

Central High School

Student Handbook

Building a foundation of excellence...one student at a time.

2017 - 2018

**Compiled by the Administration
of
Central High School**

Property of:

Name _____ Grade _____

Address _____

Welcome to Central High School

Our **MISSION** is to promote academic excellence by educating all students to be responsible and productive citizens of our school and community.

Our **VISION** is for all students to learn and reach their full potential and goals.

Dr. David A. Crumrine, Principal
dcrumrine@springcovesd.org

Mrs. Stephanie L. Thompson, Assistant Principal
sthompson@springcovesd.org



CENTRAL HIGH SCHOOL Alma Mater

Hail to thee, dear Central
School that we cherish.
Where we have met and held our friendships true.
Joys we'll all remember,
those which won't perish,
keeping thy name and honor evermore.
Strive forward, hope always.
May our motto be,
guide us with wisdom and the knowledge true.
We raise our voices now to Central High.

PLEASE SIGN AND RETURN THIS PAGE WITH OTHER SCHOOL OPENING INFORMATION.

The student signature below indicates a verification of examination of the Central High School Student Handbook, Student Attendance and Discipline Policies for the school year, and an understanding of the content. Be aware that not all situations could be covered, and existing principles of past practice and the desire to maintain a safe and orderly climate for learning will dictate administrative interpretation of these general rules when faced with a problem situation not specifically discussed. Acceptance of the terms and conditions of the Acceptable Use Policy is also implied by signing.

Print Student Name

Student Signature

Date

and

The parent/guardian signature below also indicates verification of examination of the Central High School Student Handbook of the Student Attendance and Discipline Policies for the school year, and an understanding of the content. Be aware that not all situations could be covered, and existing principles of past practice and the desire to maintain a safe and orderly climate for learning will dictate administrative interpretation of these general rules when faced with a problem situation not specifically discussed. Acceptance of the terms and conditions of the Acceptable Use Policy is also implied by signing.

Parent/Guardian Signature

Date

The PILLARS of DRAGON



Participation

Respect

Integrity

Diversity

Excellence



P	R	I	D	E
Participation	Respect	Integrity	Diversity	Excellence
Come to school every day	Yourself	Honesty	Be who you are	Give your BEST EFFORT
Be on time	Fellow Students	Trustworthiness	Respect Differences	Strive for Academic Excellence
Complete all assignments on time	Faculty & Staff	Responsibility	Celebrate Uniqueness	Positive Attitude
Study	School Materials	Be the Author of your own Work	Enable & encourage others	Enthusiasm
Set Goals	School Facilities	Doing what's right when no one is looking	Be Friendly	Accountability
Join a club, group, or sport	School Rules	Make good choices		Commit to lifelong learning
Community Service	Sportsmanship	Report bullying or misconduct		

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Forward

The main purpose of this handbook is to provide, in a concise and convenient form, information that will assist students in becoming productive members of our school. This handbook is designed to familiarize students and parents/guardians with the policies and procedures of Central High School. It explains rules and regulations of the school, describes its curricular and extracurricular program, and informs students of our expectations of them. In short, we hope this handbook will introduce the new student to our school and the old student in becoming a better member of the student body.

Spring Cove School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact the SCSD Business Manager at 1100 E. Main Street, Roaring Spring, PA 16673, (814) 224-5124.

**Spring Cove School District
Mission Statement**

Building a foundation of excellence ...one student at a time.

Organization of Spring Cove School District

Board of School Directors

Mr. Harold Blattenberger
Mr. Floyd Deterline
Mr. Brian Gahagan, President
Mrs. Christine Gojmerac
Mrs. Amy Acker-Knisely
Mr. Jason Rhykerd
Mr. James Smith
Ms. Mary Smith
Mr. Troy Wright

Superintendent of Schools

Dr. Betsy Baker

Administration and Faculty

Dr. David Crumrine	Principal
Mrs. Stephanie Thompson	Assistant Principal
Rick Brozenich	Chief of School Police
Stacy Kuster	Athletic Director
Jerry Albright	Math
Corin Barnes	Family Consumer Science
Shad Benton	Social Studies
Karen Biddle	Math
Carla Brumbaugh	Math
Devon Browell.....	Guidance
Kevin Buynak	Foreign Language
Shelley Claycomb.....	Learning Support
Linda Crilly	Math
Wendy Engelberg.....	English
Laurie Fichtner.....	Alternative Avenues/English
John Fitzpatrick.....	Math/Science
Joe Frederick	Building Trades
Jessie Gordon	School Counselor
Karen Gorman.....	Physical Education
Tabatha Griffin.....	English
Stefan Grill.....	Learning Support
Aaron Hileman	Math
John Horton.....	Chemistry
Robert Keith.....	Social Studies
Kassondra Leidy	Business
Joseph Logan	Social Studies
Emily Lonero	Learning Support
Theresa Martin	Nurse
Barry Mellott.....	Social Studies
Brenda McCloskey.....	English
Kelly Ostrowski	Science
Janelle Parker	Music
Thomas Ritchey	Vocational Agriculture
Doug Roberts	Science
Kevin Schneider.....	Phys. Ed/Health
Jody Seiler.....	English
Laurie Stiles	Gifted Support
Jessica Sorge	Science
Heather Trimeloni	Art
Philip Waite.....	Social Studies
Louise Wilson	Foreign Language
Joshua Wolf	Science
TBA.....	Business

Custodians

Ed Bennett
Susan Culp
Kenneth Schraff
Mike Yingling

Food Service

Michele Croft
Rose Detwiler
Christina Henderson
Carrol Hughes
Susan Miller
Michael Pollard
Connie Thomas

Instructional/Personal Care Aides

Brooke Brumbaugh
Destarta Carberry
Chris Cunningham
Debbie Ferry
Nina Foor
Melissa McKnight
Erik Messner
Tricia Prokop
Debbie Snyder

Secretaries

Lisa King – Attendance and Activities
Sherry Montgomery – Principal and Athletics
Nina Ormsby – Guidance

Contact Information:

CENTRAL HIGH SCHOOL

718 Central High Road
Martinsburg, PA 16662

Telephone: 814-793-2111

Fax: 814-793-4942

Website: <https://scsd.schoolwires.net>

Bell Schedule 2017-2018

First bus arrival 7:20

First car arrival 7:30

7:35	Staff in Rooms/Duties
7:20 – 7:40	*Students must report to Cafeteria
7:40	Students may report to Homeroom
7:49	One minute warning bell
7:50 – 8:00	Homeroom
8:03 – 8:44	Period 1
8:47 – 9:28	Period 2
9:31 – 10:12	Period 3
10:15 – 10:56	Period 4
10:56 – 11:26 Lunch A	
11:24 – 11:54 Lunch B	Period 5
11:52 – 12:22 Lunch C	
12:22 – 1:03	Period 6
1:06 – 1:47	Period 7
1:50– 2:31	Period 8
2:31 – 3:05	*Activity Period

***Students who arrive between 7:20am to 7:40am will be required to report to the cafeteria.** Teacher supervision will be provided in the cafeteria. Students may report to homeroom at 7:40 am.

*Students involved in school sponsored activities must report to school before 8:30am in order to be eligible for participation in any activity sponsored by a school organization, including athletics, that day.

*Activity Period is considered an extension of the school day. Activity period is utilized for academic assistance, make-up of tests and quizzes, attendance remediation time, school sponsored club and organization meeting time, and detention hall assignment. An activity bus is provided at 3:05pm. Additional information on activity bus routes can be obtained by calling the Administration Office at 224-5124 (ask for transportation).

IMPORTANT DATES

End of Marking Periods: October 26, 2017
January 17, 2018
March 2, 2018
June 1, 2018

Interim Reports: Interim reports are mailed to the appropriate students 23 days into each marking period. Interim reports provide notice of students who may be failing or in danger of failing courses.

Parent Teacher Conferences: November 9, 2017 and November 21, 2017.

***Keystone Testing Windows:** December 4-15, 2017
January 8-22, 2018
May 14-25

**Please avoid scheduling educational trips during the Keystone Exam testing windows. Thank you!*

Academic Policies and Procedures

STATE ACADEMIC STANDARDS

The Pennsylvania State Board of Education has adopted academic standards in 12 subject areas. The academic standards are benchmark measures that define what students should know and be able to do at specified grade levels beginning in grade 3. The standards are mandated as state regulations. As such, they must be used as the basis for curriculum, instruction, and assessment in Pennsylvania's public schools. For more information, please visit:

<http://www.stateboard.education.pa.gov/Regulations/AcademicStandards/Pages/default.aspx>

Curriculum Clusters

The Curriculum Clusters are designed to accommodate the individual goals of our student population. However, it should be noted that individual skills and ability will play a vital role in the actual assignment of specific courses, regardless of the Curriculum Cluster. Each student is required to enroll in a Curriculum Cluster each year at Central High School. Students are not limited to the “Recommended Electives” and are permitted to take other courses of interest, provided that the schedule will accommodate the courses, the prerequisites are met, or the instructor, school counselor, or Assistant Principal/Principal has recommended the courses.

Central High School offers instruction in six different curricula as follows:

- (1) **Agriculture Education**- is designed to instruct students to become proficient in production agriculture (farming), to prepare students for occupations in agribusiness, and to prepare students for agricultural college. The student must conduct a farming program or home project to obtain the full two credits offered by the course.
- (2) **Art** – The Art Curriculum is offered to students who desire to gain a thorough knowledge and experience base in the fields of Art. Students experience and study a variety of art media in which theory and practical application are applied. A specific sequence and concentration of courses is required of all art Majors.
- (3) **Building Trades** - is designed for students who desire to gain knowledge of the various trades and skills in the handling of tools and machines that may be of value in home and industry. Instruction is provided in practical shop

work, blue print reading, drafting, electrical, wood working, masonry, and finished carpentry.

(4) **Business, Computers, Information Technology** – is designed to provide students with information and knowledge in business education to include accounting, computer information technology, entrepreneurship, finance, marketing, and web design.

(5) **College Preparatory** - is designed to prepare students for entrance to college, university, or professional or technical school.

(6) **Family Consumer Science** – is designed to offer students knowledge of financial and resource management; balancing family, work, and community responsibilities; food science and nutrition; and child development.

(7) **Career and Technology Center** – Students may apply in February of the ninth grade year for a three-year program that begins in tenth grade. Please visit www.gactc.org for more information.

Dual Enrollment

High school courses that are taught by the teaching staff at Central High School and are also granted college credits if the student has paid the tuition fee and completed an Application to the college/university. The class grade *will be* calculated into the GPA and the college/university will grant the appropriate college credits. Proof of completion must be on file in the guidance office before any credit is awarded. Dual enrollment courses are weighted courses.

- ELA IV Dual Enrollment (Mt. Aloysius College)
- Public Speaking Dual Enrollment (Penn Highlands Comm. College)
- Calculus Dual Enrollment (Mount Aloysius College)
- Statistics Dual Enrollment (Mount Aloysius College)
- Honors Biology II Dual Enrollment (Mount Aloysius College)
- Honors Chemistry II Dual Enrollment (Mount Aloysius College)
- World Civilizations Since 1500 Dual Enrollment (Mount Aloysius College)
- American History Since 1877 Dual Enrollment (Mount Aloysius College)
- American National Government Dual Enrollment (Mount Aloysius College)
- Psychology Dual Enrollment (Penn Highlands Comm. College)
- Sociology Dual Enrollment (Penn Highlands Comm. College)
- Spanish III Dual Enrollment (Saint Francis University)
- Spanish IV Dual Enrollment (Saint Francis University)
- Accounting II Dual Enrollment (Penn Highlands Comm. College)
- Microcomputer Dual Enrollment (Penn Highlands Comm. College)

Early to College Classes

Students who meet the requirements of the SCSD policies may be eligible to take advantage of Early to College opportunities. The college will provide the grade for that course and the credits. Students can receive a waiver of a high

school course that is closely related to the college class that they will complete. Students will be permitted to take independent studies provided their GPA is at least 88% and/or have the recommendation from the guidance counselor and principal, and the independent program coordinator approves the college course. The grade will be listed on the student's transcript as a Pass or Fail. The course will **not** be calculated into the GPA.

Final Exams

Depending on the Keystone Exam testing schedule, final exams may be given at the discretion of the teacher.

Grade Point Average and Class Rank

The formula for calculation of grade point average is as follows:

- Step 1** Multiply course credit value X course percentage grade for each course attempted
- Step 2** Add the four values
- Step 3** Divide the total by the total credit value

For example,

Band	2.0 x 98%	196
Health	0.5 x 93%	47
Communications	1.0 x 89%	89
<u>Chemistry</u>	<u>1.0 x 84%</u>	<u>84</u>

$416/4.5 = 92.4$ GPA for the marking period.

This calculation applies to the GPA for each marking period. The final un-weighted GPA is determined from current year grades, as well as all grades earned beginning in a student's ninth grade year.

Minimum Graduation Requirements

Courses	2017-18	Beyond 2017-18
English	4 courses	4 courses
Mathematics	4 courses	4 courses
Social Studies	4 courses (3 courses for CTC students)	4 courses (3 courses for CTC students)
Science	4 courses (3 courses for CTC students)	4 courses (3 courses for CTC students)
Physical Education	3 courses	3 courses
Health	1 course	1 course
Music, Art, FCS, & Tech. Ed.	2 courses	3 courses
Minimum Number of Electives	7 courses	6 courses
Minimum % Grade Required for Credit	70%	70%
Number of Credits Needed to Graduate	Varies: 27-32	Varies: 27-32

All students must demonstrate proficiency of the following State academic standards through completion of secondary level coursework in English Language Arts (Literature), Algebra I, and Biology and, beginning with the class of 2019, through proficiency on the associated Keystone Exam or related project-based assessment:

- English Language Arts (integrating reading, writing, listening, speaking, literature and grammar)
- Mathematics (including problem solving, mathematical reasoning, algebra, geometry, and concepts of calculus)
- Science, Technology, and Engineering (including hands-on experiments and at least one laboratory science)
- Environment and Ecology (including scientific, social, political, and economic aspects of ecology)

All students must also demonstrate proficiency of the following State Standards through completion of secondary level coursework, an instructional unit within a course, or other interdisciplinary instructional activity:

- Arts and Humanities (including art, music, dance, theatre, and humanities)
- Career Education and Work
- Civics and Government
- Literacy in History/Social Studies, Science and Technical Subjects
- Economics
- Family Consumer Science (including principles of consumer behavior and basic knowledge of child health, child care, and early literacy development)
- Geography
- Health, Safety, and Physical Education (including personal, family, and community health and safety, nutrition, physical fitness, movement concepts,

motor skill development, safety in physical activity settings, and the prevention of alcohol, chemical, and tobacco use)

- History (including history and cultures of the U.S., the Commonwealth, and the world)

Planned instruction shall also be provided on the use of applications of microcomputers and software, including word processing, database, spreadsheets and telecommunications; and information skills, including access to traditional and electronic information sources, computer use and research.

The following courses must be made available to all students:

- World Languages
- Vocational Technical Education
- Business Education
- Technology Education

Graduation Project

All students must also complete all components of the Graduation Project and community service (8 hours required per school year). The project will focus on student preparation for an occupation of his/her choice. Students will prepare a written and oral presentation.

Students with Disabilities

A student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, may participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. A diploma shall be issued to each student with a disability who completes the graduation requirements or completes the goals established in the student's IEP, as determined by the student's IEP team.

Grading System

93 – 100	A
85 – 92	B
78 – 84	C
70 – 77	D
*69 and below	F

**course credit is not awarded for final course grades 69% and below*

Course Failure

Students are advised to attend summer school when solid subject courses are failed. Summer school information and applications are available in the guidance office in May.

Homework

Homework is an integral part of the learning process and an important part of the curriculum. All homework assignments should be completed and are expected to be completed comparable to the students' abilities. The teacher will provide guidelines to ensure that all work is to be completed.

Honor Roll

Students who achieve a 95% average or higher in all major subjects are listed on the high honor roll. Students who achieve a 90-94.99% average in all major subjects are listed on the honor roll.

Job Shadowing

Junior and senior students with an 88% grade point average may be permitted to job shadow during the school day once each semester with a maximum of four days in a two-year period. A teacher or guidance counselor should endorse shadowing recommendations. The parent, student, and principal must sign a standard permission form. It is the responsibility of the student and parent to read and follow the requirements contained in the permission slip. Job shadowing permission slips must be picked up in the guidance office.

Make Up Work

Upon returning to school after an absence or a suspension, a student has the right and the responsibility to make up any work he or she has missed. On the day the student returns to class, it is his or her responsibility to make arrangements with his or her teacher for this work.

Students may make up assignments or tests missed on excused days of absence. However, after 3 days of unexcused or illegal absences, he/she will **NOT** be given an opportunity to make up missed assignments and will be given a zero for any test given during his or her unexcused or illegal absence.

Activity period is set aside for remedial study, individual instruction, and student activities. Students should use this period to make up missed assignments or consult with their teachers for additional help when they are having difficulty with a subject. Teachers have the right to request students to report for extra help during this period.

Parents are encouraged to set up conferences with teachers at any time to discuss their child's progress. In addition, a teacher or a student may feel that a parental conference would help to correct a misunderstanding or improve the student's progress. Therefore, parents, teachers, and students all have the right to request conferences.

National Honor Society

Candidates for membership in the National Honor Society are selected at the end of either the freshman, sophomore or junior year. Candidates must have maintained a minimum unweighted cumulative 93% average in their subjects. Students are also evaluated on the basis of service, leadership, and character as outlined by the bylaws of the National Honor Society.

To remain in the society, they must:

- 1) Maintain a minimum 93% cumulative average (1 semester probation will be allowed for those who fall below this requirement after induction.)
- 2) Demonstrate leadership and character befitting a member of the National Honor Society
- 3) Complete the required individual and group community service projects
- 4) Attend all required meetings and ceremonies

The Central High School National Honor Society Faculty Council (a group of five faculty members) shall rule on all disciplinary actions. Any student dismissed from the National Honor Society foregoes the opportunity of membership in the future.

***Sociedad Honoraria Hispánica* (Hispanic Honor Society)**

La Sociedad Honoraria Hispánica (SHH), or the Hispanic Honor Society, is an honor that students can achieve if they are at least sophomores, are currently taking Spanish, and have earned an A for at least three semesters of their language study. It is sponsored by the American Association of the Teachers of Spanish and Portuguese (or AATSP). The mission of the *Sociedad Honoraria Hispánica* is to recognize high school achievement in Spanish and Portuguese and to promote interest in Hispanic and Luso-Brazilian studies. The chapter at Central High School is called *Fuente Famosa*, or "Famous Fountain," which refers to the world-famous roaring spring in our district.

Additionally, the Fuente Famosa chapter of the *Sociedad Honoraria Hispánica*, or the SHH (the Central High School chapter), is governed by the by-laws of the national organization. Only courses offered by teachers who are members of the AATSP and who are the local chapter sponsor(s) of the SHH are acceptable to count for student members to be eligible to graduate with cords as seniors. Therefore, student members must be taking a Central High School Spanish course as seniors in order to receive the final honor of obtaining the cords from the SHH for Commencement.

Promotion Requirements

- (1) To be promoted from ninth grade, a student must successfully complete a minimum of **five credits**.
- (2) To be promoted from tenth grade, a student must successfully complete a minimum of **eleven credits**.
- (3) To be promoted from eleventh grade, a student must successfully complete a minimum of **nineteen credits**.
- (4) To be promoted from twelfth grade, a student must successfully complete all of the above listed Minimum Subject Requirements including a Graduation Project.

Participation in commencement requires completion of all graduation requirements.

Reports to Parents

The school year is divided in four 9-week periods. At the close of the 9-week period, as listed in the school calendar, a copy of the student's grades will be taken home by the student. This report does not need to be returned to the school. At the end of the year, a complete report will be sent home to the parents with the student. In addition, an interim report of unsatisfactory progress will be mailed home during the fifth week of each 9-weeks period. It is the policy of Central High School to regularly release names to local papers of students whose academic performance places them on "Honor Roll" and/or earns scholarships. If Parents **DO NOT** want their child's name recognized in this manner, they should contact the Guidance Office.

Schedule Changes

Students are expected to complete all scheduled courses including elective courses. Schedule changes will not be made after the school year starts unless it can be determined that the course is above the student's level of ability, in which case, the student will be placed in the lower level of the same subject. This determination will include input from the student, parent, teacher, school counselor, and/or Principal.

Scheduling Philosophy

The Central High School Program of Studies and Course Descriptions were developed to assist students and parents in the selection of appropriate courses. It is the intent of the Central High School's School Counseling Program to work with each student to select courses that compliment his or her learning style and career plans. In order to facilitate the scheduling process and ensure the development of an appropriate schedule, the Central High School

Counseling Department conducts both group meetings and individual counseling sessions.

School Counseling

The mission of the Central High School Counseling Program to assist all students in the areas of academic, personal and social, and career development so they may achieve success and reach their fullest potential as productive life citizens. The school counseling staff offers a wide variety of services and programs for all students via individual, group, and classroom advising and counseling based on the National Standards for School Counseling Programs.

Within the counseling relationship, confidentiality will be strictly maintained with students and their parents. There are three circumstances in which confidentiality must be broken to maintain the health, safety, and welfare of students. These are: threat to do harm to oneself, threat to harm another person, and report of abuse.

The school counseling office offers materials related to careers, post-secondary training options, financial aid, scholarships, drug and alcohol information, mental health resources, and other counseling related materials. Students may visit the counseling office any time with a pass from a teacher or during activity period. Additionally, parents are always welcome to call the school counseling office to schedule an appointment with their child's school counselor to discuss questions or concerns.

Spring Cove Cyber School

Spring Cove Cyber School is provided for Spring Cove School District families who wish to enroll their child in a cyber-school environment. Odysseyware is utilized as the online, web-based platform for courses. A few of the advantages of enrolling in the Spring Cove Cyber School include flexible scheduling with personalized course selection, participation in athletic and extra-curricular activities, participation in graduation ceremonies, and earning a Central High School Diploma. All students enrolled in the Spring Cove Cyber School are subject to the same graduation and attendance requirements as Central High School students. For additional information, please contact the Curriculum Office at 224-5124, ext. 3068.

Weighted Courses

Contact the Counseling Office for detailed information on these courses. Students who complete designated honors and dual enrollment courses can receive UP to two points on their course average based on the following criteria:

One additional point for final average at or above 90%.

One additional point for a final test score at or above 90%.

NO course grade above 100% will be permitted. These additional points are in place of the previous points added to the total GPA at the conclusion of the course.

For students to be considered for Senior Class Valedictorian and Salutatorian graduating honors, they must have completed AT LEAST twelve (12) of the following CHS course offerings:

Honors ELA I
Honors ELA II
Honors ELA III
ELA IV Dual Enrollment
Public Speaking Dual Enrollment
Honors Geometry
Calculus Dual Enrollment
Statistics Dual Enrollment
Honors Physical Science
Honors Biology I
Honors Biology II Dual Enrollment
Honors Chemistry I
Honors Chemistry II Dual Enrollment
World Civilizations since 1500 Dual Enrollment
American History since 1877 Dual Enrollment
American National Government Dual Enrollment
Psychology Dual Enrollment
Sociology Dual Enrollment
Spanish III Dual Enrollment
Spanish IV Dual Enrollment
Accounting II Dual Enrollment
Microcomputer Dual Enrollment

Seniors who achieve a grade point average of 93% or better at the end of their senior year will be designated as graduating with “Honors.” Students who have compiled a 98% average or better will be awarded “High Honors” status.

Athletic Guidelines

Pre-season:

1. Sign-up sheets for each sport will be placed in the CHS Athletic Office and SCMS Office 4-6 weeks prior to the start of the season. Any student interested in playing a sport, is encouraged to sign-up. Additional information about school sponsored teams can be found at <http://scsd.schoolwires.net/domain/101>.
2. ALL athletes (Junior High, Junior Varsity, and Varsity) are required to pay the \$25.00 participation fee as directed in SCSD policy #122. Fees are due before the first date of practice and can be paid in the CHS Athletic Office. The \$25.00 fee covers participation for one school year. Checks can be made payable to "Spring Cove School District".
3. No student-athlete is permitted to practice until the PIAA CIPPE (sports physical) is submitted and verified by the Athletic Office. More details are offered in the section below.
4. Students transferring from outside districts and foreign exchange students must complete pre-season forms as required by PIAA District 6. Forms will be submitted to District 6 for review and determination of eligibility.
5. SCSD resident students, who are homeschooled, attend the SCSD Cyber School, or who attend Cyber-Charter schools are invited to participate on SCSD sponsored athletic teams. The same guidelines and rules apply to all students.
6. Often, coaches will plan open gym/field time or pre-season conditioning. This is optional and non-mandatory. The only exception is Varsity Football which is required to complete "Heat Acclimation Training" prior to the season's official start as directed by PIAA. PIAA determines the official start date of each sports' season.
7. Athletic schedules can be found by visiting www.schedulestar.com. We encourage you to sign-up for text and email alerts on www.schedulestar.com to stay up-to-date on last minute scheduling changes.

Physicals & Insurance:

1. The district encourages parents to have their child's family physician complete the comprehensive exam during the student's annual physical. The physical must be scheduled on or after June 1st and will cover all interscholastic sports for the upcoming school season. The PIAA CIPPE FORM MUST BE USED. The school physician (Dr. Heaton) will complete two school sponsored physical dates in the summer. Additional information and required PIAA CIPPE forms can be found on the CHS Athletic Webpage and by contacting the Athletic Trainer.
2. All athletes must be covered by insurance – school insurance, or private insurance as verified on the PIAA CIPPE form.
3. All injuries shall be reported to the coach and athletic trainer, who will file the appropriate form.
4. Concussion screenings will be conducted by the SCSD Athletic Trainer.

Use of Facilities & Practice:

1. Student-athletes may not engage in practice of any kind on the field or gymnasium unless supervised by a coach.
2. Student-athletes may not enter the weight room facility unless under the supervision of coach or teacher.
3. Athletic practices may not start before the end of the activities period (3:05). Participants may start getting dressed at 2:55, but they are to stay out of the halls when in uniform. Running in the halls is prohibited until 3:05. Established guidelines, supervised by the coach, must be followed for running in the hallway.
4. All practice sessions must be completed by 8:30 PM. This does not include showers and dressing time.
5. No Sunday practice or games, unless permission is granted by the athletic director, principal, or designee.

School Attendance:

1. A student absent from school shall NOT participate in an athletic event on that day. An athlete must be in school by **8:30am** in order to be permitted to participate in a contest or practice. Exceptions could be made with prior approval by the administration. Medical excuses should be limited to early morning appointments when possible.
2. If an athlete is absent from school for three or more days immediately before the day of a game, permission to play shall be acquired from a physician and the athlete's parents.
3. Missing school the morning after a contest is frowned upon by both coaches and administrators. In recurring cases, the administration will take steps to eliminate this type of behavior.

Academic Eligibility:

1. A **student must be passing at least 5 out of 8 classes on a weekly basis.** This will be checked weekly by the Athletic Director. Student-athletes are "STUDENTS" first and academic achievement is always the first priority as promoted by administration and coaches. Student-athletes will be required to seek academic assistance during activity period (2:30-3:05pm) for failing grades.

Awards & Varsity Jackets:

1. Varsity jackets sales will be promoted twice during the school year (Fall and Spring). To be eligible for a varsity jacket, a student-athlete must have lettered in his or her sport as verified by the Athletic Director and coach. The student-athlete is responsible for the cost of the jacket. For more information, please contact the CHS Athletic Office.
2. All obligations to the school or team must be fulfilled before an athlete is eligible for an award. Criteria for the awarding of a Varsity Letter or Certificate of Participation will be determined by the Head Varsity Coach.
3. End of the season banquets and award ceremonies are arranged by Head Coach and/or supporting booster club.

Uniform and Equipment Responsibilities:

1. Student-athletes are responsible for all equipment and uniform issued to them at the beginning of the season. Any equipment not returned to them at the end of the season must be paid for by the student. Students must take the precaution to guard against their equipment being stolen or lost. Utilize locked gym lockers when possible. Students may not participate in another school-sponsored sport until all equipment is returned or payment is made.

Expectations for Student-Athlete Conduct:

2. While representing SCSD, student-athletes will follow the student code of conduct as outlined in the student handbook and are expected to conduct themselves in a responsible, positive, and appropriate manner at all times.
3. Good sportsmanship is encouraged both in victory and defeat.
4. Use of profane or offensive language is strictly prohibited.
5. A student suspended from school shall not participate in practice sessions or games until the student is reinstated by the Principal.
6. Hazing is strictly prohibited as defined by SCSD policy #247. School administration encourages students who have been subjected to hazing to promptly report such incidences. If an investigation results in substantiated findings of hazing, disciplinary action will be taken and the student may be removed from the activity.
7. According to SCSD policy #227, a student found to be in possession, using or distributing drugs; alcohol or controlled substances on non-school time and property may be suspended from extracurricular activities for a minimum of 30 days.
8. The use or possession of tobacco products is strictly prohibited as outlined in SCSD policy #222.
9. Anabolic steroids are not permitted to be used except for a medically stated purpose. Body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human growth hormone (HGH) is not considered to be an anabolic steroid. The penalty for use is as follows (per policy #227): 1st Offense: Suspension from athletics for remainder of season; 2nd Offense: Suspension from athletics for remainder of season and following season; 3rd Offense: Permanent suspension from school athletics. 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. A referral will be made to the Student Assistance Program and recommendations made must be followed in order to maintain athletic eligibility.
10. All other rules and expectations set forth by the coaching staff will be enforced.

Sportsmanship: Exemplary sportsmanship should be the driving force behind all actions of students, fans, players, coaches and schools.

Fundamentals of Sportsmanship:

- Gain an understanding and appreciation for the rules of the contest.
- Exercise representative behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for the officials.
- Display openly a respect for the opponent at all times
- Display pride in your actions at every opportunity.

Guidelines for Student Cheering Sections: To help ensure that sporting behavior by the fans contributes to, rather than distracts, from the event, the following guidelines for student cheering sections and general fan behavior are to be followed.

Acceptable Behavior

- Clothes appropriate within district dress code.
- Face paint in school colors, school insignias on cheek.
- Applauding and cheering for your team during introductions, the contest and post-game handshakes.
- Signs that support your school team (where possible, signs should be fastened to the wall).
- Accepting all decisions of the officials with respect.
- Staying in assigned student cheering section.
-

Unacceptable Behavior

- Shirt-less and undergarments exposed or worn as outer garments. Wearing clothes that would not be appropriate or acceptable for school.
- Face paint in colors other than school colors, full face paint or masks/hats that hide student identity.
- Derogatory cheers, chants, songs, actions or gestures directed toward opposing teams, their fans or the officials, including during pregame and introductions.
- Signs that taunt or run down opponents. Any sticks or “props” that could be used as a weapon.
- Booing or heckling an official’s decision.
- Sitting in, taunting or approaching opponents’ designated student section, team or fans with an intent to cause a disturbance. Fans may NOT go onto the field or court after the game.
- Noise-makers (for indoor events).
- Any behavior that draws attention away from the players and the contest, including (but not limited to) inappropriate gestures, signs and cheers.
- Standing up for the whole contest. (Unless prior arrangements have been made with the game manager).

Parent/Guardian Communication Guidelines: Parents and guardians play a valued role in the experiences their children have in extracurricular activities. Some of these experiences will be some of the most rewarding moments in their young lives. It is important to understand that there also may be times when things do not go the way you or your child

wishes. At these times, discussion with the coach is encouraged. Here are some general guidelines to follow:

Appropriate Concerns to Discuss with Coaches

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved and the team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Procedure to Follow should you have a Concern to Discuss with a Coach

- Call to set up an appointment with the coach.
- If the coach cannot be reached, call the AD. He/she will coordinate the meeting for you.
- Meet with the coach.
- Do not confront a coach before, during, or after a contest or practice. The coach has a duty to supervise the team. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and often escalate the issue.
- What if the meeting did not provide a satisfactory resolution? Call the AD to set up an informal meeting to discuss the situation.

Attendance Policy and Procedures

Policy #204

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School based or community based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIXC of the Pennsylvania Public School Code.

Compulsory School Attendance Requirements:

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

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

10. Non-school sponsored educational tours or trips, if the following conditions are met:

a. The parent/guardian submits a written request for excusal prior to the absence.

b. The student's participation has been approved by the Superintendent or designee.

c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.

2. Students participating in a religious instruction program, if the following conditions are met:

a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

b. The student shall not miss more than thirty six (36) hours per school year in order to attend classes for religious instruction.

c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out of school suspension may not be considered an unexcused absence.

Parental Notification:

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference. If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference:

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.

3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school based or community based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school based or community based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation:

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled. Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations:

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline:

The district shall not expel or impose out of school suspension, disciplinary reassignment or transfer for truant behavior.

Procedural Guidelines for Attendance

The following procedures shall govern students who have been absent from school or classes in the Spring Cove School District:

1. **Excuses** - A student who is absent must present an excuse to the office upon returning to school. The excuse should have the student name and parent's signature on it, a phone number where the parent can be reached, and the reason for the absence clearly stated and the student's first and last name. Any student absence that required medical attention should have an attached medical note or doctor's excuse from the medical professional who saw the student in their office. Students who attend the Greater Altoona Career & Technology (GACTC) students must turn in two excuses; one for the High School and the other for GACTC school attendance.
2. **Any student who fails to return an excuse within three (3) days of any absence will be recorded as unexcused/illegal for the absent day(s).**

3. **Three (3) or more days of continuous absences due to illness shall be covered by a doctor's statement of illness.**
4. **Drivers Exam** - Students will be excused for Drivers Exams upon presentation of an appointment card or confirmation from parent before being excused and the return of a confirmation card showing that the appointment was kept. Parents are encouraged to attempt to schedule appointments after school hours if possible.
5. **Educational Tours and Trips** - Upon receipt of a written request from the parents of the pupils involved and approved by the Principal, students may be excused from school attendance to participate in an educational tour or trip and will be considered an excused absence. The request must be acquired prior to the trip or all days will be considered illegal. The tour or trip must be adult supervised, either by parents or adults approved by the school district. The Principal will then make a decision guided by limits established by the Superintendent. Trip permission will be based on academic and attendance records of the student. Trips are to be limited to no more than ten (10) school days. No more than one trip approval will be granted to any student per school year, unless approved by the Superintendent. It is the student's responsibility to make up any schoolwork missed during that time.
6. **Unexcused tardies** shall be calculated as follows:
 - a. Five (5) unexcused tardies in a semester will result in an assigned detention. Parental contact.
 - b. Ten (10) unexcused tardies will result in two assigned detention halls and 5-day loss of driving privileges for driver. Parental contact.
 - c. Fifteen (15) unexcused tardies will result in suspension and 10-day loss of driving privileges for drivers. Parental contact.
7. **All students in extracurricular activities must report to school before 8:30 am in order to be eligible to practice, play, or participate in any after school event.**
8. **College Visit** – Juniors and Seniors are permitted two days excused absences to visit a college or military installation. Visits without prior approval will be marked unexcused. Additional visits by seniors or underclassmen may be approved on an individual basis, but approval must be granted in advance by the administration. A letter from the college verifying attendance should accompany the student's return.

9. Students aged eighteen (18) years and residing at home must still have all notes, excuses and permission forms signed by parent/guardian.
10. SAIP (School Attendance Improvement Plan) will be developed for students who are habitually truant from school to include parental conference. SAIPs may include referral to SAP (Student Assistance Program), referral to a community agency for support, and/or referral to Children & Youth Services. Students who are habitually truant may be required to stay activity period to make remediate for time lost from unexcused/illegal absences and subsequent loss of class instructional time.

General Policies and Procedures

Assembly Programs

When reporting to assembly programs students should be aware of the following procedures:

Report promptly to assign seating areas.

While waiting for the program to begin avoid loud talking or yelling.

Get quiet immediately when a person approaches the microphone.

During the program cooperate fully with homeroom teachers who are responsible for supervision

Remember – In all assembly programs we are the hosts and the program presenters are our guests. This provides an opportunity for the student body to be gracious hosts.

Backpacks

Backpacks must be placed in lockers upon arrival and remain in the locker until dismissal.

Corridor Traffic

- 1) Traffic shall move by keeping to the right in all corridors.
- 2) Cross the hall directly in front of the door and proceed to the right if your classroom is on the left side of the hall.
- 3) Travel in a double line and keep well to the right at all times.
- 4) Going to lockers between classes should be kept to a minimum.
- 5) Teachers will step to the door at the end of each class period to supervise and direct traffic.
- 6) Students must have a teacher-issued hall pass in order to be out of a classroom during class time.

District Technology Acceptable Use Policy Policy #815

The Spring Cove School District has established a district-wide electronic communication system to facilitate the educational process and administrative services.

The Internet is a global network that contains databases, reference materials, and resources. The global resource can extend students' educational experiences.

Along with the use of this resource come certain responsibilities. Though all training in the use of the District's telecommunications network will emphasize the ethical use of this resource, it is possible that students may come across some material parents/guardians find objectionable. While the district will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for the district to guarantee that it can completely prevent such access. The District is in compliance with the Children's Internet Protection Act (CIPA).

The guidelines and conditions outlined in policy No. 815 in no way limit the District's prerogative to manage its technology systems as it sees fit, or restrict its authority to take action it deems necessary to adequately supervise, protect, and if necessary, discipline its students. The district reserves the right to revise the policy, and all revisions will take effect immediately upon approval by the Spring Cove School District Board of School Directors.

Although District teachers and staff will continue to emphasize proper behavior, the assistance of students and parents/guardians in stressing the importance of the guidelines will go a long way toward ensuring compliance.

The policy titled Acceptable use of Computer Network No. 815 can be found:

1. On the District web site at <http://scsd.schoolwires.net/domain/65>
2. In the main office of all school buildings.
3. In each classroom that uses technology resources.

Extracurricular/Co-Curricular Activities

- 1) A student suspended from school shall not participate in any after school activities on the day(s) of the suspension.
- 2) A student absent from school shall **NOT** participate in any after school event or activity that day.
- 3) All students involved in school sponsored activities must report to school before **8:30AM** in order to be eligible for participation in any activity sponsored by a school organization that day.
- 4) All extra or co-curricular school sponsored activities must follow the guidelines and requirements stated governing the Athletic Programs.
- 5) A student must be **passing at least 5 out of 8 classes** on a weekly basis to be eligible, to be monitored by the administration.
- 6) **A student who receives two in-school suspensions or any out-of-school suspension will not be eligible to attend the Prom.**

Fire Safety Drills

Fire drills will be held at intervals throughout the year. Students closest to the window will close them immediately when the alarm sounds. The teacher will lead and direct the students from the room and into the proper line until they have left the building.

The line will move in single file in complete silence while passing and remain orderly and intact when coming back into the building as well as leaving it. Walk rapidly, but **DO NOT RUN**.

A sign is posted in each room that indicates the exit to be used in case of a drill or an emergency.

The last person to leave the room will close the door and the first student to reach the outside doors will hold them open for the entire line.

Students are to remain in room groups at least twenty-five yards away from the building. Each teacher is responsible for his or her group of students when leaving or returning and during the time they are outside the building.

Food and Drink

Central High School recognizes our responsibility in providing a safe environment for all students, including those with food allergies. Therefore, no outside food shall be brought into the school without prior approval. Also, in compliance with the District wellness policy, food will not be used as a reward.

Approved curricular uses of food must be coordinated with the school nurse.

Students are permitted to have water in either the original, clear bottle it comes in or students may bring water in a water container as long as it is a clear container.

Fundraiser Guidelines

Only approved fundraisers are permitted in the school. Advisors will assure that proper procedures are followed when planning and conducting fundraisers. CTC fundraisers must follow the same guidelines as Central High School fundraisers.

Greater Altoona Career and Technology Center Transportation

All students attending the Career and Technology Center (CTC) must ride the school bus unless CTC and CHS administrators grant approval. Students, who

violate this policy, by driving their own vehicle or riding with another student, will be subject to discipline. Bus regulations to and from the CTC School will be the same as the regular bus route policies. If a student is excluded from riding the CTC bus, he or she may not use a personal vehicle as a means of transportation to get to the school. If a student misses the CTC bus, he or she will not be permitted to go to CTC that day unless parents furnish transportation. Permission to drive on special occasions may be granted by the principal if a note is presented a day in advance. Students must sign out in the attendance office before leaving the school.

Hall Pass

Students are required to use the hall pass card inside the student handbook to request permission to leave class.

Lost and Found

Articles found in and around the school should be turned in to the main office where owners may claim their property by identifying it.

Library

The library contains fiction and non-fiction, encyclopedias, dictionaries, and other reference books as well as current magazines and newspapers. The library may be used by all students for reference, research, and the lending of reading materials. Students using the library are subject to the same expectations for conduct as the classroom environment and are subject to the same disciplinary consequences that govern classroom behavior. Persistent violations of the code of conduct will not be tolerated and may be grounds for removal from the library.

A maximum of five (5) books and (1) magazine per student may be checked out at one time. Students may not sign out books or magazines in another student's name. A limited number of short-term and long-term chromebooks are available for students in need of this technology tool. See the library staff for additional details.

All books and magazines checked out are expected to be returned to the library before or by the assigned due date. Overdue material fines will be followed to include: books and magazines \$0.05 per day to a maximum of \$2.50. Chromebooks \$0.25 per day to a maximum of \$5.00.

Lockers

The guidance office will assign lockers on the first day of school. Lockers are assigned on a joint ownership between the student and the school. No fee will

be charged for use of lockers, but students will be held responsible financially and otherwise if any damage occurs. Lockers should be kept locked at all times. Students are cautioned against giving their combination to other students. They cannot expect their property to be safe if others know their locker combinations. Each student is responsible for keeping his or her assigned locker clean both inside and out. Nothing may be posted on them, either inside or out. Any locker malfunction should be reported to the office immediately.

Lockers, including both hall lockers and gym lockers, are the property of the school district. Students should not assume or expect privacy when lockers are utilized. The administration reserves the right to open and search any and all lockers at any time. Lockers are subject to random safety or cleanliness inspections or searches. Such searches will not be conducted based on individual suspicion and therefore may be sweeping in nature. These searches have in the past and may at any time in the future include the use of trained search dogs, such as drug-sniffing dogs.

The Spring Cove School District complies with State Board of Education Regulations and state and federal laws. The United States Supreme Court and the Supreme Court of Pennsylvania have held that properly conducted searches in schools do not violate the United States or Pennsylvania Constitutions. The Courts have held that students have a limited privacy interest while at school; that schools have a compelling interest in maintaining a safe and secure environment; and that reasonably conducted searches do not violate the limited privacy interests of students.

School authorities may also search an individual student's locker where they have reasonable suspicion that a locker contains materials which pose a threat to the health, welfare, or safety of students in the school. Upon completing any search, regardless of the type of search, school officials may seize any illegal and/or dangerous materials, and may use those materials as evidence in disciplinary proceedings.

Inspection and Search Policy

Spring Cove School District Policy #226 allows school authorities to search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. (See additional information on searches under "Lockers" and "Driving and Parking Permits.")

Physical Education Uniforms

Uniforms for physical education classes at Central High School are required. The uniform requirement for the school year 2017-18 is a short sleeve red or gray shirt with the PE emblem which may be purchased at the Roaring Spring True Value Store. The bottoms may be plain red shorts or plain red or gray sweatpants that are not leggings.

Plagiarism or Cheating

The faculty and administration at CHS places a very high value on the academic integrity of students' ideas, assignments, tests, projects, etc. When a student is found to be cheating or plagiarizing materials by any means, a zero will be given for the grade on that item, parents will be notified by the teacher, and detention hall assigned. For cases in which plagiarism or cheating is especially severe or complex, a zero will be assigned, parent notification will be made, and suspension assigned.

Prom

Only CHS juniors and seniors and their pre-approved guests (**grade 9 and not over the age of 20**) may attend the annual prom. Guests who attend another high school must provide letters (on official school letterhead) from their schools administration stating that they are currently students in good standing at their schools. Other guests who are not graduates of CHS must provide a reference letter from an employer or community member. All outside guests must be pre-registered with their letters of recommendation by the deadline announced during ticket sales. The host student must accompany the guest to the prom. The host student is responsible for the conduct of his or her guests. **Any student serving a suspension at the time of the prom will be prohibited from attending. A student is also prohibited from attending Prom if he/she was suspended out-of-school for any disciplinary infraction or has been assigned any two in-school suspensions. Any student who was expelled from CHS or another school is not permitted to attend.**

A student must be passing at least 5 out 8 classes to be eligible to attend the prom.

Tickets will be sold during lunch activity for a minimum of one week. Students and their guests will be registered on the prom roster at the time of ticket purchase. **NO TICKETS WILL BE SOLD WITHOUT THE NAME OF THE GUEST. NO REFUNDS WILL BE ISSUED FOR PROM TICKETS ONCE SALES CLOSE.** Students who find it necessary to bring a different guest after sales close must pay a fee of \$5.00 to have the ticket

changed. **NO CHANGES WILL BE MADE WITHIN THE FIVE DAYS PRIOR TO THE PROM.**

All CHS rules including dress code and behavior guidelines apply to the prom. May not have been suspended out of school (or in-school nor more than once) anytime during the school year.

Organizations

The following organizations have been active and functioning and will continue to be during this present year: Art Club, Chorus, Concert Band, Envirothon, Future Business Leaders of America, Future Farmers of America, Marching Band, National Honor Society, Prom Committee, Ski Club, Student Council, Spanish National Honor Society, and Yearbook Committee.

Parties and Dances

All parties and dances must be approved through the principal's office by a formal request in writing. Police protection and janitorial service will be contracted by the office and paid for by the organization.

Requests for School Records

The Spring Cove School District is in compliance with the Family Educational Rights and Privacy Act (FERPA) regulations and follows its requirements.

Requests for student records (i.e. cumulative records, test results, etc.) or report cards may be made by a child's parents(s) or guardian(s). All requests for such materials must be submitted in writing to the principal's office. Classroom teachers are able to provide current information on grades and classroom concerns at any time. Parents/guardians may request to schedule a personal conference at any time during the school term.

Separations/Divorces

It is the practice of the Spring Cove School District to remain neutral in working with families split by divorce or separation. The district does not take sides with one parent against the other where there may be a possible conflict over children attending school in this district.

If one party has a divorce decree, which establishes that person as legal guardian, it is advisable to allow the school to copy such document for attachment to the child's permanent record. The school will use this as a legal basis for working with the custodial parent at the exclusion of the other parent.

In absence of such a document, the school district cannot deny either parent access to his or her child. We cannot withhold information or refuse to see or work with the other parent. We cannot keep the other parent from picking up his or her child from school. The Spring Cove School District's goal is to protect all children from emotionally upsetting situations. Our school counselors are available to assist students with any adjustment issues related to divorce or separation.

Student Assistance Programs

Student Assistance Programs (SAP) were designed to aid school personnel in identifying and assisting students who may be experiencing problems which may affect academics or behavior at school. At time, these problems may be related to mental health concerns, depression, suicidal thoughts or alcohol and other substance abuse. The SAP team utilizes a systematic process, along with specially trained school personnel, to intervene, and refer students to appropriate in –school and/or community services. SAP consists of a core group of professionally trained staff of teachers, principals, school nurses, guidance counselors, and counselors from Altoona Hospital Behavioral Services department. SAP team members meet weekly to review referrals and make appropriate recommendations for services.

Students can be referred to SAP for different reasons: violating the district's drug and alcohol policy; exhibiting signs of metal health problems, including the risk of suicide; behavioral concerns; or a drop in school performance. SAP referrals can be made by teachers, school personnel, parents, friends, or by students.

Student participation in the program is voluntary and is meant to be a support service for students and families unless the student is referred for a violation of district's drug and alcohol policy. All information regarding a student's involvement in SAP is confidential and maintained in the best interest of the student.

Services Offered by the SAP Team

1. Referral Screening
2. Mental Health Assessment
3. Drug and Alcohol Assessment
4. Individual Counseling
5. Referrals to outside agencies/services when needed
6. Support Groups/Prevention Activities

**Listed below are the names and phone numbers of the Blair County Drug and Alcohol Counseling Services licensed by the Department of Health, which may be contacted regarding information about drug and alcohol counseling, rehabilitative, and re-entry program, which are available.

For more information on the Student Assistance Program, please contact the CHS School Counseling Office at 793-2111, ext. 5318.

Student Expression

Policy #220

The right of public school students to freedom of speech is guaranteed by the Constitution. Exercise of that right, however, is limited. The district has the responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. SCSD Policy #220 contains guidelines for student expression and for the posting and distribution of materials. A copy of this policy is available upon request or may be obtained via the district web site.

Telephone Use

Please do not have parents or friends call you during the school hours unless it is a family emergency, at which time a School Counselor will be present during the conversation. If necessary, messages will be transmitted to the student during the afternoon announcements at 2:31 PM.

Additionally, please do not have parents or friends send text messages or call your cell phone during school hours. Please remember, the cell phone policy is in effect from 7:50 AM to 2:31 PM and will be enforced. If you need to make a telephone call, please go to the office and someone will assist you.

Use of Medications

The district encourages parents/guardians and physicians to minimize the prescribing of medication to be taken during the school day. Medications should be given before and after school hours when possible. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or when the student would not be able to attend school if the medicine were not available during school hours.

This policy shall be for the safety and protection of all students in the district.

For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines. Off-label medications shall require approval by the Pennsylvania Department of Health.

For the purposes of this policy, licensed prescribers shall include physicians (M.D. and D.O.), podiatrists, dentist, optometrists, certified registered nurse of practitioners and physicians assistants.

The Board directs all District employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

If a student requires medication to be administered during the school day, the Board shall require an authorization form, which must be completed by the licensed prescriber, and signed by the parent/guardian before medication can be given.

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop Administrative Regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse, by other licensed school health staff (RN, LPN), except as otherwise noted in this policy. Medication may be self-administered by the student upon the licensed prescriber's written request and in accordance with this Policy.

In the event of an emergency, a District employee may administer medication when he or she believes, in good faith, that a student needs emergency care.

All District employees involved in the supervision of self-administration of medication shall receive appropriate training from the Certified School Nurse or other licensed school health staff before performing this responsibility.

This Policy for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators, and revised as necessary.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications on an annual basis.

Delivery and Storage of Medications

All medication shall be brought to the nurse's office by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration

shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication shall be recorded and logged in with the date, name of student, name of medication, amount of medication, and documentation of the parent/guardian or designated adult delivering the medication and the nurse receiving the medication.

Non-prescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

- 1) Name, address, telephone and Federal DEA (Drug Enforcement Agency) number of the pharmacy.
- 2) Student's name.
- 3) Directions for use (dosage, frequency and time of administration, route, special instructions).
- 4) Name and registration number of the licensed prescriber.
- 5) Prescription serial number.
- 6) Date originally filled.
- 7) Name of medication and amount dispensed.
- 8) Controlled substance statement, if applicable
- 9) No medication will be administered from an unmarked container.

All medication shall be accompanied by a completed Authorization for Medication During School Hours Form (#210 Attachment) or other written communication from the licensed prescriber.

All Standing medication orders and parental consents shall be renewed at the beginning of each school year, with each new illness, and with any changes in dosage.

The district shall not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent/guardian does not send sufficient medication and does not complete the Authorization for Medication During School Hours Form.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

- 1) Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.

- 2) Process for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
- 3) Methods for safe and environmentally friendly disposal of medications.
- 4) Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student health records shall be confidential and maintained in accordance with State and Federal laws and regulations and the Department of Health Guidelines.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with State law and Board policy.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the District shall require the following:

- 1) An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
- 2) Written parent/guardian consent.
- 3) An Individual Health Plan including an Emergency Care Plan.
- 4) The Certified School Nurse or other licensed school health staff shall conduct a baseline assessment of the student's health status.
- 5) The student shall demonstrate administration skills to the Certified School Nurse or other school health staff and responsible behavior.

The Certified School Nurse or other school health staff shall provide periodic and ongoing assessments of the student's self-management skills. The student shall notify the Certified School Nurse or other school health staff immediately following each occurrence of self-administration of medication. Student shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Video Surveillance

The School Board has authorized the use of video surveillance cameras on district property, in school buildings, and on transportation vehicles. Video surveillance will be used to monitor student behavior in order to promote and maintain a safe and secure environment for all students, staff, and visitors. Students, parents/guardians, staff, and the public are hereby notified that the content of the surveillance system may be used in a student disciplinary

proceeding. Surveillance content will be routinely erased on a periodic basis, or will be retained, if necessary, for use in a student disciplinary proceeding or toher matter, as determined necessary by the district administration.

Visitors

The Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. To ensure order in the schools and not disrupt the educational process, the Principal or designee has the authority to prohibit the entry of any person into a school of this district.

Visitors are required to register at the school's office and adhere to building guidelines. Arrangements should be made ahead of the visit.

Worker's Permits

Students, age 14 and older, who intend to get an after school job, are required to obtain a worker's permit from the CHS Office. A parent or guardian must accompany the student to the office to sign the necessary paperwork and show the student's birth certificate as proof of age.

CODE OF CONDUCT

Student Discipline

Policy #218

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations. Any student disciplined by a district employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Board policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities:

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where 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.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Referral to Law Enforcement and Reporting Requirements:

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or

sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Authority of the Administration and Faculty

Administration, faculty, and staff are authorized to reprimand or correct students violating the code of conduct at any time or any place during the school day and at any school function or school sponsored activity. While students are in school or on the way to or from school or school events, Administrators and Teachers have the same authority over them, as do their parents.

Philosophy

All students deserve the right to a positive learning environment. The Pillars of Dragon Pride outlined at the front of the student handbook set forth positive expectations students. Our entire school community benefits when we have a focused approach defined by positive expectations for school participation, respect, integrity, diversity, and excellence.

The faculty and administration of Central High School believe that the purpose of any disciplinary action should be to change student behavior in a positive manner while promoting accountability and responsibility. With that in mind, student conferences involving disciplinary issues will emphasize positive decision making, social skill building, conflict resolution, and identification of supports to the greatest extent possible.

The following disciplinary guidelines have been established to promote change in student behavior that is not conducive or acceptable to the school environment. Consequences for disciplinary infractions will be handled fairly, consistently, safely, and with respect to the confidentiality of students. Consequences are an opportunity for students to learn accountability and responsibility for their actions while learning how to effectively advocate for themselves.

The faculty and administration also believe that the discipline process should be progressive in nature and should be a shared responsibility between the parents/guardians, student, faculty and school administration.

Guidelines for Students Behavior

The Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules are designed within statutory and constitutional restraints which are enumerated in the laws of the state, or which may reasonably be implied as necessary for the safe and orderly operation of the school as outlined in the preceding policy.

The following rules are assumed to be “reasonable” and are to act as a guide to govern student behavior until they are rescinded or waived. Students, therefore, shall obey the school rules while working through the provided channels to help change those which they feel need to be repealed.

Every student will be disciplined fairly and equally based on our knowledge of the current problem and past experiences with the individual(s) involved. Every situation is different and after hearing all facts involved in the situation, a decision will be made. **However, students should keep in mind that it is impossible to list every area of policy infractions, and not all cases or situations for which the administration may make a decision.** The following tiered levels of disciplinary infractions serve to inform students of action steps and consequences.

Level I Violations

Abuse of hall pass privileges	Hall pass misuse
Cell phone violation	Inappropriate or vulgar language
Computer/AUP violation	Insubordination
Disruption of the bus	Misuse of or tampering with school property or equipment
Disruption of the cafeteria	Out of assigned area
Disruption of the classroom	Public display of affection
Disrespectful behavior towards peer	Safety violation
Dress code violation	Skipping class
Driving/parking violation	Skipping detention hall assignment
Excessive unexcused tardies	Tardy to class without a pass
Failing to return requested materials	

Level I Disciplinary Action

Disciplinary consequences Level I Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in verbal warning, detention hall assignment, and/or parent contact. The progressive discipline code will be followed for subsequent violations.

Level II Violations

Chronic Level I violations	Inappropriate peer interactions
Academic dishonesty/cheating	Minor physical altercation
Defacing school property	Obscenity directed to another person
Defiance of school rule or directive	Plagiarism
Driving/riding to GACTC without permission	Skipping school; skipping GACTC
Lying/False statement	Throwing Objects
Forgery/Altering note	
Lying to or misleading school personnel	
Horseplay	

Level II Disciplinary Action

Disciplinary consequences Level II Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in detention hall assignment, in-school suspension, and/or parent contact. The progressive discipline code will be followed for subsequent violations.

Level III Violations

Chronic Level II violations Bullying/Cyberbullying Disrespectful behavior towards teacher Destruction to school property Disorderly Conduct Fighting/attempt to injure another person Harassment Hazing Leaving school grounds without permission	Lying to Administrator Racial/Ethnic intimidation Sexual harassment Stealing/Possession of stolen property Theft Threats Tobacco/Lighter (possession, use, sale) Unauthorized use of school facilities/grounds Verbal assault
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Level III Disciplinary Action

Disciplinary consequences Level III Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in parental contact, in-school suspension, out-of-school suspension, SAP referral, and/or referral to the police as dictated by school policy. The progressive discipline code will be followed for subsequent violations.

Level IV Violations

Chronic Level III violations Arson Drug/Alcohol violation (possession, use, sale) Physical Assault of staff/student	Reckless endangerment Terroristic threats Vandalism Weapons violation
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Level IV Disciplinary Action

Level IV violations are very serious in nature. Level IV violations will result in Principal/Student/Parent Conference. Dependent on the disciplinary violation and related policy, the following action will be taken:

- Immediate out-of-school suspension
- Informal hearing
- Referral to SAP
- Restitution for damages
- Referral to the police
- Suspension from extracurricular activities
- Probationary contract upon/if return to school
- Possibility for expulsion
- Other disciplinary action deemed appropriate by the Administration and/or policy

Alcohol and Drugs

Policy #227

Possession, use and/or sale of drugs or alcohol will result in a parental conference, suspension, possible expulsion, and referral to law enforcement as outlined in SCSD Policy No. 227. This policy also allows for extracurricular penalties for use and possession and drug testing for reasonable suspicion. All drug and alcohol violations will also be referred to the Student Assistance Program for assessment and counseling. Look-alike drugs will be treated as if they are what they appear to represent. Inappropriate use of over the counter medicines and stimulants may also result in disciplinary action.

Arson and Other Forms of Reckless Endangerment

This may include tampering with fire alarms, fire extinguishers, starting fires, phoning 911, or lighting matches or lighters. These kinds of behaviors could lead to the student being suspended, paying for damages and could lead to expulsion.

Assault: Verbal and Physical

Verbal assault toward a teacher or any school staff member will result in at least one day of in-school suspension for a first offense. Subsequent incidents will result in additional suspensions.

Verbal assault toward another student may result in either detention or suspension. A student who believes that he or she is being harassed by another student should inform the school authorities and file a grievance report. The school officials will conduct an investigation and make recommendations for appropriate corrective action.

Physical assault, fighting, or Acts of Violence, will not be tolerated. All students involved in fighting/or Acts of Violence will be removed from the school on the day of the incident. The students involved in the fight will also receive Disciplinary Action (school suspension). Also, as mandated by School Code Act 26 of 1995, an incident report will be filed with the Civil Authorities.

In the case of violent offenses, the students will be removed from the school on the day of the incident. The students will be suspended out of school for a minimum of three additional days and charges will be filed with the Civil Authorities.

Bullying/Cyberbullying

Policy #249

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.

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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Consequences for Violations Involving Bullying/Cyberbullying:

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.

6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Bus Policy

Students must maintain self-discipline while riding the bus. Those students who fail to do so will forfeit their privilege to ride the bus. The Spring Cove School Board of Education has adopted a Transportation Policy in order to provide guidelines for proper bus behavior and procedures.

- Violations will result in a student conference, parental contact, assigned detention, or suspension of bus privileges.
- Students who arrive early are not permitted beyond the 300 hall until 7:35. Proper behavior is an expectation.
- Students waiting for a bus at the end of the day must remain behind the yellow line. Unsafe or inappropriate behavior may result in disciplinary action.
- Video recording may be used to identify behavior problems and unsafe conditions (Board Policy 810.2)
- For the safety of our students, buses are equipped with video cameras to record activity during the bus runs.
- Video and/or audio recordings may be used to identify behavior problems and unsafe conditions (Board Policy No. 810.2). Copies of the bus regulations and rules are available for any family upon request.

Cafeteria Behavior

A student who misbehaves during lunch time (leaving tray, throwing food, breaking line, excessive noise, etc.,) will be disciplined. The student may be assigned clean up, detention or other appropriate penalties.

All students must report to the cafeteria for their assigned lunch period. If students choose to carry their lunch, they are required to eat in the cafeteria during their scheduled lunch period. When lunch is completed, all students are to put their chairs back in place, and to bus their trays, utensils, paper, uneaten food, etc., to the north end of the cafeteria and deposit them in the proper places as designated there.

Students may not have meals delivered to the school from local businesses.

Students are not permitted to carry food or drink out of the cafeteria.

A computerized pre-payment system is used to process all sales in the cafeteria. Envelopes to pre-pay are available in the cafeteria or school office. Payments may be dropped off in the cafeteria.

Care of School Property & Vandalism

Policy #224

Each student should be proud of and help care for the school property he or she has the privilege of using. Scratching or marring furniture, writing on wall or desks, and leaving scrap paper on floors or book racks all detract from the beauty of our surroundings and should be carefully avoided. If school property (books, furniture, lockers, equipment, etc.) is lost or damaged, parents/guardians are responsible for the replacement cost of the damaged item. The school office will provide parents with a written notification. In the case of vandalism, the offending student or the student's parent or guardian will be required to pay for the correction of the damaged property. The student will be suspended from school and the civil authorities will be notified. Restitution must be made to the satisfaction of the administration.

Cell Phone and Electronic Devices

Policy #237

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

The Board prohibits use of electronic devices by students during the instructional day.

Use of electronic devices is prohibited in locker rooms, bathrooms, health suites and other changing areas at any time.

For the safety of students, the Board prohibits the use of electronic devices during the boarding and unloading of buses at school and at bus stops along the roadways.

Any electronic device with the ability to take photographs, record audio or take video footage shall not be used for such purposes while on district property or while the student is engaged in school-sponsored activities unless expressly authorized in advance by the building principal or designee.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Although students are permitted to carry their cell phone /electronic device at school, the administration discourages the practice. If students choose to carry a cell phone/electronic device at school, they must follow the guidelines outlined in Policy #237 and are subject to the disciplinary actions outlined below for infractions.

Additionally, for the purposes of student and staff safety, ear buds and headphones are not permitted.

Chronic School Misconduct

Chronic school misconduct is the consistent or repeated violation of classroom and schoolwide rules. Students with chronic disciplinary problems will be suspended out of school for a period of five to ten days and be required to attend an informal hearing with the School District Administration. These students may be recommended for further suspension, expulsion, or alternative educational placement.

- Step 1. Regular detention hall is assigned for offenses 1, 2, & 3.
- Step 2. Extended detention hall is assigned for offenses 4, 5, & 6.
- Step 3. One-day suspension is assigned for offenses 7, 8, & 9.
- Step 4. Discipline committee hearing and recommendations for continued offenses.
- Step 5. School board review and potential expulsion.

The room where detention is being held will be announced at the end of the day. The CHS Discipline Plan is implemented in compliance with IDEA and PDE Chapter 16 regulations. A student will not regress in the step plan unless the semester changes. If he or she is in the middle of the process at that time, he or she will be automatically moved back to the preceding step in an effort to give him or her the opportunity to correct his or her behavior. With this plan a student would never accumulate more than 15 offenses in a year.

Computer Network/Chromebooks

In the interest of maintaining the integrity of our computer network, students who add programs, attempt to access unauthorized areas, or any other violations to the Acceptable Use Policy are subject to disciplinary action. Students should not allow other students access to their account and should report lost and stolen passwords immediately. No instant messaging or journaling is permitted. Threats and/or disruptions to the safe and orderly conduct of school through outside sources may be dealt with in school.

Due to current state and school district policies student may NOT bring their own devices for use.

Detention

Assigned detention is the same as an assigned class and therefore, students are expected to bring assignments to work on during detention hall. Before serving detention, the students have the right to at least a day's notice so that they may inform their parents and make any necessary arrangements. **School is in session at Central High School until 3:05 PM each day. It is a privilege granted to those students in good standing to leave at 2:32 PM.** Unless otherwise announced, regular detention will be held each day of the week from 2:31 PM until 3:05 PM. Failure to attend an assigned detention will result in additional action.

Dress and Grooming Policy

Policy #221

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

In addition, students wearing clothing found to be in violation of this policy may be temporarily excluded from their regular school routines or activities.

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Procedural Guidelines for Dress & Grooming

1. All clothing must be of appropriate size and length. Clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, exposed cleavage, and form-fitting tops or bottoms, is not permitted. The length of shorts and skirts must be to the middle of the thigh.
2. Tank tops/dresses and muscle shirts are not permitted. Stomach and back areas must be covered.
3. Undergarments must be covered at all times.
4. Sleepwear and slippers are not permitted.
5. Printed obscenities, profanity, depiction of violent act, or message with a double meaning related to obscenity, profanity, or sex are unacceptable and considered disruptive.
6. There shall be no patches, badges, or pictures displayed on clothing depicting alcohol, sex, tobacco, or drugs. Other offensive language, emblems or symbols are also not allowed. Clothes that depict gang colors or symbols are prohibited. This includes the display of colors, symbols, or other paraphernalia that have the intent to show allegiance to a gang.
7. Certain clothing appropriate to particular classes such as shop and physical education activities may be required and necessary for health and/or safety measures.
8. Outerwear/outdoor clothing such as jackets and coats should be stored in a locker after arriving to school. Wearing these garments during the school day is prohibited.
9. Headwear, including but not limited to hats, caps, bandanas, sweatbands, skull caps, sunglasses are prohibited unless approved by the building principal.
10. Jewelry or accessories with spikes and chains are not permitted. Except for tasteful earrings and small nose piercings, other body and facial piercings are prohibited. Bullrings, tongue, lip, eyebrow and any other

facial piercings are prohibited. For the safety and health of all students, all piercings must be removed for physical education classes.

Driving and Parking Permits

Any student wishing to park in the District-owned parking lot must obtain a parking permit. Students are expected to park beyond the designated line in the lot, and follow all traffic and safety rules at all times. Any violation of permit or safety rules may result in the loss of driving privileges. For this year, there is \$40.00 fee for the permit for both semesters or \$25.00 per semester. **ONLY** licensed vehicles are permitted. Students will be assigned a numbered spot. Students **MUST** park in their assigned numbered spot. Permits are non-transferable.

Parking behind the school between 7:00 AM and 3:15 PM is limited to assigned staff. After those hours all cars must be parked in a designated parking spot.

Students must have a valid Pennsylvania driver's license in order to apply for a parking permit. Parking permits are non-transferable to another student; however siblings living at the same address may share a permit.

Students are not permitted in the parking lot during the school day unless they have obtained permission from the office. Parent/visitors **MUST** check in at the office before accessing cars in the lot. By applying for a school-parking permit and by parking on school property, students relinquish their expectation of privacy when it comes to their vehicle. The administration may search student vehicles parked on school grounds at any time per SCSD Policy #226.

Students who refuse to cooperate with school rules regarding driving and parking may be subject to disciplinary consequences, civil actions and fines.

The following violations will result in loss of driving privileges, parking permit, detention hall, possible suspension, and notification of parents and guardians.

- 1) Driving and parking without a permit.
- 2) Parking in an unauthorized spot: teachers' parking or a spot not assigned to you.
- 3) Not having your permit clearly displayed on your rear view mirror.
- 4) Careless or reckless driving in the parking lot or when leaving school grounds.

Fire Alarms

In addition to disciplinary action by the school, the administration will report incidents of false fire alarms and the use of fireworks to the local police for prosecution.

Harassment & Sexual Harassment

Policy #248

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. A substantiated charge of harassment or sexual harassment is a Level III Infraction resulting in suspension and possible charges with the police if the law has been violated. For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment may include, but is not limited to, unwelcome sexual advances, request for sexual favors, repeated remarks with sexual overtures, touching of a sexual nature, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, touching oneself sexually or talking about one's sexual activity in front of others, or spreading rumors about or rating other students as to their sexual activity, abilities or performance. If a student believes that he or she has been harassed in any way, he or she needs to report the incident to School

Administration. An investigation of the incident will occur along with recommendation for appropriate corrective actions.

Obscenity

This may include using foul language, the use of obscene gestures, writing which includes the use of foul language or wearing clothing which contains profane language or obscene gestures. Students with infractions of this nature will be assigned detention. Repeated referrals will result in suspension.

Student Rights & Responsibilities

Policy #235

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. 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 Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

Suspension and Expulsion

Policy #233

The number of days served for suspension will be based on the severity of the incident and any previous suspension issued.

1) In-school Suspension

In-school suspension shall be assigned by the school administration. Students assigned to in-school suspension will have the opportunity to respond before the suspension becomes effective. The parents or guardians shall be notified of the suspension action before the suspension becomes effective. During the suspension, provisions will be made for the student to continue his or her class studies.

2) Out-of-school Suspension

Out-of-school suspension shall be assigned by the school administration. Students and parents or guardians of the student, assigned out-of-school suspension shall be informed of the reasons for the suspension and will have the opportunity to respond before the suspension becomes effective. A parent conference will be required before the student may be re-admitted back to school. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing within the first five days of the suspension consistent with the requirements set forth in regulations in policy #223. During the suspension, provisions will be made for the student to continue his or her class studies. Suspensions may not be made to run consecutively beyond the ten school day period. A student will not be assigned more than 15 days of cumulative suspension in the school calendar year.

3) Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, a qualified hearing examiner appointed by the Board and upon action taken by the Board after the hearing.

Suspension and Expulsion of Exceptional Students

These procedures supersede procedures outlined in “Student Rights and Responsibilities.”

A. Suspension of a student with an Intellectual Disability:

A disciplinary change of placement occurs when a student with an Intellectual Disability is removed from his/her educational setting for even one school day (due to a violation of the school code of conduct).

1. When suspension is recommended the school must conduct a review to decide if the behavior of concern is a manifestation of the student's disability. The Manifestation Determination must take place within 10 school days of the decision to change the placement of the student. The team must include the Local Education Agency (LEA), parent, special education teacher, regular education teachers, and other relevant members of the Individualized Education Program (IEP) team (as determined by the LEA and parent). The team must review all relevant information in the student's file (including the IEP, teacher observations, and any relevant information provided by the parent). The team is to determine if the behavior of concern was caused by or had a direct and substantial relationship to the student's disability. The team will also determine if the behavior of concern was the direct result of the School District's failure to implement the student's IEP.

a) If the behavior of concern is determined to be a manifestation of the student's disability:

i) Conduct a Functional Behavioral Assessment (FBA) and implement a Positive Behavior Support Plan (PBSP), or

ii) If a PBSP already exists, review and modify as necessary to address the behavior of concern.

iii) Return the student to the original placement from which he/she was removed unless the parent and the LEA agree to the change in placement as part of the modification of the PBSP

b) If it is determined that the School District failed to implement the student's IEP, the School District must take immediate steps to remedy the identified deficits.

c) If the behavior of concern is not determined to be a manifestation of the student's disability:

i) Provide the parent with the Procedural Safeguards Notice on the day on which the decision to take disciplinary action involving a change of placement was made.

ii) Issue a Notice of Recommended Educational Placement (NOREP)

iii) Obtain written parental approval of the NOREP

iv) Implement the suspension

d) Special circumstances: If the following conditions occur, the school district may unilaterally remove a student with a disability to an interim alternative educational setting for no more than 45 days regardless to whether the behavior of concern is determined to be a manifestation of the student's disability:

i) Carries/possesses a weapon at school, on school grounds, or at a school function

ii) Possession or use of illegal drugs or sells or solicits the sale of a controlled substance while at school, on school grounds, or at a school function

iii) Has inflicted serious bodily injury upon another person while at school, on school grounds, or at a school function

2. When parent approval cannot be obtained, i.e. parent is not available, and an emergency exists; the school may request approval from the Pennsylvania Secretary of Education or his/her designee.

- a) The request may be by telephone.
- b) The request must include the reason for suspension.

3. The Pennsylvania Secretary of Education or his/her designee reviews the request and may approve the suspension if the criteria are met namely, that the school can demonstrate that alternative methods have been tried without success in alleviating the problem. The school may suspend the student, if approved by the Pennsylvania Secretary of Education or his/her designee, but still must issue a Notice of Recommended Educational Placement (NOREP) and conduct a hearing if requested.

B. Suspension of other Exceptional Students: Requirements of “Student Rights and Responsibilities” apply; no other requirements are applicable.

C. Prior to the school considering exclusion for more than 10 consecutive days, or 15 cumulative days, or when 11 – 15 school days constitute a pattern of exclusion in a school year of identified exceptional students:

1) When suspension is recommended the school must conduct a review to decide if the behavior of concern is a manifestation of the student’s disability. The Manifestation Determination must take place within 10 school days of the decision to change the placement of the student. The team must include the LEA, parent, special education teacher, regular education teachers, and other relevant members of the IEP team (as determined by the LEA and parent). The team must review all relevant information in the student’s file (including the IEP, teacher observations, and any relevant information provided by the parent). The team is to determine if the behavior of concern was caused by or had a direct and substantial relationship to the student’s disability. The team will also determine if the behavior of concern was the direct result of the School District’s failure to implement the student’s IEP.

a) If the behavior of concern is determined to be a manifestation of the student’s disability:

i) Conduct a Functional Behavioral Assessment (FBA) and implement a Positive Behavior Support Plan (PBSP), or

ii) If a PBSP already exists, review and modify as necessary to address the behavior of concern.

iii) Return the student to the original placement from which he/she was removed unless the parent and the LEA agree to the change in placement as part of the modification of the PBSP

b) If it is determined that the School District failed to implement the student’s IEP, the School District must take immediate steps to remedy the identified deficits.

c) If the behavior of concern is not determined to be a manifestation of the student’s disability:

i) Provide the parent with the Procedural Safeguards Notice on the day on which the decision to take disciplinary action involving a change of placement was made.

ii) Issue a Notice of Recommended Educational Placement (NOREP)

- iii) Obtain written parental approval of the NOREP
 - iv) Implement the suspension
- d) Special circumstances: If the following conditions occur, the school district may unilaterally remove a student with a disability to an interim alternative educational setting for no more than 45 days regardless to whether the behavior of concern is determined to be a manifestation of the student's disability:
- i) Carries/possesses a weapon at school, on school grounds, or at a school function
 - ii) Possession or use of illegal drugs or sells or solicits the sale of a controlled substance while at school, on school grounds, or at a school function
 - iii) Has inflicted serious bodily injury upon another person while at school, on school grounds, or at a school function
- 2) When parental approval cannot be obtained, and an emergency exists, the school may request approval from a federal court.
- a) The request must be in writing.
 - b) The request must include documentation that Notice of Recommended Educational Placement (NOREP) was issued to the parent.
 - c) The request must include documentation of an offer of alternative education assignment and that the student is clearly an immediate threat to himself and/or others.
 - d) The federal court reviews the request and may approve the exclusion if criteria are met. The school may exclude the student, if approved by the federal court; however, if the parent disagrees, a special education hearing must be conducted immediately. For disciplinary exclusion of socially and emotionally disturbed and learning disabled students, there must be procedural due process which includes notice and right to a special education due process hearing before exclusion beyond 10 days.
- 3) Any student(s) who are present on school premises when suspended or expelled and who do not have written authorization from the principal or his/her designee to be present on school premises during such times will be prosecuted for trespassing.

Theft

Anyone found guilty of theft will be suspended and not admitted to school until a parent conference is held. Major offenses may be referred to the Civil Authorities. Restitution must be made to the satisfaction of the administration. Discipline may be administered by the building principal.

Tobacco

Policy #222

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. The Board prohibits possession, use or

sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

All tobacco products and tobacco substitutes, including electronic cigarettes and vaping products, are prohibited as described in the preceding paragraph. Any students who violated this policy will be suspended and charges will be filed against them with the Civil Authorities.

Weapons

Policy #218

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon shall be defined to include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Violations of the Weapons Policy are Level IV violations are very serious in nature. Level IV violations will result in Principal/Student/Parent Conference. As per the outlined policy, the following action will be taken:

- Immediate Out-of-School Suspension
- Informal hearing
- Possible Referral to SAP
- Referral to Police
- Suspension from extracurricular activities
- Probationary contract upon/if return to school
- Possibility for Expulsion
- Other disciplinary action deemed appropriate by the Administration and/or policy

APPENDICES

Annual Notification of The Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, data services contractor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Annual Notification of Release of Directory Information Under The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Spring Cove School District, with certain exceptions, obtain written consent from a parent/guardian prior to the disclosure of personally identifiable information from a child's education records. However, the Spring Cove School District may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Spring Cove School District to include this type of information in certain school publications and/or electronic media. Examples include:

- A playbill, showing a student's role in a drama production,
- The annual yearbook,
- Honor roll or other recognition lists,
- Graduation program,
- District newsletter,
- Sports activity sheets, such as for wrestling, showing weight and height of team members,
- Class projects, class video projects; and/or pictures of school activities,
- District web pages.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, newspapers, and local television stations for the purpose of recognizing extracurricular activities or special achievements. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ⁽¹⁾

If a parent/guardian does not want the Spring Cove School District to disclose directory information without prior written consent, the parent/guardian must notify your School Principal in writing by September 15. Spring Cove School District has designated the following information as directory information:

- Student's name

- Parents' name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph (including placement on district web pages and in any print or electronic media)
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

(1) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Annual Notification of the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years old or emancipated minors (i.e., “eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (i.e., “protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDoE):
 1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parents;
 8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening as a required condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration and use
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Spring Cove School District will update policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Spring Cove School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also *directly* notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the USDoE.
- Any non-emergency, invasive physical exam or screening described above.

Parents and/or eligible students who believe their rights have been violated may file a complaint with the

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

If you have any questions regarding this information, please contact your School Principal at Central High School.

2017-2018 Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism**
- *Emotional disturbance**
- *Deafness**
- *Hearing impairment**
- *Specific learning disability**
- *Intellectual disability**

- ***Multiple Disabilities**
- ***Other health impairment**
- ***Orthopedic Impairment due to chronic or acute health problems**
- ***Speech and language impairment**
- ***Visual impairment including blindness**
- ***Deaf-blindness**
- ***Traumatic Brain Injury**
- ***Developmental Delay**

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides

programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

Screening

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities.

Intermediate Unit 8 and each school district have an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support

3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- * Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped” students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information

on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a

fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the

party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use—
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania.

The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
 Bureau of Special Education
 Division of Compliance
 333 Market Street
 Harrisburg, PA 17126-0333

SPECIAL EDUCATION CONTACT

*Spring Cove School District
Administration Building
1100 East Main Street
Roaring Spring, PA 16673*

*Harry Gregg
Director of Special Education
(814) 224-5124 phone
(814) 224-3068 fax
hgregg@springcovesd.org*

Notice of Homeless Education Programs

Each year, more than 800,000 school-age children in the United States experience homelessness. The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Spring Cove School District is required to provide activities for, and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision of NCLB. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other school selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about this provision of NCLB, please contact your School Principal at Central High School.

Right to Request Teacher Qualifications

Parents/guardians of students in the Spring Cove School District have the right to know the professional qualifications of the classroom teachers who instruct their children. No Child Left Behind federal law allows parents/guardians to ask for certain information about their children's classroom teachers, and requires the district to provide this information in a timely manner. Specifically, parents/guardians have the right to ask for the following information about each of their children's classroom teachers:

- Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If parents/guardians would like to receive additional information about any teachers or paraprofessional aides who work with their children, they should contact the School Principal at Central High School.

Spring Cove district is fully committed to the success of each child and appreciates its partnership with parents/guardians in this effort.