by a parent/guardian or eligible student to inspect and review the education record of a student or to have a designated representative inspect and review the education record of a student are to be directed to the principal of the building in which the student is enrolled or to the district administrative offices for the access to inactive records (graduates and withdrawals). Access shall be granted within a reasonable period of time (not to exceed 45 days) and shall be in the presence of the principal or a designated agent for the purposes of security and assistance in explaining or interpreting the data. Below are the locations of educational records:</p> <ol style="list-style-type: none"> 1. Active student education records of regular students are available in the building in which the student is enrolled. Copies of the record will be provided to the parent/guardian or eligible student upon written request at a fee not to exceed duplication costs. 2. Active records of students with disabilities are available at the following locations, depending on the nature of the information and its relative need in the daily educational activities of the student: <p><u>Building In Which The Student Is Enrolled</u></p> <p>Permanent administrative records, including:</p> <ol style="list-style-type: none"> a. Name and birth date. b. Names and addresses of parents/guardians. c. Academic work completed. d. Level of achievement, e.g., grades and standardized test scores. e. Attendance data. f. Health records. <p><u>Special Education Office</u> - Evaluation, psychological, psychiatric, and neurological reports, Individualized Education Programs, and all other reports of a similar nature relative to a student with disabilities educational program</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>and placement and necessary for providing the student with appropriate educational services.</p> <p>Once student education record information has been released to an agency or person outside the school district, as prescribed above, the school district can no longer be exclusively responsible for the confidentiality of the information.</p> <p>There shall be maintained, for each active student, a record of access to and release of the student's education record. This shall be available to the parent/guardian of dependent students or to eligible students and to the school district as a means of auditing the operation of the system. The record of access is not meant to include entries by the primary users and custodians of student records designated by the Superintendent or the building principal. Specifically, this includes teachers, school counselors and authorized clerical staff.</p> <p><u>Maintenance/Destruction Of Information</u></p> <p>The school district shall maintain the educational records of all its students consistent with this policy. Parents/Guardians and eligible students shall be informed of these records and their right of access to these data as described in this policy.</p> <p>Staff members may maintain personal and confidential files containing grades, notes, transcripts of interviews, clinical diagnosis, and other memory aids for their own use in counseling students and parents/guardians.</p> <p>Such private notes are not to be made a part of the student's permanent or cumulative record, and are not to be released to others, and must be destroyed when they no longer serve a useful purpose to the staff member or when the student or professional leaves the school or school system. Such notes are considered to be the personal property of the professional and shall be guarded by the tenets of professional ethics.</p> <p>The school district shall inform the parents/guardians or eligible student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.</p> <p>Upon written request of the parent/guardian or eligible student, information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed by the school district.</p> <p>However, a written record, or microfilm copy of the same, including a student's name, address, phone number, grades, attendance records, classes attended, grade level completed and year completed shall be maintained for at least one hundred (100) years beyond the date the student attains the age of twenty-one (21).</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Prior to the destruction of information referred to in this policy, the school district shall send written notification to the parents/**guardians**, which shall inform the parents/**guardians** of their right to receive a copy of the material to be destroyed at a fee not to exceed duplication costs.

No education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the school district shall be destroyed except as outlined in this policy.

Nothing in this section, except as stated above, shall be construed to mean that the school district is required to destroy education records.

The school district shall not destroy any education records if there is an outstanding request to inspect and review the records.

Policy Interpretation/Construction

This policy shall not be construed to impose upon the school district any obligation or duty not otherwise imposed by law.

Failure to conform to the requirements of this policy shall not be used against the district, unless that failure causes a substantial violation of the privacy or other legal rights of the student, or his/her parents/**guardians**.

This policy shall be construed as consistent with all applicable state and federal laws. When a requirement of law cannot be reconciled with a provision of this policy, the requirement of law shall supersede and nullify the provision of this policy and shall be considered the policy of the school district.

SECTION: PUPILS

TITLE: GRADUATION
REQUIREMENTS

ADOPTED: June 16, 1998

REVISED: August 27, 2007

Port Allegany School District

	217. GRADUATION REQUIREMENTS
1.Purpose	The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of diplomas or certificates at graduation ceremonies.
2.Authority Title 22, Sec. 4.24, 4.52	The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and satisfactory results of district and/or state assessments aligned with academic standards.
SC 1611, 1613 Title 22, Sec. 413, 4.24	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan.
SC 1614 Title 22 Sec 11.27 Pol. 113	The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Plan (IEP).
SC 1613	A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.
Po. 102, 127	A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards. The Board requires that each candidate for graduation shall have earned twenty-four (24) credits starting with the class of 2011.
Title 22 Sec. 11.4, 11.8	The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.

217. GRADUATION REQUIREMENTS - Pg. 2

<p>Title 22 Sec. 11.5, 11.8</p>	<p>A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.</p>
<p>3.Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.</p>
<p>4. Guidelines Pol. 213, 216</p>	<p>Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.</p>
	<p>Students shall be informed of graduation requirements they are required to complete.</p>
	<p>Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.</p>
	<p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p>
	<p><u>Diplomas For Eligible Veterans</u></p>
<p>SC 1611</p>	<p>In order to honor and recognize eligible veterans who left high school prior to graduation to serve in World War II or the Korean War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p>
	<p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p>
	<p>The Superintendent shall submit to the Board for its approval the names of veterans of World War II and the Korean War who are eligible for a high school diploma.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 1611, 1613, 1614</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.24, 4.52, 11.4, 11.5, 11.8, 11.27</p>
	<p>Board Policy – 102, 113, 127, 213, 216</p>

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: May 12, 1998

REVISED:

<p>1.Purpose 18 Pa. C.S.A. Sec. 912</p> <p>2.Authority</p>	<p style="text-align: center;">218.1 WEAPONS</p> <p>The Port Allegany School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The Port Allegany School District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety, and welfare problems to the school community. As an educational institution, the District will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the District will intervene to remove the weapons and prosecute those individuals responsible for handling the weapon.</p> <p>Bringing onto or possession of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Bringing to or possessing of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems to the school community.</p> <p>Therefore, the Port Allegany School District emphasizes that possessing a weapon or knowing and not reporting, before or during the course of a District investigation, the possession of a weapon in the buildings of, on the grounds of, at schoolsponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the Port Allegany School District, is a serious violation of the rules and regulations of the Port Allegany School District.</p> <p>Additionally, because of the potentially harmful effect on the school community and the strong public policy of preventing persons from possessing objects which have the appearance or characteristics of weapons in the buildings of, on the grounds of, at school-sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary education institution, for purposes of this policy, objects which have the appearance or characteristics of weapons shall be considered weapons; possession of such objects or knowledge without proper reporting of possession of such objects also shall be a serious violation of the rules and regulations of the Port Allegany School District.</p> <p>An individual possesses a weapon in violation of this policy when the individual has</p>
------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>3.Definitions 4.Guidelines</p> <p>SC 1303-A (C)</p>	<p>brought a weapon onto any school property, any school-sponsored activity, or when the weapon is found on the individual's person or under the individual's control. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example: book bag, gym bag, purse) or in a place where the individual exercises exclusive control (for example: a vehicle or locker).</p> <p>Weapon For purposes of these rules and regulations, the term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, firearm, bb gun, pellet gun, shotgun, rifle, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. The term weapon also shall include objects which have the appearance or characteristics of weapons as defined above, or objects which are intended and capable of producing bodily injury. Weapons also shall include look-alike or replica weapons which are not necessarily operable.</p> <p><u>Staff and Student Expectations</u></p> <p>Staff members and students observing or other wise becoming aware of weapons on school property, at school activities, or on school transportation shall report the same to the administration immediately. Administrators shall report individuals suspected of possessing weapons on school property, at school activity, or on school transportation to the appropriate law enforcement officials immediately, in accordance with the provisions of the Memorandum of</p> <p>Understanding developed between the District and local law enforcement pursuant to the terms of Act 25 of 1995. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators of this policy.</p> <p>The District shall inform students of the policy regarding weapons.</p> <p>School personnel who supply information relating to this policy are immune from prosecution as defined in commonwealth law. This immunity is guaranteed even if the information is determined to be inaccurate, if the information provided was given in good faith and with the best interest of the school community in mind.</p> <p>To the greatest extent possible, information which is supplied by students shall be kept confidential to protect the students making the reports. However, the District has the legal responsibility to report twice during a school year to the Department of Education, Office of Safe Schools, all new incidents involving acts of violence on school property. Such report shall include: age or grade of student; name and address of school; circumstances surrounding the incident, including type of weapon; sanction imposed by the District; notification of law enforcement; remedial programs involved; parental involvement required; and arrests, convictions, and adjudications, if known. Such reporting shall be the responsibility of the Board</p>
----------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>SC 1317.2</p> <p>Title 22 Sec. 12.6, 12.8 Vol. 233</p>	<p>Secretary.</p> <p><u>Discipline</u></p> <p>Students found to be in violation of this policy by possessing a weapon shall be denied access to the schools and school-related property of the District and shall be denied the opportunity to participate in student activities.</p> <p>Students found to be in violation of the aforesaid rules and regulations regarding the possession of weapons or knowledge and failure to properly report the bringing onto or possession of a weapon in the buildings of, on the grounds of, at schoolsponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary education institution of the District shall be immediately suspended for a period not to exceed ten</p> <p>(10) school days or until such a time as the Board of School Directors conducts a hearing on the matter, whichever period is shorter. The Board of School Director, after a hearing on the matter, may permanently expel a student for violating the aforesaid rules and regulations regarding weapons.</p> <p>The Board shall expel for a period of at least one (1) year any student who is determined to have brought a weapon onto or possessed on any school property, any school-sponsored activity, or any conveyance providing transportation to/from a school or school-sponsored activity. The Superintendent may recommend modification of such expulsion requirements on a caseby-case basis.</p> <p>The administration shall report every student violation of the District's Weapons Policy to the Board of School Directors on a standard District Incident Report.</p> <p>Because violation of this policy may result in the expulsion of a student, students subject to discipline for violation of the Weapons Policy shall be entitled to a formal hearing pursuant to the hearing policies of the District.</p> <p><u>Miscellaneous</u></p> <p>In the case of an exceptional student, the District will take all steps necessary to comply with the Individuals With Disabilities Education Act (20 U.S.C. Section 1400 et. seq.).</p> <p>When the school district receives a student who transfers from a public or private school during a period of expulsion for an act or offense involving a weapon, the District may assign that student to an alternative assignment or provide alternative education services, provided that the assignment may not exceed the period of expulsion.</p>
-----------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

218.1 WEAPONS - Pg. 4

--	--

SECTION: PUPILS

TITLE: TERRORISTIC THREATS

ADOPTED: May 12, 1998

REVISED:

	218.2 TERRORISTIC THREATS
1.Purpose	The Board recognizes that terroristic threats and acts disrupt the effective learning conditions within the school. A student who makes a terroristic threat is not acting as a responsible student or citizen.
2.Definition 18 Pa. C.S.A. Sec. 2706	<p>Terroristic threat means to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly or facility of transportation or otherwise cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.</p> <p>Terroristic act means an offense against property or involving danger to another person.</p>
3.Delegation of Responsibility	<p>Whenever a terroristic threat or act is directed at the school district and/or a member or members of the school district community, the Superintendent, or designee, shall promptly notify law enforcement officials.</p> <p>Whenever a student makes a terroristic threat or act concerning the school district, the Superintendent, or designee, shall promptly:</p> <ol style="list-style-type: none">1. Notify law enforcement officials.2. Institute suspension and/or expulsion proceedings. <p>If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.</p> <p>If a student is expelled for making terroristic threats, the student shall be subject, upon return to school, to random searches.</p> <p>In the case of exceptional students, the District will take all steps necessary to comply with the Individuals With Disabilities Education Act (20 U.S.C. Section</p>

	1400 et. seq.).
--	-----------------

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: June 16, 1998

REVISED:

	218. STUDENT DISCIPLINE
1.Purpose	<p>The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.</p>
2.Authority SC 510 Title 22 Sec. 12.3 SC 1317	<p>The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to the educational program in which they are engaged; and obey constituted authority and respond to those who hold that authority.</p> <p>Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record when s/he leaves this school district.</p> <p>Any student disciplined by an employee of this Board shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the determination thereof to the Superintendent.</p>
3.Delegation of Responsibility Title 22Sec. 12.3	<p>The Superintendent shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning; do not discriminate among students; do not demean students; and do not violate any individual rights constitutionally guaranteed to students.</p> <p>The Superintendent shall designate sanctions for the infractions of rules which shall relate in kind and degree to the infraction; help the student learn to accept responsibility for his/her actions; be directed, where possible, to ameliorating any harm which may have been caused by the student's misconduct; and hold parents or guardians accountable for the actions of their sons or daughters or wards.</p>

218. STUDENT DISCIPLINE - Pg. 2

<p>Title 22 Sec. 12.5</p>	<p>Corporal punishment may be imposed upon a student when other means of immediate discipline have failed, the student fully understands the seriousness of his/her conduct and has had an opportunity to explain it, and the punishment is administered speedily, fairly, without infliction of bodily harm, and in the presence of a second employee of the Board; except that no corporal punishment shall be administered to a student whose parent has stated in writing that such punishment is prohibited.</p>
<p>Title 22 Sec. 12.5 (d)</p>	<p>However, in situations where a parent or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons or property.</p>
<p>Title 22 Sec. 12.3</p>	<p>The Superintendent shall publish and provide to all students and their parents the rules of this district regarding the code of student conduct and the sanctions which may be imposed for breach of those rules. The code of conduct shall be adopted by the Board. A copy of such shall be made available in each school library.</p> <p>The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Superintendent and to the student's due process right to notice, hearing, and appeal.</p>
<p>SC 1317</p>	<p>Teaching staff members and other employees of this Board having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p>
<p>School Code 510, 1317, 1318</p> <p>PA Code Title 22 Sec. 12.3, 12.5, 12.33</p>	

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: June 16, 1998

REVISED:

	219. STUDENT COMPLAINT PROCESS
1.Purpose	The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.
2.Definition	For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.
3.Authority	<p>The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board policy.</p> <p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes s/he has been adversely affected; the relief sought by the student; and the reasons why the student feels s/he is entitled to the relief sought.</p> <p>The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board and at each level, the student shall be afforded the opportunity to be heard personally by the school authority.</p>

220. STUDENT EXPRESSION - Pg. 2

<p>Title 22 Sec. 12.9 (i)</p> <p>3.Delegation of Responsibility</p>	<p>The Board shall require that distribution of printed materials take place only at the places and during the times set forth in the rules and regulations of this district in order that such distribution not interfere with the orderly operation of the schools.</p> <p>The Superintendent shall develop rules and regulations for the distribution of printed material.</p>
---------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: June 16, 1998

REVISED:

	221. DRESS AND GROOMING
1.Purpose Title 22 Sec. 12.11 (a)(b)(d)	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.
2.Authority	The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to the health or safety of the student him/herself or to others in the school; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; and prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
Title 22 Sec. 12.11 (c)	Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3.Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy which designate the building principal to monitor student dress and grooming in his/her building.
PA Code Title 22 Sec. 12.11	

SECTION: PUPILS

TITLE: SMOKING

ADOPTED: June 16, 1998

REVISED:

	222. SMOKING
1.Purpose	The District's health education program is predicated upon developing a sound education and productive living standard. The curriculum will include instruction in the composition, effects, and use of drugs, including alcohol and tobacco.
2.Authority	<p>To carry out this policy, to promote further health and safety of all students and staff, and to promote the cleanliness of all facilities, the Board bans the use of all tobacco products in all school buildings and grounds in the district and on all school vehicles by all persons at all times.</p> <p>This ban extends to all employes, students, and patrons attending any activities, events, programs, and meetings conducted in the buildings or on the grounds. The ban extends to school owned or contracted vehicles. The Board issues this ban in a sincere appeal to all employes, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.</p> <p>It is the intention of the Port Allegany School District to be tobacco free.</p>
School Code SC 510	
PA Code Title 22 Sec. 12.3	

SECTION: PUPILS

TITLE: USE OF BICYCLES AND
MOTOR VEHICLES

ADOPTED: June 16, 1998

REVISED:

	223. USE OF BICYCLES AND MOTOR VEHICLES
1.Purpose	The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.
2.Authority	<p>The Board will permit the use of bicycles by students in accordance with the rules of the district.</p> <p>The Board will permit the use of motor vehicles by students in accordance with the rules of the district provided that such students are licensed drivers and have been granted permission by the building principal to drive a motor vehicle on school grounds.</p> <p>The Board will not be responsible for bicycles and motor vehicles which are lost, stolen, or damaged.</p>
3.Delegation of Responsibility	The Superintendent shall develop rules and regulations for the operation and parking of bicycles and motor vehicles and shall disseminate those rules to all students so affected.

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: June 16, 1998

REVISED:

	224. CARE OF SCHOOL PROPERTY
1.Purpose	The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.
2.Authority	The Board charges each student in the schools of this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.
SC 777	Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.
3.Delegation of Responsibility SC 801	The Superintendent shall develop procedures to implement this policy which include rules for the safekeeping and accounting of textbooks, supplies and equipment; preparation of a schedule of fines for lost or damaged textbooks, supplies and equipment; a report to the Board on occurrence on the incidence of vandalism, which report shall include the number and kind of incident, the cost of vandalism to the district, and such related facts and comments as the Superintendent may wish to make.
School Code 109, 777, 801, 1338	

SECTION: PUPILS

TITLE: STUDENTS AND THE POLICE

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">225. STUDENTS AND THE POLICE</p>
1.Purpose	<p>The Board recognizes that compulsory attendance laws impose on the Board the custodianship of the public school children of the district while they are present in the schools.</p>
2.Authority	<p>When police request permission to interrogate a student at school, the principal shall inform the Superintendent and must inform the student's parents.</p> <p>Whenever the Superintendent or delegate has determined that the police have a legitimate purpose in interrogating a child within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings.</p> <p>When the police request permission to arrest a student at school, the principal shall inform the Superintendent, attempt to inform the student's parents, and request and inspect the arrest warrant.</p> <p>No child shall be released to police authorities without proper warrant, appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property as determined by the principal.</p>

PORT ALLEGANY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SEARCHES

ADOPTED: June 16, 1998

REVISED: January 12, 2009

	226. SEARCHES
1. Purpose	The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.
2. Authority SC 510	<p>It shall be the policy of the Board that all lockers, all student desks, and all student storage areas (hereinafter referred to as "lockers") are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in any property of the school district.</p> <p>No student may use district property, including but not limited to lockers, as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.</p>
Title 22 Sec. 12.14	The Board reserves the right to authorize its employees to inspect a student's locker or any district property at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.
3. Delegation of Responsibility	The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.
Title 22 Sec. 12.14	<p>Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy.</p> <p>The Superintendent or designee shall develop procedures to implement this policy.</p> <p>The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.</p>

<p>Pol. 225</p>	<p>The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.</p>
<p>Title 22 Sec. 12.14</p>	<p>Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.</p> <p>The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.</p> <p>The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.</p> <p>School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.</p>
<p>4. Guidelines</p> <p>Title 22 Sec. 12.14</p>	<p>Students shall assume responsibility for maintaining the security of their lockers.</p> <p>Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.</p> <p>Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.14</p> <p>Board Policy – 225</p>

SECTION: PUPILS

TITLE: DRUG AWARENESS

ADOPTED: June 16, 1998

REVISED:

	227. DRUG AWARENESS
1.Purpose	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of the community, the school should strive to prevent drug abuse. Drug education programs are included in the curriculum at all levels.</p> <p>The Board recognizes that chemical dependency is a disease which often interferes with learning and normal human development. The district will work through the schools and with guidance services, the Student Assistance Program, and with the appropriate community agencies to intervene in the dependency behavior and to assist the student to overcome the dependency so that s/he can function more effectively in the school setting. The school's role is to work with the student and the family to get them "treatment ready."</p> <p>The primary purpose and justification for any action on the part of the school personnel should be the protection of the health, safety, and welfare of the students, the faculty and school property, as well as the educational process. Schools must act carefully, out of concern for the school population, under the doctrine of <u>in loco parentis</u>, and not as a law enforcement agent.</p>
2.Immunity	<p>Generally, school personnel who report drug or alcohol abuse involving a student to another staff member, a parent or school authorities are not liable for civil damages for acts undertaken in good faith. Designated school authorities who report student drug or alcohol abuse to law enforcement agencies are also immune from civil damages, so long as they act within policy.</p>
3.Definitions	<p><u>Confiscation</u> seizure of chemicals or substances and paraphernalia will be made when a student is observed possessing, using or distributing drugs or mood altering chemicals.</p> <p><u>The Core Team</u> a core group of school personnel who are especially trained to have a common knowledge about student assistance programs, adolescent chemical dependency, and the treatment-recovery/aftercare processes. The responsibilities of the Student Assistance Team are to identify students who are having problems in</p>

<p>Pol. 233</p>	<p>school because of drug or alcohol use, to intervene with their families, and to refer students for help.</p> <p><u>Student Assistance Team</u> is active at the Port Allegany Junior-Senior High School. The Student Assistance Team is comprised of at least a school administrator, a guidance counselor, a school nurse, and two teachers. Also identified as <u>Student Assistance Team</u>.</p> <p><u>Distributing</u> disseminating of drugs or mood altering chemicals.</p> <p><u>Drugs and Mood Altering Chemicals</u> terms which may be used interchangeably to refer to any alcohol or malt beverage, controlled substance, or illegal and abused substance as prohibited by the "Controlled Substance Drug, Device and Cosmetic Act" (35 PLS. 780101 et sig.) and the Look Alike Drug Law.</p> <p><u>Suspension and Expulsion</u> a suspension and/or expulsion within the meaning of Section 1318 of the Pennsylvania School Code as amended and which is supervised by school personnel on the school site.</p> <p><u>School Personnel</u> any person employed or contracted for services by the Port Allegany School District.</p> <p><u>School Property</u> buildings, facilities, and grounds on the school campus, but shall also include buses, school bus stops, school parking areas, and any facility being used for a school function.</p> <p><u>School Sponsored</u> applies to any activity sanctioned by the Port Allegany School District that involves student participation.</p> <p><u>General Guidelines</u></p> <p>The principal or his/her designee is instructed to take immediate steps to prevent any student from attending school who is in the possession of or is under the influence of drugs or who is attempting to sell or use drugs on school property at anytime. The principal is instructed to take the same action toward a student at any school sponsored activity at any site.</p> <p><u>Specific Guidelines</u></p> <p>Any student who is involved with the possession of drugs, under the influence of drugs, or is found to be distributing drugs on school property shall be disciplined according to the following sequences of discipline offenses and sequence of dispositions listed below:</p> <p><u>A. Disciplinary Procedure:</u></p>
-----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>1. <u>Immediate Action</u></p> <p>a. Confiscate the drug and/or mood altering chemical, escort student to principal's office or summon the principal or his/her designee.</p> <p>b. Principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drugs and/or mood altering chemicals. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left unsupervised.</p> <p>2. <u>Notifications (by principal or designee)</u></p> <p>a. Health services personnel should be notified if support is necessary.</p> <p>b. Student personnel services should be notified if support is necessary.</p> <p>c. Notification of parent or guardian is required.</p> <p>d. Notification of police is required.</p> <p>B. Procedures for carrying out further related activities for individual student cases:</p> <p>1. <u>Disposition of Substance</u></p> <p>If a substance is discovered it will be sealed, documented, and submitted to the police for analysis.</p> <p>2. Refer student case to the Student Assistance Team for the following procedures:</p> <p>a. A case manager will be assigned to work with the student to</p> <p>(1) attempt to ascertain the extent of student substance use.</p> <p>(2) obtain student consent to share pertinent information with a drug and alcohol assessment counselor.</p> <p>b. The student will take a drug and alcohol assessment administered by a certified drug and alcohol counselor.</p> <p>c. The results of the assessment and other information gathered by the case manager will be presented to the Student Assistance Team. The Student Assistance Team will require the student to abide by the recommendations of the Drug and Alcohol Counselor.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Pol. 226	<p>d. A meeting with parents will be held to discuss the results.</p> <p>e. Failure on the part of the student or parent to cooperate with any step of the outlined procedures may result in a request to the School Board to consider appropriate actions.</p> <p>C. <u>Discipline Offense(s)</u></p> <p>1. First Offense</p> <p>a. 5 days suspension</p> <p>2. Second Offense</p> <p>a. 10 days suspension</p> <p>3. All Subsequent Offenses</p> <p>a. move for student expulsion</p> <p>D. <u>Confidentiality</u></p> <p>Information will be limited to those with the need to know and as the situation warrants.</p> <p>E. <u>Legal Action</u></p> <p>The Board of Education desires that the local and county legal authorities be urged to take those steps necessary to establish an awareness on the part of all that the violation of drug and alcohol laws is a serious violation of the law that will not be tolerated.</p> <p>F. <u>Employees</u></p> <p>No employee of the Port Allegany School District shall either prescribe or administer unauthorized medication, drug(s), or alcohol to any pupil. All employees shall report any known or suspected instance(s) concerning the improper taking of medication, drugs, or alcohol by students or other employees.</p> <p><u>Canine Drug Detection Program</u></p> <p>In order for the school administration to perform its fundamental duty of operating this school as an educational institution, the Board grants the administration the right to regularly inspect student lockers for tobacco, illegal drugs and alcohol.</p> <p>The District hereby retains jurisdiction, control and access over all student lockers. Notwithstanding the fact that lockers are assigned to individual students, student</p>
----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><u>PROHIBITION OF</u></p> <p>Act 93 of 1989</p> <p>5.Guidelines</p>	<p>lockers are exclusive only against fellow students and not against school officials. The District also maintains a confidential file of all lockers and the combinations thereto. In addition, building principals retain master keys to all lockers.</p> <p>The District also reserves the right to have trained narcotics dogs sniff student lockers regularly and at any time, whether the student is present or not, for tobacco, illegal drugs and alcohol. If, as</p> <p>a result of a canine sniff of a locker, the school officials have reasonable cause to suspect the presence of tobacco, illegal drugs or alcohol, the locker in question may be searched for the same.</p> <p>The above policy statement is to be included in a student handbook or to be distributed to the students, in letter form, at the beginning of every school year.</p> <p><u>ANABOLIC STEROIDS</u></p> <p>Eligibility for participation in school athletics shall be limited. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.</p> <p>The use of steroids by students involved in athletics is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.</p> <p>The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.</p> <p>Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.</p> <p>The following minimum penalties are prescribed for any student found in violation of the rules and regulations required above. Violation of rules and regulations include:</p> <ol style="list-style-type: none"> 1. For a first violation, suspension from school athletics for the remainder of the season. 2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Act 104 of 1989 42 P.S. 8337 Pol. 233</p> <p>School Code 510</p> <p>PA Code Title 22 Sec. 12.3, 12.12</p> <p>PA Statute 42 P.S. 8337</p> <p>Other Cite Act 104 of 1989</p>	<p>3. For a third violation, permanent suspension from school athletics.</p> <p>Students should be made aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: June 16, 1998

REVISED:

	228. STUDENT GOVERNMENT
1.Purpose	The Board acknowledges the importance of offering students the opportunity to participate in selfgovernment within the establishment of the schools.
2.Authority	Students shall have the right to organize, conduct meetings, elect officers and representatives and petition the Board. The Board will recognize the Student Council as the official voice of the student body for students in grades 7 through 12.
SC 511(c)	The Board shall appoint a qualified member of the faculty to serve as advisor to student government activities.
School Code 511	

SECTION: PUPILS

TITLE: STUDENT FUND RAISING

ADOPTED: June 16, 1998

REVISED:

	229. STUDENT FUND RAISING
1.Purpose	The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.
2.Definition	For purposes of this policy, "student fund raising" shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services.
3.Authority	<p>The Board prohibits the collection of money in school or on school property, or at any school sponsored event by a student for personal benefit.</p> <p>Collection of money by approved school organizations may be permitted by the building principal.</p> <p>Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent.</p> <p><u>Monies In School Buildings</u></p> <p>Monies collected by school district employees and by student treasurers shall be handled with prudent business procedures.</p> <p>All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.</p> <p>In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables.</p>
4.Delegationof sibilityRespon	The Superintendent shall establish rules and regulations which shall specify times and places in which funds may be collected; describe permitted methods of solicitation which do not place undue pressure on students or patrons; and limit the kind and amount of advertising for solicitation.

229. STUDENT FUND RAISING - Pg. 2

<p>School Code 511</p> <p>Board Policy Pol. 618</p>	<p>The principal shall distribute this policy and the rules which implement it to each student organization granted permission to solicit funds. Funds solicited shall be controlled by Student Body Finances Policy 618.</p>
-------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY STUDENTS

ADOPTED: June 16, 1998

REVISED:

	<p>230. PUBLIC PERFORMANCES BY STUDENTS</p>
1.Purpose	<p>The Board recognizes the value to students of sharing their talents and skills with the community through student participation and performances in public events.</p>
2.Authority	<p>The Board encourages building principals to respond favorably to requests for student performances from community organizations and clubs. Principals shall monitor the invitations to determine their appropriateness and to ensure that students' absences will not affect their educational program adversely.</p> <p>School sponsored groups may not take part in religious services but may perform in churches for social groups on a voluntary basis.</p>

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: June 16, 1998

REVISED:

	231. SOCIAL EVENTS AND CLASS TRIPS
1.Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for the children of this school district.
2.Authority SC 511(c)	<p>The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the building principal.</p> <p>For social events which take place outside school facilities, approval is required by the Board upon the recommendation of the Superintendent.</p>
SC 510, 517	<p>As voluntary participants in school social events and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.</p> <p>Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.</p>
3.Delegation of Responsibility SC 511(c)	<p>The Superintendent shall develop procedures for the conduct of student social events and class trips which shall include the following:</p> <ul style="list-style-type: none"> the designation of a staff member who shall be the Board employee responsible for the event; the provision of adequate adult supervision or police protection as required by the circumstances of the event; and the formulation of rules and regulations governing the conduct and safety of all participants and the promulgation of such rules and regulations to all students and adults involved.

231. SOCIAL EVENTS AND CLASS TRIPS - Pg. 2

School Code 510, 511, 517 Board Policy No. 228	
----------------------------------------------------------------	--

SECTION: PUPILS

TITLE: PARTICIPATION IN SCHOOL
AFFAIRS

ADOPTED: June 16, 1998

REVISED:

232. PARTICIPATION IN SCHOOL AFFAIRS	
1.Purpose	<p>The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies.</p> <p>Suggestions for the improvement of the schools may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the educational goals of the district.</p>
3.Delegation of Responsibility	<p>The Superintendent shall develop procedures to implement this policy which provide for the submission, consideration, and response to constructive student suggestions and designate the manner by which students shall be selected for participation in school matters.</p>

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose Title 22 Sec. 12.6 SC 1318</p> <p>2.Authority</p>	<p style="text-align: center;">233. SUSPENSION AND EXPULSION</p> <p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time as it deems necessary or may permanently expel him/her.</p> <p>When any of the following actions of a pupil are brought to the attention of the building principal, the principal shall have the authority to initiate action which may lead to suspension and possible expulsion of the pupil. These prohibited acts apply equally to sponsored school activities both off and on school property.</p> <ol style="list-style-type: none"> 1. Bringing onto school property or having in the pupil's possession dangerous or illegal weapons. 2. Selling, using, possessing, or aiding in the procurement of alcoholic beverages, narcotics, or restricted drugs or any material purported to be such. 3. Engaging in violent actions threatening to the safety of pupils and school personnel. 4. Committing immoral acts or gestures. 5. Making salacious statements either orally or in writing. 6. Overt insubordination to the clear directions of a School District employee. 7. Other offenses as may be determined by the school official. <p><u>Exclusion from School--Suspension</u></p> <p>A suspension shall be defined as "exclusion from school for a period of from one (1) to ten (10) consecutive days."</p>
----------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>The Board grants suspension authority to the building principal who shall:</p> <ol style="list-style-type: none">1. Inform the student of the reasons for the suspension and provide him/her the opportunity to respond.2. As soon as possible, provide the parent or guardian and Superintendent written notification of the suspension.3. Upon request, furnish the Superintendent a full and complete record of the suspended pupil. <p>When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student to meet with the building principal to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. At the informal hearing the student's parent or guardian is to meet with the suspending principal to discuss ways by which future offenses can be avoided.</p> <p>In a situation where a student's conduct is endangering the health, safety, or welfare of the school community, suspension may begin immediately. The length of the suspension shall be determined during the informal hearing.</p> <p>At the informal hearing the following due process requirements are to be observed:</p> <ol style="list-style-type: none">1. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.2. Sufficient notice of the time and place of the informal hearing.3. The right to cross-examine any witness.4. The student's rights to speak and produce witnesses on his/her own behalf. <p>Suspensions may not be made to run consecutively beyond the ten(10) school day period.</p> <p>Students have the responsibility to make up examinations and work missed while being disciplined by suspension.</p> <p>In the case of recalcitrant pupil(s) whose behavior is a continuing hindrance to the proper conduct of school, it shall be the responsibility of the principal to recommend to the Superintendent that said pupil(s) be expelled. The Superintendent shall then report the request to the Board of School Directors for further actions under Section</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>1318 of the School Laws of Pennsylvania.</p> <p><u>Exclusion from Classes--In-School Suspension</u></p> <p>The principal may determine that in-school suspension is an appropriate disciplinary action and shall:</p> <ol style="list-style-type: none"> 1. Inform the student of the reasons for in-school suspension and provide the student the opportunity to respond. 2. Inform the parents or guardian and the Superintendent of the suspension and provide the student the opportunity to respond. 3. Provide for the student's education during the in-school suspension period. 4. When in-school suspension exceeds ten (10) consecutive school days, offer to the student and his/her parents or guardian the right to an informal hearing. This offer shall take place prior to the eleventh school day. <p><u>Exclusion from School--Expulsion</u></p> <p>Expulsion shall mean exclusion from school for an offense exceeding ten (10) school days, and may be permanent expulsion from the school rolls. If the Superintendent recommends expulsion, s/he shall give</p> <p>written notice of the charges by certified mail to the parent, not later than five (5) school days after the date when the school officials learn of the student's alleged misconduct. The notice shall contain:</p> <ol style="list-style-type: none"> 1. A concise statement of the charges that make up the alleged misconduct or offense. 2. The names of the person or persons bringing the charge. 3. The time and place of the hearing. 4. A statement that the student, parent, or their legal counsel shall have the right, upon reasonable request prior to the hearing, to examine written statements about the misconduct, if any, and examine the student's academic and behavior records. <p>If, when expulsion proceedings are initiated, it is determined by the Superintendent after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others, and if it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

than ten (10) school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

It is the policy of the Port Allegany School District that students who commit acts of behavior which violate the civil code shall be referred to civil authorities for correction.

Hearing Procedure

1. The hearing date shall be fixed not fewer than five (5) nor no more than ten (10) school days after the date of written notice.
2. The President of the Board or his/her nominee shall preside at all hearings.
3. It shall be the duty of the Chairperson to instruct the accused student, his/her parent, or their counsel, that the student accused is not compelled to testify, and his/her refusal to testify shall not be construed as an admission of guilt.
4. Hearings shall be private unless the accused student, his/her parent, or their counsel request that the hearing be public. Such request must be in writing and must be received by the Board twenty-four (24) hours before the hearing begins. Hearings shall be attended by the following: members of the Board or a duly authorized committee of no fewer than three(3) members of the Board, Board Solicitor, the student accused, his/ her parent, their respective counsel, and all witnesses to be called by the parties involved. At the request of any of the parties involved, or the Board, witnesses may be separated.
5. All witnesses shall be sworn by the Chairperson.
6. The Board, its solicitor, the student and/or his/her parent, or counsel for either of them, shall have the right to examine and cross-examine all witnesses.
7. Only relevant and competent evidence shall be received and considered by the Board, but strict rules of legal evidence shall not be followed so that every opportunity may be afforded by the Board to hear and obtain all relevant and pertinent facts.
8. That portion of the accused student's past record not part of the offense or any testimony pertaining thereto, shall not be considered or received in evidence until after the Board determines the guilt or innocence of the student accused. If the student is found guilty, the Board has the right to review "past" academic and discipline reports to determine the student's penalty.
9. A record shall be kept of the hearing by a stenographer and/or by tape recorder so that it may be transcribed later if required. The student is entitled to a copy of the

<p>School Code 1318</p> <p>PA Code Title 22</p>	<p>transcript. The</p> <p>cost of the transcript shall be borne by the student if s/he is expelled and if s/he is not expelled, the cost of the transcript shall be borne by the Board.</p> <p>10. After the evidence is closed, the accused student, his/her parent, their legal counsel, the Board Solicitor, or the principal may make a summation of the testimony and argument, not to exceed fifteen minutes.</p> <p><u>Disposition of Case</u></p> <p>1. After the hearing is closed, the full Board shall convene promptly to consider the evidence and determine by majority of members present by roll call vote, the guilt or innocence of the accused student, and shall further determine the penalty, if any. The Board may reprimand, suspend, or expel and add conditions or qualifications to any penalty.</p> <p>2. If the charges are sustained, the Board shall prepare a written adjudication which shall include findings of fact and conclusions setting forth in summary the evidence and the reasons for its decision and penalty imposed, if any. It shall transmit, by certified mail, a copy thereof to the student accused and to his/her parents and to their counsel, not later than five (5) school days from the date of such Board meeting. The full Board may adopt as its adjudication the prepared report of the committee.</p> <p>3. In case of suspension or expulsion of a student, any information or testimony concerning the incident shall be classified as information of clear importance but not essential to the operation of the School District, and shall remain confidential, unless the parent gives written permission for its release to identified sources. Parental permission for its release shall be directed to the Board.</p> <p>4. If the Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.</p> <p>5. Where the student is dissatisfied with the results of the hearing, s/he has recourse to the appropriate state or federal court.</p>
---------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

233. SUSPENSION AND EXPULSION - Pg. 6

Sec. 12.6, 12.7, 12.8, 12.1, 12.3 PA Statute 42 Pa. C.S. Sec. 6301 to 6308	
--------------------------------------------------------------------------------------------------	--

SECTION: PUPILS

TITLE: PREGNANT STUDENTS

ADOPTED: June 16, 1998

REVISED:

	234. PREGNANT STUDENTS
1.Purpose Title 22 Sec. 12.1 SC 1326	No student, whether married or unmarried, who is otherwise eligible to attend the schools of this district shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood; nor shall a pregnant student under the age of seventeen (17) be excused from the requirements of the Compulsory Attendance Statute solely for reasons of her pregnancy or maternity.
2.Authority	<p>The Board reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular program of the schools, that each pregnant student present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.</p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes may be assigned to an alternate educational program of homebound instruction.</p> <p>A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.</p>
3.Delegation of Responsibility	The Superintendent shall develop procedures for the implementation of this policy.

SECTION: PUPILS

TITLE: STUDENT RIGHTS

ADOPTED: June 16, 1998

REVISED:

	235. STUDENT RIGHTS
1.Purpose	This policy sets forth guidelines by which student rights are to be determined consistent with law.
2.Authority SC 510 Title 22 Sec. 12.1	The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.
3.Guidelines Title 22 Sec. 12.2	Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulations of this district.
20 U.S.C. 1232h	<p>No student shall be required, as a part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:</p> <ol style="list-style-type: none"> 1. political affiliations; 2. mental and psychological problems potentially embarrassing to the student or his/her family; 3. sex behavior and attitudes; 4. illegal, antisocial, self-incriminating and demeaning behavior; 5. critical appraisals of other individuals with whom respondents have close family relationships; 6. legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers; or 7. income (other than that required by law to determine eligibility for participation

<p>4.Delegation of Responsibility</p> <p>School Code 510 PA Code Title 22 Sec. 12.1, 12.2</p>	<p>in a program or for receiving financial assistance under such program);</p> <p>without the prior written consent of the student, if emancipated or over 18 years of age, or without the prior written consent of the parent for those students under 18 years of age. However, such survey, analysis or evaluation may be conducted on a wholly voluntary basis, provided that the student and his/her parent have been notified of their rights and of their right to inspect all materials related to the above. All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material to be used shall be available for inspection by the parents or guardians of the children.</p> <p>A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by his/her parents.</p> <p>The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.</p>
-----------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Port Allegany School District

SECTION: PUPILS

TITLE: STUDENT WELLNESS

ADOPTED: June 12, 2006

REVISED:

	246. STUDENT WELLNESS
1. Purpose	<p>Port Allegany School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.</p>
2. Authority P.L. 108-265 Sec. 204	<p>To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:</p> <ol style="list-style-type: none"> 1. A comprehensive nutrition program consistent with federal and state requirements. 2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines. 3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
3. Delegation of Responsibility Pol. 808	<p>The Superintendent shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p> <p>Each building principal or designee shall report to the Superintendent regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent regarding the status of such programs.</p> <p>The Superintendent shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include:</p> <ol style="list-style-type: none"> 1. Evaluation of food services program.

<p>P.L. 108-265 Sec. 204</p> <p>4. Guidelines</p>	<ol style="list-style-type: none"> 2. Listing of activities and programs conducted to promote nutrition and physical activity. 3. Recommendations for policy and/or program revisions. 4. Suggestions for improvement in specific areas. <p>An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Manager.</p> <p><u>Wellness Committee</u></p> <p>The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, teacher, school nurse, student, parent/guardian, member of the public, and other individuals chosen by the Board.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p> <p>The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.</p> <p>The Wellness Committee may provide periodic reports to the Superintendent regarding the status of its work, as required.</p> <p><u>Nutrition Education</u></p> <p>The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.</p> <p>Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p>
-------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Nutrition education may provide all students with the knowledge and skills needed to lead healthy lives.</p> <p>Nutrition education lessons and activities shall be age-appropriate.</p> <p>District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.</p> <p>Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, cafeterias, homes, community and media.</p> <p>Nutrition education shall extend beyond the school environment by engaging and involving families and communities.</p> <p><u>Physical Activity</u></p> <p>District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.</p> <p>Students shall participate in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits throughout the school year.</p> <p>Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.</p> <p>A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.</p> <p>Physical activity breaks shall be provided for elementary students during the school day.</p> <p>After-school programs shall provide developmentally appropriate physical activity for participating children.</p> <p>District schools shall partner with parents/guardians and community members to institute programs that support physical activity.</p> <p>Students and the community shall have access to physical activity facilities outside school hours.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p><u>Physical Education</u></p> <p>Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.</p> <p>Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.</p> <p>A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.</p> <p>A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.</p> <p>A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.</p> <p>Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.</p> <p>Physical education shall be taught by certified health and physical education teachers.</p> <p>Appropriate professional development shall be provided for physical education staff.</p> <p>Physical education classes shall have a teacher-student ratio comparable to those of other courses.</p> <p><u>Other School Based Activities</u></p> <p>District schools shall provide adequate space, as defined by the district, for eating and serving school meals.</p> <p>Students shall be provided a clean and safe meal environment.</p> <p>Students shall be provided adequate time to eat.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

246-AP	<p>Meal periods shall be scheduled at appropriate hours, as defined by the district.</p> <p>Drinking water shall be available at all meal periods and throughout the school day.</p> <p>Students shall have access to hand washing or sanitizing before meals and snacks.</p> <p>To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.</p> <p>Food shall not be used in the schools as a reward or punishment.</p> <p>Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.</p> <p>Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.</p> <p>The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.</p> <p><u>Nutrition Guidelines</u></p> <p>All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.</p> <p>Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.</p> <p>Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.</p> <p>All competitive foods available to students in district schools shall comply with the established nutrition guidelines.</p> <p>References:</p> <p>Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204</p>
--------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- 1 -

Source of Competitive Food	Effective Date (July 1, 2006)
<p>Classroom Parties/ Holiday Celebrations</p> <p>Rewards</p> <p>Foods from Home</p>	<ul style="list-style-type: none"> • Provide minimal to no trans fatty acids. (Table 4) <p>Marketing, pricing and nutrition education strategies may be used to encourage selection of the healthier foods.</p> <p>The school Food Service Director can provide assistance in identifying foods that meet these criteria.</p> <p>Classroom parties will offer minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient (Table 3) and may provide the following:</p> <ul style="list-style-type: none"> • Fresh fruits and vegetables. • Water, 100% fruit juice or milk. <p>Food will not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (ie., guest chef, field trip to a farm or farmers market, etc). Alternate ideas can be found at:</p> <p>www.msue.msu.edu/fnh/tn/foodrewards.pdf; www.cspinet.org/nutritionpolicy/constructive_rewards.pdf</p> <p>Parents/caregivers will be encouraged to promote their child's participation in the school meals programs. If their child does not participate in the school meals programs, parents/caregivers will be encouraged to provide or encourage the purchase of healthy alternatives.</p> <p>All nutrition standards will be explained to parents/caregivers. They will continuously be provided with nutrition education and encouraged to comply with the nutrition policies to the best of their ability and knowledge. Examples of nutrition education outreach include newsletters, open houses, back to school nights, family nights, etc.</p> <p>Faculty is encouraged to set the example for students. Students are not likely to believe that nutrition policies are beneficial if they see faculty consuming foods and beverages that do not align with the school policy.</p>

Table 1- Whole Grains

A whole grain food is one labeled with the whole grain as first ingredient. The Food and Drug Administration requires foods that bear the “whole grain health claim” to contain 51% or more whole grain ingredients by weight per reference amount and be low in fat. Whole grains will usually contain at least 2 grams of fiber per serving. Examples of whole grain terms are: “cracked,” “crushed,” “whole,” “entire,” or “groats.” Examples of whole grain ingredients are:	
Whole/entire wheat flour	Whole grain barley (hulled or lightly pearled)
Whole oats/oatmeal	Wild rice
Cracked/crushed wheat	Buckwheat
Graham flour	Wheat berries (whole wheat kernels)
Old fashioned oatmeal	Triticale
Quick cooking oats	Bulgur
Cornmeal	Millet
Whole grain corn	Quinoa
Popcorn	Sorghum
Brown rice	Spelt
Whole rye	
Generally, if the first ingredient is “fortified” or “enriched,” it is probably not a whole grain. These items are generally <u>not</u> whole grains:	
Unbleached flour	Organic, unbleached flour
Wheat flour	Enriched flour
Semolina	Degerminated (cornmeal)
Durum wheat	Multigrain (may describe several whole grains or several refined grains)

Sources include the USDA Food Buying Guide for Child Nutrition Programs, Dietary Guidelines, for Americans 2005, Whole Grains Council.

Table 2-Fried Foods

Fried Foods: Foods that are cooked by total immersion into hot oil or other fat, commonly referred to as “deep fat frying.” This definition does not include foods that are stir-fried or sautéed, but does include foods that have been pre-fried, flash fried, or deep fat fried.

Table 3-Added Sugar

Brown Sugar	Invert sugar
Corn sweetener	Lactose*
Corn syrup	Maltose*
Dextrose	Malt syrup
Fructose*	Molasses
Fruit juice concentrate	Raw sugar
Glucose*	Sucrose
High fructose corn syrup	Sugar
Honey	Syrup
*Naturally occurring. Will not show up on food ingredient list unless added. Will be included as “sugars” listed on the food label.	

Table 4-Trans Fatty Acids (Trans Fats)

Trans fats: Occurs in food when manufacturers use hydrogenation, a process in which hydrogen is added to vegetable oil to turn the oil into a more solid (saturated) fat. Sources of trans fatty acids include hydrogenated/partially hydrogenated vegetable oils that are used to make shortening and commercially prepared baked goods, snack foods, fried foods, and margarine. Trans fatty acids are present in foods that come from ruminant animals (e.g., cattle and sheep). Such foods include dairy products, beef and lamb. Federal labeling of trans fats on all food products is required by January 1, 2006.

Table 5-Formulas

% Total fat:	1. Multiply grams of total fat per serving times 9 2. Divide by calories per serving 3. Multiply times 100
% Saturated fat:	1. Multiply grams of saturated fat per serving times 9 2. Divide by calories per serving 3. Multiply times 100
% Sugar by weight:	1. Divide grams of sugar per serving by gram weight for the serving size. 2. Multiply times 100

SECTION: PUPILS

TITLE: SEXUAL HARASSMENT

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose Sec. 703 of Title VII of Civil Rights Act of 1964; Sec. 5(a) PHRC Act; Title IX of the 1972 Educ. Amendments</p> <p>2.Authority</p> <p>3.Definition EEOC Guidelines on Sexual Harassment, Fed. Reg. Vol. 45, #219; PHRC Guidelines; PA Bulletin Vol. II, #5 Policy Memo Office of Civil Rights USDE</p>	<p style="text-align: center;">248. SEXUAL HARASSMENT</p> <p>It is the policy of the Port Allegany School District to maintain a learning and working environment that is free from sexual harassment.</p> <p>It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.</p> <p>Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

248. SEXUAL HARASSMENT - Pg. 2

August 1981	<p>3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.</p> <p>Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.</p>
4.Procedures Pol. 219	<p>Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.</p> <p>The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.</p>
Pol. 317, 417, 517	<p>A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.</p>
Pol. 218, 233	<p>A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.</p>

PORT ALLEGANY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/
CYBERBULLYING

ADOPTED: January 12, 2009

REVISED:

	249. BULLYING/CYBERBULLYING
1. Purpose	<p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p>
2. Definitions SC 1303.1-A	<p>Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school.
SC 1303.1-A	<p>Bullying, as defined in this policy, includes cyberbullying.</p>
	<p>School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p>
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p>
	<p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p>
	<p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

4. Delegation of Responsibility	<p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p>
	<p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
SC 1303.1-A	<p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p>
SC 1303.1-A	<p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.</p>
SC 1303.1-A	<p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs.
5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>The policy shall be posted on the district web site.</p> <p><u>Education</u></p>
SC 1302-A, 1303.1-A	<p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p>
SC 1303.1-A Pol. 218, 233	<p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the school.

2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Counseling/Therapy outside of school.
8. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 218, 233, 248