

**Altoona Area Junior High School**  
**2018-2019**  
**PARENT HANDBOOK**



**AND**

**2018-2019**  
**STUDENT CODE OF CONDUCT**



**Altoona Area School District**  
**Altoona, Pennsylvania**

Please note:

The Altoona Area School District will not have early dismissals for inclement weather.

**PLEASE NOTE:**

**The smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited at ALL District buildings and facilities by School Board Policy and Pennsylvania State Law.**

**946-TIPS**

**ANONYMOUS  
AND  
CONFIDENTIAL**

**REPORT  
CRIMINAL AND  
DRUG ACTIVITY**

## TABLE OF CONTENTS

Accident Insurance . . . . .	7
Administration . . . . .	6
AAJHS Administration . . . . .	1
Athletics . . . . .	7-9
Attendance Policy . . . . .	9-12
Backpack Policy . . . . .	12
Board of School Directors. . . . .	6
Computer/Internet Use . . . . .	12
Dances . . . . .	13
Department Chairpersons . . . . .	6
Detention . . . . .	13
Disciplinary Actions & Procedures. . . . .	13
Early Dismissals /Physician Appointments. . . . .	13-14
Emergency Notification . . . . .	14
English as a Second Language Program. . . . .	14-15
Extra-Curricular Activities . . . . .	15
Family Educational Rights Privacy Act . . . . .	16-17
Grading . . . . .	17-20
Guidance Counselors. . . . .	21
Homebound Instruction . . . . .	21
Homeless Education Programs . . . . .	21-22
Honor Roll . . . . .	22
I.D. Cards . . . . .	22
Immunizations . . . . .	22-23
In-service . . . . .	25
Inclement Weather. . . . .	25
Library . . . . .	25
Locks/Lockers . . . . .	25
Lunch Program . . . . .	25
Make-up Work. . . . .	26
Medicine . . . . .	23-24
Mission/Vision/Motto. . . . .	2

National Junior Honor Society . . . . .	26
Newspaper . . . . .	26
Ninth Grade Social . . . . .	26
No Child Left Behind Complaint Procedures. . . . .	27
Notification of Intent to Destroy Irrelevant Educational Records . . . . .	28
Nurses . . . . .	23
Parent Request to Audit a Class . . . . .	28
Parents/Legal Guardians Rights to Curriculum and Assessment. . . . .	29
Parent Conference Days . . . . .	29
Physically Challenged Students . . . . .	29
Phone Numbers – Altoona Area Junior High School . . . . .	4-5
PSSA Requirements . . . . .	29-30
Reporting of Inappropriate Contact . . . . .	30-31
Right to Request Teacher Qualifications . . . . .	31
School Avoidance . . . . .	31-32
School Calendar . . . . .	3
School Health Program . . . . .	23
Skyward . . . . .	21
Snow Make-up Days. . . . .	32
Special Education Programs . . . . .	33-34
Student Assistance Program . . . . .	34
Student Council. . . . .	34
Student Health Exams, Privacy, and Surveys. . . . .	34-35
Student Registration . . . . .	35
Student Unlawful Harassment Policy. . . . .	36-39
Suspensions . . . . .	39
Temporary Absences . . . . .	40
Testing Program. . . . .	40
Title IX-Notice of Nondiscrimination/Harassment . . . . .	41
Transportation . . . . .	42
Visitor Procedures . . . . .	42
Work Permits. . . . .	42
Yearbook . . . . .	42

In every school system there are rules and regulations, policies and procedures which parents should be familiar with. The Altoona Area School district has attempted in this pamphlet to gather appropriate information for parents of School District students.

Please read the information carefully so that you have an understanding of our policies. If you have any questions that are not answered in this pamphlet, call your child's school at the phone numbers listed.

We will make every attempt to secure an answer for you or direct you to the appropriate office or personnel.

I wish your child every success in school. Education is a cooperative venture and the School District is always available to work with parents to ensure your child's success.

**Altoona Area Junior High School  
Administration**

Lori H. Mangan Principal	381-7500
Jerry J. Koehle Asst. Principal – 9 <sup>th</sup> Grade	381-7520
David Campbell Asst. Principal – 8 <sup>th</sup> Grade	381-7530
Dana Bogle Asst. Principal – 7 <sup>th</sup> Grade	381-7540

# ALTOONA AREA SCHOOL DISTRICT

## VISION STATEMENT

We will continuously improve the Altoona Area School District so that all are an integral part of our learning community. We strive to cultivate a safe environment where all learn and grow through positive and respectful interactions.

## MISSION STATEMENT

We seek to continuously improve the climate, culture, and student achievement within a safe environment by fostering trust, collaboration, and progressive communication.

## MOTTO

**AASD: Aspire, Achieve, Succeed, Dream**

## ALTOONA AREA SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019

August 22, 23, 24	Teacher In-services
August 27	First Student Day
September 3	Labor Day – No school
September 21	In-service – No school for students
October 12	Secondary Conferences – No school for secondary students
October 26	In-service – No school for students
November 12	Veteran's Day - No School
November 20, 21	Elementary Conferences
November 22, 23, 26	Thanksgiving Holiday - No school
December 21	In-service – No school for students
December 24 - 31	Winter Break - No school
January 1	New Year's Day - No school
January 18	In-service – No school for students
January 21	Martin Luther King Day – No school
February 14*	In-service – No school for students
February 15	Winter Break – No school
February 18	Presidents' Day Holiday – No school
March 1	Secondary Conferences – No school for secondary students
April 19, 22*	Spring Break – No school
May 27	Memorial Day Holiday – No school
June 5	Last student day

**\* SNOW MAKE UP DAYS, IF NEEDED**

## WHO TO CALL – Altoona Area Junior High School

CONCERN	PERSON/OFFICE	PHONE #:
Academic Awards	Main Office	381-7500
Attendance		
7 <sup>th</sup>	7 <sup>th</sup> Grade Office	381-7541
8 <sup>th</sup>	8 <sup>th</sup> Grade Office	381-7531
9 <sup>th</sup>	9 <sup>th</sup> Grade Office	381-7521
Cafeteria		381-7582
Choosing Courses	Guidance	381-7561
Discipline Questions		
7 <sup>th</sup>	7 <sup>th</sup> Grade Office	381-7540
8 <sup>th</sup>	8 <sup>th</sup> Grade Office	381-7530
9 <sup>th</sup>	9 <sup>th</sup> Grade Office	381-7520
Early Dismissals		
7 <sup>th</sup>	7 <sup>th</sup> Grade Office	381-7541
8 <sup>th</sup>	8 <sup>th</sup> Grade Office	381-7531
9 <sup>th</sup>	9 <sup>th</sup> Grade Office	381-7521
Field Trips	Mrs. Mangan	381-7500
General Concerns	Mrs. Mangan	381-7500
Health Related Issues		
A-K		381-7516
L-Z		381-7517
Homework	Guidance	381-7561
Interim Reports	Guidance	381-7561
Library		381-7800
Lost/Found	Main Office	381-7500
Make-up Work	Guidance	381-7561
Parent Advisory	Main Office	381-7500
Parent Conferences	Mrs. Mangan	381-7500
Progress Reports	Guidance	381-7561



Sports Related	Mrs. Mangan	381-7510
Teachers Concerns		
7 <sup>th</sup>	7 <sup>th</sup> Grade Office	381-7540
8 <sup>th</sup>	8 <sup>th</sup> Grade Office	381-7530
9 <sup>th</sup>	9 <sup>th</sup> Grade Office	381-7520
Transportation		
7 <sup>th</sup>	7 <sup>th</sup> Grade Office	381-7540
8 <sup>th</sup>	8 <sup>th</sup> Grade Office	381-7530
9 <sup>th</sup>	9 <sup>th</sup> Grade Office	381-7520
Trips/Vacations		
7 <sup>th</sup>	7 <sup>th</sup> Grade Office	381-7541
8 <sup>th</sup>	8 <sup>th</sup> Grade Office	381-7531
9 <sup>th</sup>	9 <sup>th</sup> Grade Office	381-7521

## **MEMBERS OF ALTOONA AREA SCHOOL BOARD OF EDUCATION**

Mr. Dutch Brennan, President  
Mr. Wayne Hippo, Vice President  
Mrs. Sharon Bream  
Mr. Bill Ceglar  
Mr. David Francis  
Mr. Rick Hoover  
Mrs. Kelly Irwin Adams  
Mr. Ron G. Johnston  
Mr. Ed Kreuz

### **ADMINISTRATION**

Dr. Charles Prijatelj, Superintendent of Schools	946-8350
Patty Burlingame, Assistant Superintendent for Curriculum and Instruction K-12	946-8365
Brad Hatch, Assistant to the Superintendent for Secondary	946-8218

### **DEPARTMENT CHAIRPERSONS – 381-7590**

Keri Harrington	English & Foreign Language	Ext. 7240
Julie Storm	Reading & Family Consumer Science & Art	Ext. 7240
Beth Bronson	Social Studies	Ext. 7310
Pam Davis	Special Education	Ext. 7467
Melissa Krott	Math	Ext. 7357
Jessica Hogan	Science	Ext. 7207
Todd Pesavento	Technology Education	Ext. 7105

# ACCIDENT INSURANCE

The political Sub-Division Tort Claims Act of 1980 provides immunity for School Districts against liability for student accidents. Therefore, medical coverage for student accidents must be provided by the parent's insurance or through the purchase of a voluntary student accident policy offered through the District.

Student accident insurance can be purchased from the following independent insurance company. The information concerning the premiums and plans will be sent home with the students. The 2017-2018 plan is as follows:

<b>Coverage:</b>	\$100,000 Maximum for all benefits combined	
	School Time Rate	\$ 28.00
	24 Hour Rate	124.00
	Optional Dental, with medical	7.50
	Optional Dental, without medical	14.00

**Company:** United States Fire Insurance Company  
A-G Administrators, Valley Forge, PA

**Note:** Benefits are paid for the first one hundred (\$100.00) dollars without regard to other insurance. Thereafter, benefits are paid that are not recoverable from other insurance.

In the event a parent purchases student accident insurance, his/her contract will be with the insurance company, **not** with the Altoona Area School District.

# ATHLETICS

All junior high school students are encouraged to participate in the various interscholastic athletic programs at the junior high school beginning in grade 7. These teams are coached by qualified personnel and the teams participate in regularly scheduled games against other schools.

# ATHLETIC ELIGIBILITY

- A. Eligibility shall be cumulative from the beginning of a grading period. It shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday meet the standards, he/she shall be ineligible from Sunday through the following Saturday.
- B. Athletes (grade 7-12) must be passing five of seven courses; four must be full-credit subjects or the equivalent.
- C. A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty (60) school days following his/her twentieth consecutive absence of five or more school days, due to confining injury, death in the immediate family as

defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, (or) quarantine, or to attend a religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the sixty days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

- D. Disciplinary action of any student athlete participating in the AASD athletic program will be governed by the AASD Student Code of Conduct for Secondary Education (Board Meeting – April 13, 1992)
  - 1. Pupils who are enrolled for the first time must comply with the requirements of the scholarship rules. The standing required for the preceding semester shall be obtained from the records of the last school year, which the pupil has attended.
- E. Any student who is absent from school because of illness on the day of a scheduled athletic contest will **NOT** be permitted to participate in that athletic contest.
- F. Students in the 7<sup>th</sup> and 8<sup>th</sup> grade who have not attained the age of sixteen years before July 1 may not compete or practice with students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades. Students in the 7<sup>th</sup> or 8<sup>th</sup> grade who have attained the age of sixteen years and students in the 9<sup>th</sup> grade may, with written recommendations from the high school principal, the junior high/middle school principal, the Altoona Area School District Athletic Director, and with final approval of the Assistant Superintendent for Secondary Education, compete with students in grades 10, 11, and 12. The option to compete at the senior high school level of competition (grades 10-12) or at the junior high/middle school level of competition (grades 7-9) is exercised when the ninth grade student participates in a scrimmage or in a contest. If the ninth grader first participates in a junior high/middle school scrimmage or contest, he is committed to that level of competition in the sport involved for the entire school year.

If the ninth grader first participates in a senior high school scrimmage or contest he is committed to that level of competition in the sport involved for the entire scrimmage or contest, the option to compete at the junior high/middle school level of competition or senior high school level of competition must be exercised not later than 21 days after the ninth grader begins practice. Once this option is exercised, it may not be changed in the sport involved for the entire school year.

In addition, pupils enrolled in the ninth grade may represent the senior high school under the following conditions:

- 1. If the sport is not sponsored by the junior high/middle school.
- 2. If the pupil is ineligible for junior/middle school competition because of age regulations.

3. If the pupil is under the sixteen-year age regulations but is ineligible to represent the junior high/middle school because he has had one season of participation in the ninth grade.
- G. All Altoona Area School District athletes will attend a yearly anabolic steroid workshop in compliance with Act 93 effective February 19, 1990. Penalties for any athlete found in violation are: (1) first violation suspension from athletics for remainder of year (2) suspension from athletics for the remainder of the year and for the following season (3) third violation permanent suspension from school athletics.

## ATTENDANCE POLICY

Pennsylvania State Board of Education (PSBOE); Public School Code 1949, Section 13-1327:

- A. An illegal or unexcused day of absence from school is any day of absence for reasons other than illness, health care, death in the immediate family, approved field trips, approved temporary absences, approved religious holiday, and any emergency approved by the principal. A student will not be permitted to make up work missed as a result of an unexcused absence. (Reference: Board Policy 5008R4 Make-up Policy.)
- B. All absences require a written acceptable excuse by the parents/guardians/physician regardless of student's age or the absence is considered illegal or unexcused. The written excuse must be presented to the school when determined by the Attendance Director or the Principal's designee, but no later than three school days after the return from absence.
- C. Parents/guardians are to be kept informed on a regular basis of their child's attendance record/patterns. This will be done by letter, telephone, report card and/or conference.
- D. On the fifth day of absence, a letter of concern is to be sent to the parents/guardians regarding the reason(s) for the absence. Documented **(by an excuse from a physician or hospital)** extended medical absences will be counted as one absence for the purpose of this clause. If a reason does exist, the parents/guardians should return the letter to the school with a written explanation.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, the student will be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- E. On the tenth day of absence, a letter will be sent from the school to parents/guardians requiring a medical excuse for each absence thereafter. Documented medical absences of three or more consecutive days will be counted as one absence for the purpose of this clause. **In the case of a**

**chronic or ongoing medical condition, a letter from a physician stating the condition will cause the student to miss an excessive number of days will negate the requirement for a medical excuse.** These absences still require a written excuse from the parents/guardians. A doctor's letter could and may be required at any time, based on the history of the student, or attendance pattern set by the student.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, the student will be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- F. 20 Absences – Hearing Letter – This hearing will include the parent, student, Attendance Office and Class Principal. This meeting is to inform the student and parent of possible failure.

**The Attendance Committee will recommend extracurricular activity probation if absences are not legitimate medical excuses.**

Documented extended medical absences will be counted as one absence for the purpose of this clause. The Attendance Committee should be comprised of the following: Building Principal or his designee, Attendance Director, Guidance Counselor, an At-Risk representative or any other person(s) whose presence is deemed necessary by Building Principal.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, the student will be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- G. On the thirty-fifth day of total absence, a letter will be sent from the school to the parents/guardians informing them that the student will be retained in the current grade the following school year and that the parents/guardians may request an appeal. **Note: For the purpose of calculation of thirty-five days of absence: 420 minutes will equal one day of absence. This includes all tardy minutes and all early dismissals due to illness.**

Appeal Procedure/Process: A student or parent may request, within 10 days of the receipt of the 35 day letter, an appeal of the preceding provision by informing the Building Principal or his designee or the Attendance Director in writing, of their desire to appeal the attendance violation.

- H. Discipline for unexcused/illegal absences is as follows:
- 3 illegal/unexcused – 1 demerit
  - 6 illegal/unexcused – 1 demerit and a required attendance meeting.
  - 9 illegal/unexcused – 1 demerit
  - 12 illegal/unexcused – 1 demerit  
Suspension of parking/driving privilege
  - 15 illegal/unexcused – 1 demerit

- I. Notices will be served on parents/guardians by the District Attendance Office after the student has accumulated three illegal absences. The official notice will state that on the fourth and any subsequent illegal absence or series of illegal absences, not to exceed three days of illegal absences in a series, prosecutions will be served by District Attendance after proper notification from the home school. (Reference: PSBOE Section 13-3333)

Before any proceedings are instituted against any parent, guardian, or person in parental relation for failure to comply with provisions of this act, the school Attendance Director or the school Principal's designee, shall give the offending person three days' written notice of such violation. Parents/guardians will be sent a notice officially making them aware of their student's illegal absences. If compulsory attendance violations continue, the student/parent shall be liable under the provisions of school policy and/or laws of the Commonwealth.

1. Students who are of compulsory and non-compulsory attendance age who are at any time absent from school for ten consecutive school days may, thereafter, be removed from the school's active membership by a written request from the Building Principal, unless one of the following occurs:
  - a. The District has been provided with evidence that the absence may be legally excused.
  - b. Attendance regulations required by Pennsylvania School Code have been or are being pursued.

The building Principal must inform the student's parents or guardians by registered or certified letter that the student is no longer enrolled in the Altoona Area School District. (Authority: Section 11.25, Chapter 11)

- J. Suspension/Withdrawal of Special Education Students
  1. Special Education Supervisors will be contacted prior to any suspension occurring. The Principal and Supervisor will discuss:
    - a. Exceptionality
    - b. Information which will help to determine if an IEP adjustment is necessary.
    - c. Length of suspension in accordance with due process procedures. (NOTE: The length of suspension shall not be determined prior to communication with Supervisor.)
    - d. Previous suspensions and their impact upon students.
    - e. How parents will be notified and if a NOREP is warranted.
    - f. The need for a parent/student meeting and necessity of the Special Education Supervisor's presence.
  2. The following shall apply to all special education students who are 17 years of age or older, who are not attending school:
    - a. No special education student should be dropped from rosters without due process being followed.

- b. The Special Education Department will be contacted if student is not attending school and will proceed by initiating due process action to determine whether a special education student should remain on high school roster.
  - c. Parents have the legal authority, until the age of 21/graduation with respect to the due process rights of the student.
- K. All students will be considered tardy if they arrive after the opening bell. The first ten tardies will be excused if a note from parent/guardian is presented **AND** the excuse is deemed acceptable by the Building Principal or his designee; or a doctor's excuse is presented. Upon the eleventh and subsequent tardies, a doctor's excuse will be required for any student to be excused.

Unexcused tardiness will result in two forms of disciplinary action:

- 1. Classes missed as a result of unexcused tardies will be graded a zero in accordance with District Grading Policy 9-12.
- 2. Unexcused tardies will lead to disciplinary action in the following manner (7-12):
  - a. 4 unexcused tardies – parent notification and 1 demerit issued.
  - b. 8 unexcused tardies – 1 additional demerit is issued.
  - c. 12 unexcused tardies – 1 additional demerit is issued.
  - d. 16 unexcused tardies – 1 additional demerit is issued.
  - e. 20 unexcused tardies – 1 additional demerit is issued./loss of parking and driving privilege
  - f. 24 unexcused tardies – 1 additional demerit is issued.

**Note: For the purpose of calculation of thirty-five days of absence: 420 minutes will equal one day of absence.**

**\*\*ATTENTION PARENTS & STUDENTS: As part of the BASICS Program, prospective employers in Blair County will be requesting transcripts and attendance records as part of their pre-employment application.**

## **BACKPACK POLICY**

Altoona Area School Board Policy does not permit students to carry backpacks from class to class. Students who use backpacks to carry belongings to and from school must go directly to their assigned locker upon entering school each day and place the backpack into their locker. Any student violating this policy will be subject to discipline per the Altoona Area School District Student Code of Conduct.

## **COMPUTER AND INTERNET USE**

Internet access is now available in all secondary schools as part of students' educational program. An internet user agreement form must be signed by parents before students are permitted Internet access. The user form and an accompanying letter of explanation from the school Principal will be sent home with all students during the first week of school.



## DANCES

At least four dances, plus the ninth grade social dance, are held during the school year. Some are held after school while others are from **7:00 to 9:00 P.M.** Refreshments are served and a band or a local DJ entertains. **Only students attending the school may attend. Students must have a student ID to enter the dance.** Students who are absent from school the day of the dance are not permitted to attend the dance. Students suspended or on principal's probation are not permitted to attend dances or any other school function or activity. Parents should pick their children up by **9:00 P.M.** Students are not permitted to loiter around the building after **9:00 P.M.**

## DETENTION: TEACHER ASSIGNED

Teachers may utilize after-school detention as a punishment for Level 1 offenses after properly notifying the student 24 hours in advance of the detention. **Teacher detentions are held in teacher classrooms after school only.**

## DETENTION: ADMINISTRATOR ASSIGNED

Detention is assigned by the school Principal or Assistant Principal, after school detention is utilized as a behavior modification strategy and a punishment for lesser infractions of school rules.

## DISCIPLINARY ACTIONS AND PROCEDURES

The Altoona Area School District Student Code of Conduct for Secondary Education booklet specifically details discipline authority, philosophy, definitions in student responsibilities, types/levels of infractions, and corresponding punishments.

The Secondary Student Code of Conduct is posted on the district's website and is given to all students in the beginning of school. The Code of Conduct is discussed thoroughly in classes.

## APPOINTMENT WITH PHYSICIAN

1. Students should present an appointment card OR parental note stating time to be dismissed, date and NAME of physician to the appropriate grade level Assistant Principal's office between 7:25-7:40 am.
2. The office will give student an early dismissal form to present to the teacher of the class from which he/she is being dismissed.
3. The student is to check with the appropriate grade level Assistant Principal Office upon returning to the building to obtain a pass to class.
4. A computer log is maintained of all appointments.
5. The parent will come to the main entrance greeter station on 7<sup>th</sup> Avenue at which time the student will be dismissed.
6. In situations where the parent is unable to write an early dismissal, a phone request may be made to the appropriate grade level office to make dismissal arrangements. Parents will have to drop off a written request for the early dismissal to the security greeter when they arrive to pick up the student.

7. Early dismissals for Doctor's appointments shall be verified with an excuse signed by the Doctor/Dentist and returned to the appropriate Assistant Principal office no later than three (3) school days after the appointment. If the excuse is not presented, the day(s) will be marked as an illegal absence.

## **EARLY DISMISSALS FOR OTHER REASONS**

All non-medical requests for an early dismissal must be made through the appropriate grade level Assistant Principal Office using the following procedure:

1. Write a note stating the reason for the early dismissal.
2. Come personally to the school at the time designated. The parent will come to the main entrance greeter station on 7<sup>th</sup> Avenue at which time the student will be dismissed. In situations where the parent is unable to write an early dismissal, a phone request may be made to the appropriate grade level office to make dismissal arrangements. Parents will have to drop off a written request for the early dismissal to the security greeter when they arrive to pick up the student. NO child will be excused unless the parent/guardian comes to the school.
3. Emergency requests for an early dismissal will be handled through the appropriate grade level administrative office.

## **EMERGENCY NOTIFICATION**

In the event of an emergency situation, information and instructions will be disseminated to parents and guardians through several outlets. A message detailing the situation along with appropriate instructions will be provided through the Emergency Notification System, District webpage, [www.aasdcat.com](http://www.aasdcat.com), and the Public Access Chanel, Chanel 14. Information regarding emergency situations or concerns which may not necessitate the use of the Emergency Notification System will be provided via the building List Serv. Parents are strongly encouraged to subscribe to the List Serv through the main office.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM**

The AASD seeks to provide quality education to all students. In accordance with this precept, the Altoona Area School District provides an appropriate planned instructional program for identified students whose primary language is not English.

The purpose of the English as a Second Language (ESL) Program is to increase the English language proficiency of eligible students so that they can attain Pennsylvania's academic standards and achieve academic success.

In compliance with Title 22 Sec. 4.26, the Altoona Area School District provides an instructional program for each student identified as an English Language Learner (ELL). The English as a Second Language Program meets the three pronged test of program compliance (Castaneda v. Pickard, 1981). (1) The ESL program is based on sound research-based education theory. (2) The ESL Program provides sufficient resources and is staffed by appropriate prepared personnel. (3) The ESL Program includes periodic program evaluation.

Procedures for identification of students whose native language is not English have been established by the Altoona Area School District. The Home Language Survey is completed for every student and is filed in the student's permanent record folder through graduation. Results of the Home Language Survey determine the need for initial assessment of the student's English proficiency level.

The building principal implements and supervises the ESL Program within his/her building to insure that legal requirements for the program are in compliance with laws and regulations.

Basic Guidelines for the Altoona Area School District's ESL Program include the following:

1. ELL student will be enrolled upon receipt of a local address and proof of immunizations. Individual needs of students as determined by the assessment in reading, writing, listening, and speaking will be addressed.
2. Appropriately certified teachers provide instruction to the ELL.
3. Instructional resources will be comparable to the resources provided other Language Arts subjects. Appropriate accommodations will be provided for other content areas.
4. The ESL Program will be monitored and evaluated by its effectiveness to meet the student's academic needs.
5. The ELL shall be required to meet established academic standards and graduation requirements with accommodations as adopted by the Board.
6. ELL student shall have access and be encouraged to participate in all academic and extracurricular activities provided by the district.
7. Communication with parents shall include information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible.

## **EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES**

The following extra-curricular/co-curricular activities are available to Junior High students:

Anime	Girls' Track
Aevium	Girls' Volleyball
Band	Majorettes
Boys' Basketball	Math Club
Boys' Soccer	National Junior Honor Society
Boys' Track	Newspaper
Cheerleading	Orchestra
Chess Club	Reading Club
Chorus	Silks
FBLA	Student Council
Football	Technology Student Association
Girls' Basketball	Ultimate Frisbee
Girls' Soccer	Wrestling
Girls' Softball	Yearbook

All extra-curricular and co-curricular activities are governed by specific School Board Policies and the Student Code of Conduct while in school and away from school during all hours of the day including weekends.

Student participants in extra-curricular and/or co-curricular activities who violate Altoona Area School District policies will be dealt with following the Student Code of Conduct.

## **NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF SCHOOL DISTRICT CONFIDENTIALITY POLICY**

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

- a. 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.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly identifying the part of the record they want changed, and specifying why it is inaccurate. 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.
- c. 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. Exceptions include: a) disclosure to school officials with legitimate educational interests; b) disclosure of records during an emergency situation; and school police records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff members (including health or medical staff and school district police services); 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, medical consultant, therapist, technology support vendors); 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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- d. Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. In addition, two Federal Laws require schools to provide the names, addresses and phone number to military recruiters upon request. In this District, the directory information that is released to the public consists of student names, addresses, phone numbers, major fields of study, grade levels, participation in officially recognized activities and sports, weights and heights of members of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, pictures of students, names and pictures of participants in various extracurricular activities, or recipients of awards or other similar information. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district within twenty days after publishing of notice (beginning of school year). Please address these requests to the Principal.
- e. Investigative reports and records of students including images captured on videotapes maintained by the district's Police Services are not considered educational records and can be released to anyone, including outside law enforcement authorities without parent consent.
- f. A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is represented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting the SUPERINTENDENT'S OFFICE IN THE ADMINISTRATION ANNEX.
- g. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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**

## GRADING

- A. Process to Determine Marking Period Grades
  - 1. Assessment of student performance must be recorded in the grade book using a point system. At any time during the marking period, the accumulated points can be converted to a percent grade to inform the student, parent, or administrator of the student's academic progress or report card grade.
  - 2. Percent's obtained from point conversion will be rounded as follows:  
 .0 - .04 Do not round up  
 .5 - .9 Round up  
 Example: 89.4 = 89; 89.5 = 90
- B. Report Card Grade Reporting
  - 1. Report card grades shall be recorded using the following percentages:
 

93-100	Excellent
86-92	Above Average
77-85	Average
70-76	Below Average
0-69	Failing

2. Lowest percentage grade to be recorded on the report card for marking period one, two, and three is 50%. During marking period four, if a student earns lower than a 50 percent the respective grade will be recorded on the report card. Teachers should ensure that they have used intervention strategies to assist the student (e.g. helped student personally, called the family, requested assistance from guidance staff, arranged for peer assistance, gave student second chance to retake equivalent test, gave student opportunity to do extra credit work, etc.) before assigning the lowest percentage grade to the report card.
  3. Final course and subject area grades are to be calculated as follows:  
$$\frac{\text{Sum of Marking Period Grades}}{\text{\# of Marking Periods}}$$
- C. Process to Determine Report Card Grades
1. Grades reflect students' achievement of planned course objectives on tests, reports, projects, papers, labs quizzes, homework, cooperative learning activities, class participation, portfolios, benchmark assessments, and other forms of assessments.
  2. Teachers must review assessment results with students, giving them the opportunity to learn from their errors. Written work, if not returned to the student, must be retained by the teacher two weeks beyond the marking period.
  3. Research indicates that time spent on homework correlates positively with student achievement. Teachers must give adequate relevant homework designed to develop and achieve automaticity in skills and extend knowledge. Assignment and completion of homework must be included as part of the marking period grade.
  4. Since frequent quizzes have been found to correlate positively with student achievement, teachers should use an adequate number of such assessments (reasonably spaced throughout the marking period) as part of the marking period grade.
- D. Criteria Specific to Grades 7-12
1. The minimum number of assessment items used to determine a marking period report card grade per subject area is ten (10). The required benchmark assessment may be included as one of the ten assessment items.
  2. Students who have an illegal absence, an unexcused absence, and unexcused tardy, or a class cut must receive a zero recorded in the grade book for each day of such absence (does not include suspensions).
  3. Students must be informed in writing by the teacher at the beginning of the course as to the assessment process and the type of instruments (quizzes, tests, homework, papers, labs, etc.) used to determine the student's marking period grade. Students must be informed of the point value of each assessment prior to the administration of that assessment instrument.
  4. Students are responsible for making up work missed during absences from school. Any time a student is legally absent from school or class, he/

she must be given the opportunity to make up all assigned work within a reasonable period of time as determined by the classroom teacher. The student must contact his/her teachers the first day the class meets after the absence to receive the necessary make-up work. Any assignment not completed will be considered a zero for grading purposes.

5. In the case of lengthy absences or extenuating circumstances, the teacher shall issue a marking period grade of "incomplete." All incomplete grades must be resolved within one week of the end of the marking period or one week upon return of the student to school, whichever comes first. In the case of an extension, the teacher shall give the designated assistant principal a written plan detailing how the incomplete grade will be resolved.
  - a. An incomplete grade is a temporary mark and will become a failing grade for the marking period if the student fails to make up his/her work. Teachers must complete the following procedures to fail a student due to incomplete work.
    - 1) A list of assignments and time frame for completion should be submitted to the appropriate assistant principal and the student's parents.
    - 2) If the work is not completed
      - a) Teacher must notify appropriate assistant principal
      - b) Teacher must notify parent
6. In any one of the four marking period grades is:
  - a. Medical **THEN** Final Course Grade = M
  - b. Withdrawal **THEN** Final Course Grade = W

**If more than one of the above grades exists per course, convert the last one as the final grade.**

7. If the final course grade is 69 percent or below, blank, or W, it counts as the credit attempted but not credit earned.
8. Student class participation or performance must be evaluated and used as part of the final grade for each marking period.
9. A student's grades are private and are only to be discussed with or distributed to those having a legitimate educational reason to know grades.
10. Benchmark/Final Assessments
  - a. Benchmark assessments must evaluate course objectives and be congruent with the curriculum.
  - b. The assessment is to be consistent within course for continuity between buildings and teachers teaching the same courses. Collaboration should be used between faculty, department heads, and administrators in the development of these assessments.
  - c. **The benchmark assessment shall be consistent per course and can represent up to 20 percent of any one marking period.**
  - d. All benchmark assessments are to become part of the planned course of instruction.
  - e. **The final assessment shall be consistent per course and represent up to 20 percent of the final marking period.**

## 11. Report Card Comment Information

<b>COMMENT #</b>	<b>Comment Text</b>
A	GOOD INTEREST/ ATTITUDE
B	PREPARED/USES TIME WISELY
C	GOOD CLASS PARTICIPATION
D	IMPROVEMENT NOTED
E	GOOD EFFORT/ MOTIVATED
F	LOW TEST SCORES
G	POOR INTEREST/ATTITUDE
H	POOR CLASS PARTICIPATION
I	CLASSWORK INCOMPLETE
J	HOMEWORK INCOMPLETE
K	DISRUPTIVE BEHAVIOR
L	POOR USAGE OF TIME
M	LACKS RESPONSIBILITY
N	ABSENCE/TARDY PROBLEMS
O	8 OR MORE ILL./UNEX. ABSENCES

### E. Interim Grades

Interim grades are mailed home during the fifth week of each marking period for students who are failing or in danger of failing specific courses.

### F. Grade Point Average

Grade point average is calculated by averaging all course grades within a given marking period. In 7th and 8th grade, the CBL course is not included in grade point average calculation. For courses that are less than 1 credit, the marking period grade is multiplied by the course credit (.5 or .25), added to the other full credit grades, and then divided by the total credits to compute the grade point average

### G. "A" Pin

#### 7th & 8th Grades

- (1) If the course is under department code: math, World language, English, social studies, science, or special education, the grade received must be greater than or equal to 86 percent for marking periods 1, 2, and 3.
- (2) If the course is under department code: physical education, business education, home economics, music, art, health, or industrial arts, the grade received must be greater than or equal to 81% for marking periods 1, 2, and 3.

#### 9th Grade

- (3) If the course is one (1) credit course, the grade received must be greater than or equal to 86% for marking periods 1, 2, and 3.
- (4) If the course is less than one (1) credit, the grade received must be greater than or equal to 81% for marking periods 1, 2, and 3.

#### All Grades

- (5) If a grade is incomplete (I) or withdrawal (W), the student is disqualified.
- (6) If the grade is medical (M), the course is disqualified.



## **SKYWARD**

As part of the School District's continuing effort to improve communication, parents and students will have access to the state-of-the-art online student information system Skyward. Parents may access student assignment information, grades/progress reports, attendance information, teacher comments, school schedules, principal announcements and teacher email. In the first few weeks of school, parents and students will receive a letter with information about the Skyward Website, a username and password to access each child's information as well as news and information about their school. Questions or concerns should be directed to the Principal or Assistant Principal.

## **GUIDANCE COUNSELORS**

Each secondary school has a team of guidance counselors whose primary responsibility is to develop each child to the maximum of their potential. Counselors are available daily from 7:30 A.M. until 3:00 P.M. at the following telephone numbers:

7 <sup>th</sup> Grade A-K	Eileen Starr	381-7560
7 <sup>th</sup> Grade L-Z	Jamie Connell	381-7544
8 <sup>th</sup> Grade A-K	Michele Holton	381-7557
8 <sup>th</sup> Grade L-Z	Lori Loucks	381-7534
9 <sup>th</sup> Grade A-K	Bridget Stroh	381-7558
9 <sup>th</sup> Grade L-Z	Damon Luciano	381-7524

## **HOMEBOUND INSTRUCTION**

A student need not be absent for any specified period of time prior to parents applying for homebound instruction. Parents may apply the first day of absence but the family physician must diagnose the illness to be of six weeks' duration or longer before Homebound Instruction may be approved. Homebound Instruction Procedures can be initiated by contacting your child's Principal.

## **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 Altoona Area School District is required to provide activities for and services to, homeless children enabling them to enroll in, attend, and succeed in school. 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 schools 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 the, Assistant Superintendent at 946-8218.

The Altoona Area School District strives to ensure that students who are deemed homeless or unaccompanied receive the same education as any other student. If you become aware of a situation that a student is unsheltered, living in a doubled up situation, in a shelter, with foster parents, or any other situation that seems problematic, please contact the Altoona Area School District's Homeless Liaison and Foster Care Point of Contact:

Julie Roberts & Brad Hatch  
946-8218 • jroberts@asdcad.com

## **HONOR ROLL**

Students who obtain a GPA of 90 percent in any marking period are listed as honor roll students for that marking period. A report card message will print "Congratulations, you have made the honor roll! Your average is 90% or higher!" Their names are published in the school newspaper.

## **I.D. CARDS**

All Altoona Area Junior High School students are required to carry with them the official school picture I.D. card at all times in school and at school functions. I.D. cards are provided to all students free of charge; there is a \$3.00 replacement cost charged for the I.D.

Students are required to present their student I.D. card when purchasing meals and/or a la carte items in the cafeteria.

## **REQUIRED IMMUNIZATIONS**

The Commonwealth of Pennsylvania required all children in public school to be immunized as follows:

- 4 doses of tetanus
- 4 doses of diphtheria
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella
- 3 doses of hepatitis B
- 2 doses of Varicella or evidence of immunity

### **7th grade additional immunizations requirements for entry:**

1 dose of meningococcal vaccine

1 dose of tetanus, diphtheria acellular pertussin (Tdap) if 5 years have elapsed since last tetanus vaccine

The only exemption to the school laws for immunizations is:

- Medical reasons
- Religious beliefs

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Pa school's immunization requirements can be found in 28 PA CODE Ch. 23 (School Immunization)

**SCHOOL HEALTH PROGRAM**

Certified School Nurses are employed by the district to assist in implementing the school health program which includes:

- 1. Vision screening for all students in Kindergarten through Grade 12.
- 2. Hearing screening for students in Kindergarten through Grade 3, Grade 7 and Grade 11.
- 3. Annual height, weight and BMI (Body Mass Index) for all students in Kindergarten through Grade 12.
- 4. Medical examination by the school physician if private exam not submitted by parent, as mandated by public school code for students in kindergarten, Grade 6 and Grade 11.
- 5. Immunization program as listed above.
- 6. First Aid for illnesses and injuries occurring throughout the school day.
- 7. Dental examination by the school dentist if private exam not submitted by parent, as mandated by public school code for students in Kindergarten, Grade 3, and Grade 7.
- 8. Scoliosis screening for all students in Grade 6 and Grade 7.
- 9. Promotion of good health habits through health education programs.

For all health concerns or updates please contact the nurse at your child's school.

Nurse's Office:	A-K	381-7516
	L-Z	381-7517

**Doctor's Excuses from Physical Education**

Student should take doctor excuses for Physical Education to the nurse's office.

**MEDICINE**

**Distribution of Student Medication**

In the event a student must take a prescription medication during the school day, the parent must have a medication form completed by the prescribing physician and returned to the school nurse before the nurse is able to administer the medication. This form may be faxed to the appropriate school nurse at:

Altoona Area Junior High School: Fax – 381-7501

The medication must be in a container with a label stating the prescription number, name of medication, the dosages and the student's name. No medication will be administered from unmarked containers.

**Over the Counter Medications**

School nurses may administer Tylenol, Tums, Maalox, Mylanta or generic brands of said medication with verbal or written parental permission. Medication will be administered according to manufactured recommendations. Other Over the Counter medication not listed above, provided by the parent/guardian may be administered with written parental permission. Written parental permission is obtained by signing the back of the Emergency Card at the beginning of each school year.

Guidelines for a School Based Program for the Control of Bed Bugs Infestation.

# BED BUGS

## **Introduction:**

Bed bugs have become a reemerging problem in the United States due to increased international travel and resistance to commonly used pesticides. They do not transmit disease, but individuals who live in infested homes suffer from lack of sleep, anxiety and secondary skin infections resulting from the itching bites. Bed bugs are more likely to feed during the night-time hours and reside in places where people sleep. Therefore, infestations of school buildings are uncommon, although bed bugs may “hitch-hike” on a student’s clothing, books or backpack from an infested home.

## **School Responsibility:**

Providing a healthy, pest-free environment in which students can excel.

## **Criteria:**

Bed bug found in/on child's clothing/belongings

- Discreetly remove child from classroom. Qualified individual should examine clothes and belongings for presence of bed bugs. Attempt to collect specimen for confirmatory identification.
- Notify child's parents by phone. Educational materials should be sent home with student. Parents should inspect or have pest management professional inspect the home.
- No evidence of bed bug infestation:
  - Investigate other potential sources of bed bugs
- Evidence of bed bug infestation:
  - Promote rapid response by parents to treat the infestation at home and provide educational materials and guidance.
  - Keep school items sealed in a plastic bag or plastic storage box with lid.
- Notify building administration of bed bug finding.
  - Building principal to notify and inform custodial staff of proper cleaning protocol.

## **Exclusion:**

If a child is assessed as having active bed bugs, all attempts will be made to notify the parents or guardians and the child will be sent home. This will be done within a reasonable amount of time as determined by the health professional. If the parent or guardian is unable to be reached, the child will remain in the classroom until contact is made by the health professional.

## **References:**

PA Dept. of Health- <http://www.cdc.gov/ncidod/eid/vol11no04/04-1126.htm>

CDC- <http://www.cdc.gov/parasites/bedbugs/faqs.html>

Michigan Bed Bug Working Group (May 2010)

## IN-SERVICE

There will be no school for students on in-service days.

### 2018 - 2019

August 22, 23, 24

September 21

October 26

December 21

January 18

February 14

## INCLEMENT WEATHER EARLY DISMISSALS

The Altoona Area School District does not have early dismissals for inclement weather.

## LIBRARY

The Altoona Area Junior High School maintains its own Library staffed by a school librarian. Materials in these libraries are selected to meet the needs of junior high school students. The library is open from 7:15 A.M. to 2:40 P.M. daily.

## LOCKS/LOCKERS

Lockers, locks and desks are school property. Lockers are subject to search at any time. Each student is assigned his/her own locker. Students are not permitted to use unassigned lockers or share lockers with another student. The school administration encourages students to use the lock on their locker and not to keep valuables or money in their lockers. However, the use of a lock shall not give the student an expectation of privacy in the locker, as all locks and lockers are school property, and lockers shall be subject to searches as set forth in the Student Code of Conduct.

## LUNCH PROGRAM

All students report daily to the Cafeteria at an assigned time to eat lunch. Nutritious platter lunches are available for \$2.00 as well as a la carte items and beverages. Students may also choose to bring lunch from home to eat in the cafeteria. Healthy breakfast choices are also made available to students from 7:00 a.m. – 7:25 a.m. Breakfast platters are available for \$.90 as well as a la carte items and beverages.

All student food purchases in the cafeteria are recorded to the individual student's account. **Students are required to enter their student I.D. number** to access their accounts when purchasing meals and/or a la carte items in the cafeteria.

Forms to determine eligibility for a free or reduced lunch are mailed to parents each year prior to the beginning of school. Completed applications are to be mailed back to the **AASD Cafeteria Office**. Completed forms are collected and eligibility is determined following state requirements. If you do not receive a form, call the Principal's office at any school.

## **MAKE-UP WORK**

It is expected that students must make-up work missed when they are legally absent from school, and to that end, students will be given a reasonable amount of time to do so when returning at the general discretion of the classroom teacher.

Students illegally tardy will be issued zeros for all work that day/time.

## **NATIONAL JUNIOR HONOR SOCIETY**

This organization recognizes students for outstanding accomplishments in scholarship, character and leadership. During this eighth grade year, students must have obtained a GPA of 93% or higher during grade seven and obtained a GPA of 93% or better through marking periods one through three to be eligible for induction at the end of the eighth grade year. In addition, students seeking membership must complete the community service component of the National Junior Honor Society. Upon acceptance into the NJHA, students must maintain a 90% GPA each marking period beginning with the fourth marking period of the eighth grade year and continuing through the ninth grade year in order to remain in good standing.

## **NEWSPAPER**

The Altoona Area Junior High School has an online school paper called LiveWire, which is published online every month. The paper is written, designed, and published by students under the direction of a faculty sponsor.

## **NINTH GRADE SOCIAL**

The following requirements are for students planning to attend the ninth grade social:

1. Ninth grade boys will not be permitted to wear tuxedos. A suit or sport coat would be better.
2. Ninth grade girls should not wear formal dresses.
3. Students will not be permitted to be driven to the social and picked up from the social in limousines. Parents should take this responsibility.
4. Corsages and flowers will not be permitted for the social.
5. Students will not be granted early dismissals for hair appointments.
6. Students who disregard these requirements will not be permitted to attend the ninth grade social.

Students who are on current suspensions and/or principal's probation at the time of the social are not permitted to attend the social.

## **NCLB COMPLAINT PROCEDURE**

Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.

The complaint must be filed with the district as a written, signed statement that identifies:

1. Alleged NCLB violation.
2. Facts supporting the alleged violation.
3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.

Complaints shall be referred to the Federal Programs Director, who will notify the Superintendent or designee.

The Federal Programs Director will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Federal Programs Director will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Director will submit the report to the Superintendent or designee, who will determine whether further investigation is required and/or the district's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.

The Federal Programs Director will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

## **NOTIFICATION OF INTENT TO DESTROY IRRELEVANT EDUCATIONAL RECORDS**

The Altoona Area School District maintains educational records for students enrolled in the District. The records are reviewed at transition times: when the student moves from elementary to junior high school, when the student moves from junior high school to high school, at high school graduation, and five years after the student graduates from high school. Information that is no longer relevant or required by Law to maintain will be purged from the student's file. Special Education records are kept for 6 years after the student graduates from high school. If you would like a copy of your child's record during that time, please feel free to request one from the Special Education Office.

The educational records of your child will be held for 45 days following the transition times identified above. During that time, you have the right to inspect, review or copy any of the information.

In order for the parent or eligible student to inspect, review or copy the education records, a written request must be made to the Superintendent's Office, Administrative Wing of the AAHS, 1415 6<sup>th</sup> Avenue, Altoona, PA 16602.

## **PARENT REQUEST TO AUDIT A CLASS**

Parents must adhere to the following procedures when visiting classrooms of the Altoona Area School District.

1. Request written permission on the properly designated form from the building Principal of the school in which the particular class is located. A visitation will not be permitted without the properly signed request form. The teacher of the class to be visited will be notified by the building Principal.
  - a. Two parents, but not more than two adults, may visit a class on any one date.
  - b. The length of the visitation will be limited to one (1) hour maximum.
  - c. There may not be more than two (2) visitations per classroom in any given month.
  - d. Requests must be submitted at least one (1) instructional day prior to the desired date of visitation.
2. State the purpose of the visitation to the building Principal when requesting permission. The purpose for the visitation will also be listed on the form signed by the building Principal.
3. Following the visitation, any comments concerning the purpose of the visitation, the program or methods shall be reviewed with the building Principal (with the teacher present if possible, necessary or desirable.)
4. No information, pictures, publicity or tape recordings concerning students enrolled in the classroom shall be given or permitted. No identifying information other than that pertaining to the parent's child being observed may be taken from the classroom.



## **PARENTS/LEGAL GUARDIANS' RIGHTS TO CURRICULUM AND ASSESSMENT**

As per School Board Policy 6011, parents/legal guardians have the right to review Altoona Area School District curriculum, expected student learning outcomes or transitional outcomes, instructional materials and assessment techniques. (All of these items are included as components of the Planned Course as required by Chapter Five.) Parents may review curriculum/course content by contacting the Principal's Office.

Parents/legal guardians have the right to have their children excused from specific instruction which conflicts with their religious beliefs, upon receipt by the school of a written request from parents/legal guardians.

## **PARENT CONFERENCE DAYS**

There will be two scheduled secondary conferences in the year. Pupils will remain at home while parents meet with their teachers. Dates and times are announced via parent newsletters and media.

## **PHYSICALLY CHALLENGED STUDENTS**

Parents are hereby notified that the Altoona Area School District shall provide to protected physically challenged students those related aids, service or accommodations which are needs to assure equal opportunity for all students to participate in the school program and extracurricular activities to the maximum extent appropriate to his/her abilities. A protected physically challenged student is one who: 1) is of school age (age 6 prior to September 30<sup>th</sup> of the school year to age 21 or graduated from high school); 2) has a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program; and 3) is not exceptional as defined by Special Education Regulations and Standards or who is exceptional, and is raising a claim of discrimination under Section 15.10 of Chapter 15 of the State School Board Regulations.

## **PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)**

Students in grades 7 and 8 will complete the assessments, which provide information about the quality of schools to parents, school district and the general public. Seventh grade students will complete the Grade 7 Mathematics and Reading Assessments. Eighth grade students will complete the Grade 8 English Language Arts (ELA), Mathematics, and Science Assessments. The mathematics portion of assessment addresses major standards categories and assessment anchors including algebra, trigonometry, geometry, and probability and statistics concepts. The ELA portion addresses reading, writing, speaking, and listening standards and the ability to develop, organize and express ideas in a variety of types of writing. The science portion of the assessment addresses the major standards categories that include the Nature of Science, Biological Sciences, Physical Sciences and Earth and Space Sciences.

The results of PSSA will provide valuable information for our school as we strive to assist all students to achieve Pennsylvania's rigorous academic standards. Your support and interest in your child's education is a key component of academic achievement and success.

## REPORTING INAPPROPRIATE CONTACT WITH AN ADULT OR PEER

### Procedure for Students to Report Inappropriate Contact with an Adult or Peer

Topic	Procedure
<p><b>Informing Stakeholders</b></p> <p>Principals will communicate the procedure for reporting any type of abuse and the procedure will be provided to:</p>	<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Beginning of Year Assembly by Grade</li> <li>• Incoming Student Orientation</li> <li>• Meeting with all students involved in clubs</li> </ul> <p><b>Coaches</b></p> <ul style="list-style-type: none"> <li>• Coaches Meeting at the Beginning of the Year</li> </ul> <p><b>Teachers</b></p> <ul style="list-style-type: none"> <li>• Opening Day Faculty Meeting</li> <li>• Act 126 Professional Development</li> </ul> <p><b>Advisors</b></p> <ul style="list-style-type: none"> <li>• Meeting at the beginning of the school year</li> </ul> <p><b>All Non-Instructional Employees</b></p> <ul style="list-style-type: none"> <li>• Act 126 Professional Development</li> </ul> <p><b>The Principal will communicate the procedure to the parents through:</b></p> <ul style="list-style-type: none"> <li>• ListServ</li> <li>• AASD Website</li> <li>• AAJHS Website</li> <li>• Public Access Spots</li> </ul>
<p><b>Methods to Give Students a Way to Get Information to a Safe Adult</b></p>	<p><b>Students and Parents</b></p> <ul style="list-style-type: none"> <li>• Contact our Student Advocate Officer: Drew Yingling at 946-8277</li> <li>• Call a designated phone line at 946-TIPS</li> <li>• Email at <a href="mailto:stopabuse@asdcats.com">stopabuse@asdcats.com</a></li> <li>• Drop off a concern in the "tip" box located outside the Main Guidance Office on the first floor.</li> </ul>
<p><b>Once Information is Provided</b></p>	<ul style="list-style-type: none"> <li>• The Principal will convene the Risk Assessment Team.</li> <li>• The Risk Assessment Team will review the information, determine the need for an investigation, assign tasks to gather information and provide the appropriate support for the child and family.</li> <li>• If deemed appropriate an investigation will begin.</li> <li>• During or at the conclusion of the investigation, the Risk Assessment Team will re-convene and put together a plan to assist and support the victim.</li> </ul>

### Chain of Command for Received Sex Abuse Information

- Grade Level Principal Notifies the Principal
- Principal Notifies the Assistant Superintendent and the Director of Security
- The Assistant Superintendent Notifies the Superintendent/Title IX Coordinator
- The Risk Assessment Team Led by the Principal is convened
- The Assistant Superintendent is Updated and Consulted throughout the Investigation

### **Act 126**

According to Act 126, all personnel coming in contact with students must complete a state mandated training following the guidelines outlined in the Act 126 document.

## **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

As a parent of a student in the Altoona Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. No Child Left Behind federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child'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 you would like to receive additional information about any teachers or paraprofessional aides who work with your child, please contact your building principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

## **SCHOOL AVOIDANCE**

### **What to Do When Your Teen Refuses to Go to School**

First, distinguish between school refusal/avoidance and truancy:

#### **School Refusal/Avoidance**

- The student expresses emotional distress and may have fears about going to school.
- The student might pretend to be sick and parents are aware of absences.
- The student may say he/she wants to stay home because it feels safe at home.
- The student is willing to do schoolwork and cooperates with behavioral expectations.

## Truancy

- The student lacks anxiety about going to school.
- The student chooses not to attend school and attempts to conceal absences.
- The student may demonstrate anti-social behaviors such as delinquency, lying and stealing.
- The student lacks an interest in schoolwork and is unwilling to follow rules/ expectations.

## Intervention Strategies for Parents

- Take your son or daughter to the doctor to determine if a psychological or a physical illness is causing the problem. Early treatment of problems such as anxiety is important to your child's wellbeing.
- Make school attendance mandatory unless your teen has a fever or a contagious illness. Make appointments for after school hours unless absolutely necessary. Teens can't deal with school issues unless they are present. Anxiety increases the longer school is avoided.
- If a teen refuses to attend school, contact the attendance office personnel and report the problem even if it results in an unexcused absence. Allow the child to experience the negative consequences of this choice.
- Establish and maintain communication with school personnel about your teen's difficulties in attending school. Do inform the attendance office, nurse, and/or school counselor of any chronic health conditions or other barriers to school attendance.
- Create an environment at home that is structured and consistent. Expectations about school attendance, homework and grades should be clear and firm. Research shows that routine helps alleviate anxiety in young people.
- Connect privileges to meeting expectations and follow up with consequences for not complying to make a difference in behavior. Give positive feedback and rewards for successes and improvements made in school.
- Contact the school counselor for assistance. Mentoring or support groups may be helpful, especially if negative peer relations are impacting your teen.
- Encourage your teen to join extra-curricular activities to feel more connected at school.
- Seek support from school and community resources when your teen first shows signs of school avoidance. Anxious teens can learn beneficial relaxation and coping strategies.

***Families can become partners with schools, working as a team to improve school attendance so teens don't become overwhelmed with their situation.***

## SNOW MAKE-UP DAYS

In-service Days or days at the end of the school year may be used as snow make up days at the discretion of the Administration.

## SPECIAL EDUCATION PROGRAMS/EVALUATION PROCESS

Special education programs and services are available free of cost to any child ages three through twenty-one, within the Altoona Area School District who has one or more of the following disabilities:

- Autism
- Blindness
- Deafness
- Developmental Delays for children ages three through five
- Hearing Impairment
- Mental Retardation
- Multi-handicapped
- Neurological Impairment
- Other Health Impairment
- Physical Disabilities
- Serious Emotional Disturbance
- Specific Learning Disability
- Speech Impairment
- Visual Impairment

Mentally Gifted is also an exceptionality that may require specialized instruction. The Altoona Area School District also provides Free and Appropriate Public Education to Gifted Support students.

Many students are referred for special education by the child's classroom teacher. Parents are encouraged to work with his/her child's classroom teacher if an evaluation to determine eligibility for special education appears necessary. However, a parent always maintains the right to request an evaluation.

The student must be determined by an Individualized Educational Program Team, based upon the recommendations of a Multi-disciplinary Evaluation, to require special education.

If you feel your child requires specially designed instruction (special education), the following procedures should be applied:

- (1) You may contact the Special Education Department at 946-8252 or your child's building principal with questions regarding the assessment process (or)
- (2) Send a letter requesting an evaluation to:
  - a) The principal of your child's school (or)
  - b) Special Education Office  
c/o Sherri Campbell  
Special Education Coordinator  
1415 Sixth Avenue  
Altoona, PA 16602

\*Note: If you would like a prepared form letter sent to you that requests an evaluation, please contact Sherri Campbell at 946-8252.

A Comprehensive Evaluation Report will be developed as part of the legal requirements of the assessment process. Parents and/or guardians are included throughout the assessment and placement process.

A document entitled Notice of Parent's Rights may be obtained by contacting the Special Education Department at 946-8252.

## **STUDENT ASSISTANCE PROGRAM**

The Altoona Area Junior High School has an active Student Assistance Program comprised of teachers, the school nurses, counselors, and administrators.

The primary function of the SAIT Program is to offer assistance, counseling, and recommendations to students and parents who are experiencing difficulties with school and/or home issues. You may contact your child's counselor to initiate a referral.

## **STUDENT COUNCIL**

The Student Council plays an important role in junior high school. School-wide officers are selected who conduct meetings and provide leadership to the organization. In addition, homeroom representatives are selected to assist in coordinating and implementing projects and activities. Examples of student council activities are: fundraising projects, school-wide dances, guides for sixth grade visitation programs, school spirit sales and events, and community outreach projects. In addition, student council provides school-wide assemblies throughout the school year.

## **STUDENT HEALTH EXAMS, PRIVACY, AND SURVEYS**

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.
  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 other 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 other.
- **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 Altoona Area School District will develop and adopt policies, in consultation with parents, 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 Altoona Area 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 participating in:

- 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 US Department of Education.
- 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 building principal.

## **STUDENT REGISTRATION**

All junior high students new to the District must register at the District Attendance Office located at 1400 8<sup>th</sup> Avenue. Registration is held at the close of each school year. New students to the school must have proof of age as required by State Law and this must be presented at the time of registration. It is now mandatory that all new students registering for junior high school have their immunizations for Measles and Rubella. The Altoona Mirror will publish your child's room assignment during the month of August.

# STUDENT UNLAWFUL HARASSMENT POLICY

## I. Unlawful Harassment Policy

It is the policy of the Altoona Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the District who engages in conduct, which constitutes unlawful harassment, shall be subjected to disciplinary action up to and including expulsion. Any student in the District who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his or her attendance at school, shall have the right to file a complaint under Section IV, as described below, as well as the right to have the complaint promptly, thoroughly, and confidentially investigated.

## II. Definition of Unlawful Harassment

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 P.S. Sections 951-963; the Code of Conduct for Educators, 22 PA Code Section 235.10; and 22 PA Code Section 12.4. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment for the purposes of this policy:

1. The term unlawful harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, or disability.
2. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:
  - a. Submission to such conduct is explicitly or implicitly required of the recipient; or
  - b. Submission to or rejection of such conduct is used as the basis of school or work-related decisions affecting the recipient; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.
3. Specific examples of sexual harassment include, but are not limited to:
  - a. Sexual flirtations, advances, touching, or propositions;
  - b. Verbal abuse of a sexual nature;
  - c. Graphic or suggestive comments about an individual's dress or body;
  - d. Sexually degrading words to describe an individual; and/or
  - e. Jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.



### III. Consequences of Violation

Any student in the Altoona Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. Severity of the misconducts;
2. Pervasiveness or persistence of the misconduct;
3. Effect on the victim or victims;
4. Intent of the perpetrator

### IV. Complaint Procedure

A. The building principal shall be the person to receive sexual and other forms of unlawful harassment complaints from staff and students in that building and shall be referred to as the "designated" individual. Students shall also be informed that they may lodge sexual and other forms of unlawful harassment complaints with other appropriate individuals in the building or district, including teachers, counselors, , or administrators. Each school year, students shall be notified of the identity of the "designated" individual as well as the other individuals with whom they can lodge a complaint, and shall be informed that these individuals are available to receive sexual and other forms of unlawful harassment complaints, answer questions concerning sexual and other forms of unlawful harassment, and assist the principal in resolving problems within the building. Unlawful harassment complaint forms shall be made available in each school office for individuals who prefer to file such complaints in writing; however, the District understands that some individuals may prefer to file a verbal complaint.

B. Complaints involving student-to-student unlawful harassment, which is lodged at the classroom, or building level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant's parents, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the District Security Office for investigation as described below under Section V.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board Designates the Assistant Superintendent or designee as the district's Compliance Officer.

Assistant Superintendent  
1415 6<sup>th</sup> Avenue  
Altoona, PA 16602  
(814) 946-8218

The Compliance Officer shall publish and disseminate this policy and the compliant procedure at least annually to students, parents/guardians, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the Compliance Officer

- C. Sexual and other forms of unlawful harassment complaints filed by students against District employees shall be investigated promptly, thoroughly, and confidentially under Board Policy #3003R7, "Unlawful Harassment."
- D. Complaints that are referred to the Security Office shall be investigated immediately under the general supervision of the Altoona Area School District Solicitor. The investigation shall include, but not be limited to, the following:
  - 1. Interview of complainant
  - 2. Interview of accused
  - 3. Interview of any other persons with personal knowledge of the allegations of the complainant
- E. Sexual and other forms of unlawful harassment complaints filed by students against non-district employees (vendors, contractors, volunteers, etc.) shall be referred to District Security Office for legal disposition.

Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of the persons involved in the complaint will be kept as confidential as possible, consistent with the District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly, and confidentially investigated.

V. Disposition of Complaint

- A. In all cases investigated by the District Security Office, a report of the investigation shall be made in writing to the superintendent, appropriate Assistant Superintendent, and the building principal.
- B. If the Security Office finds evidence that unlawful harassment may have occurred, the Superintendent, appropriate Assistant Superintendent, building principal shall be so notified. The Superintendent, appropriate Assistant Superintendent and/or building principal shall determine what, if any, unlawful harassment has occurred, the suitable remediation and/or discipline. Any disciplinary action shall be subject to limitations of the Student Code of Conduct, School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement. All records of such findings will be subject to the provisions of District policies pertaining to maintenance and dissemination of student information.

- C. If the Security Office does not find evidence that unlawful harassment has occurred, the Superintendent, appropriate Assistant Superintendent, and building principal shall be so notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused student's record or released to any person other than the Superintendent, the appropriate Assistant Superintendent, or the building principal, without consent of the accused, or unless required by law.
- D. If the investigation is inconclusive, the Security Office shall so state in its report. The Superintendent, appropriate Assistant Superintendent and/or building principal may, at their discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstance shall the accused or the complainant be disciplined based upon an inconclusive investigation.
- E. If it is concluded that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, the Superintendent, appropriate Assistant Superintendent and/or building principal may impose suitable discipline on the complainant, subject to limitations of the Student Code of Conduct and other applicable laws. In addition, if the Security Office finds evidence that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent, appropriate Assistant Superintendent and/or building principal may impose disciplinary action on the accused with the same limitations described above.

Reviewed and approved by Attorney David Andrews (solicitor) on April 10, 1995.

## **SUSPENSIONS**

### **In-School**

For certain infractions of the Student Code of Conduct, in-school suspensions are utilized as the punishment. In-school suspensions are 1, 3, 5, or 10 days in duration. All suspensions require written parent contact.

### **Out-of-School**

Out-of-school suspensions are utilized for more serious offenses or for a repetition of minor offenses. These suspensions are 1, 3, 5, or 10 days in length and require a parent contact. Consecutive school days of extracurricular probation are also included with out-of-school suspensions. One day out-of-school suspension includes a 10-day probation, three days out-of-school includes a 15-day probation, five days out-of-school suspension includes a 45-day probation, and ten days out-of-school suspension includes a 90-day probation. All days out are counted as legal absences.

## TEMPORARY ABSENCES

Pupils may be excused from school attendance to participate in an educational trip or tour at parent's expense with the following provisions:

1. That a temporary absence form be procured at the appropriate Assistant Principal office, filled out, and returned ten days before the trip is to begin.
2. That the itinerary, anticipated objectives of the trip and expected outcomes for the child be listed.
3. Children are supervised by an adult acceptable to the Principal/Assistant Superintendent and parents.
4. That the Principal/Assistant Superintendent approves the trip.

## TESTING PROGRAM

**The following tests comprise the secondary program of standardized testing for all students:**

GRADE	MONTH	TEST	PURPOSE
7, 8	April 15 - 26, 2019	PA System of State Assessment (PSSA) ELA	To assess student achievement in reading & writing
7, 8	April 29 - May 3, 2019	PSSA Math AND Science (8 <sup>TH</sup> GRADE ONLY) Assessment	To assess student achievement in math/science
7, 8, 9	Throughout the Year	President's Challenge	To measure physical fitness
8 - 12	Wave 1: December 3 - 14, 2018 Wave 2: January 7 - 18, 2019	Algebra I, Biology, and Literature Keystone Exams (For those students who need to retake an exam)	To assess student achievement in Algebra, Biology, and Literature
8 - 12	May 13 - 24, 2019	Algebra I, Biology, and Literature Keystone Exams	To assess student achievement in Algebra, Biology, and Literature

In addition to the general testing program, a variety of individual screening tests is utilized by various school personnel, such as guidance counselor, remedial reading specialist, or a speech therapist. Individual consent by parents will be requested when necessary.

## **TITLE IX-NOTICE OF NONDISCRIMINATION/HARASSMENT**

The Altoona Area School District strives to provide a safe, positive learning environment for students and employees. The District does not discriminate on the basis of sex in the educational programs or activities that it operates and the District works to ensure its operations are in compliance with Title IX.

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in all education programs and activities operated by recipients of federal funds. It states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX's protection applies at all elementary and secondary schools, colleges and universities—public or private—that receive federal financial assistance, and at certain other educational institutions. The protection extends to all aspects of these institutions' education programs and activities. Title IX prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence.

The Altoona Area School District will strive to maintain a learning and working environment that is free from discrimination and harassment. Failure to promptly and equitably investigate alleged sexual harassment or sex discrimination is a violation of Title IX (34 C.F.R. Part 106). The District will act positively to promptly investigate alleged sexual discrimination or sexual harassment claims and to take appropriate corrective action when an allegation is determined to be valid. No retaliation may be taken against any person for making a report of discrimination or filing a complaint in good faith.

Complaints of sexual discrimination or harassment are to be directed to:

Patricia L. Burlingame  
Title IX Coordinator  
Altoona Area High School  
1415 Sixth Avenue  
Altoona, PA 16602  
(814) 946-8365

Title IX Complaints involving the Title IX Coordinator shall be referred to:

The Supervisor of Human Resources  
Office of Human Resources  
1415 Sixth Avenue  
Altoona, PA 16602  
(814) 946-8325

## **TRANSPORTATION**

The Altoona Area School District provides transportation to and from school for those students who live outside the 2 mile distance from school.

Students who qualify will be issued bus passes and be dismissed from school minutes early each day so that the busses depart before walker students are dismissed. Students will not be given permission to ride an unassigned bus or be given permission to ride a bus home with a friend.

Student behavior on a school bus is regulated following the Student Code of Conduct.

Specific questions regarding transportation should be directed toward the Assistant Principal for each grade level.

## **VISITOR PROCEDURES**

All Altoona Area Junior High School visitors will enter using the 7<sup>th</sup> Avenue Main Office door. All visitors and guests will be required to pass through a metal detector scan upon entrance. A valid photo ID must be presented to the security greeter. A visitor badge will be issued and visitors will escorted to their destination within the building.

## **WORK PERMIT REQUIREMENTS**

### **New Child Labor laws are Effective January 22, 2013**

The PARENT/LEGAL GUARDIAN must come to the Student Registration Office and bring the following:

- a. The Student
- b. Student's Birth Certificate

**Please have your student with you as the Permit will be issued the same day.**

### **OFFICE HOURS:**

During the School Year	7:30 A.M. – 4:00 P.M.
Summer Hours	7:00 A.M. – 3:30 P.M. (Closed Noon to 1:00 p.m.)
Telephone	381-7585

## **YEARBOOK**

The junior high school yearbook consists of pictures of all students and shows group pictures of the various clubs and teams. Students enjoy these yearbooks; as they will in the future, bring back memories of many enjoyable times.

**ALTOONA AREA SCHOOL DISTRICT  
STUDENT CODE OF CONDUCT  
FOR  
SECONDARY EDUCATION**

*8/2018  
Student Edition*

## TABLE OF CONTENTS

Introduction and Acknowledgements.....	i
Authority .....	1
Philosophy on Student Discipline .....	1
Coverage.....	2
Rights and Responsibilities .....	3
General Discipline Sequence .....	6
Student Code of Conduct .....	7
A. Affection .....	7
B. Personal Appearance.....	7
C. Appearance Violations .....	10
D. Arson.....	10
E. Assault and/or Battery on a School Employee.....	10
F. Assault and/or Battery on a Student or Non-School Employee .....	10
G. Attendance .....	10
H. Audio-Visual Devices .....	18
I. Bus/Van Behavior.....	18
J. Cheating.....	19
K. Class Cuts.....	21
L. Corporal Punishment .....	21
M. Damage or Theft of School Property.....	21
N. Damage or Theft of Private or Other Public Property .....	21
O Detention.....	22
P. Disruption of School and/or Classroom.....	24
Q. Disruption of School Sponsored, Related, and/or Sanctioned Meetings, Activities, Events.....	25
R. Drug/Alcohol.....	25
S. Equal Access.....	30
T. Ethnic Intimidation.....	32
U. Expression/Harassment.....	32
V. Student Unlawful Harassment Policy.....	37
W. Expulsion/Suspension.....	40



**TABLE OF CONTENTS** *continued*

X.	Extortion .....	44
Y.	False Fire Alarm or Tampering with Safety Equipment or Devices .....	44
Z.	Flag Salute and Pledge of Allegiance .....	45
AA.	Forgery, Alteration or Falsification of School Communications .....	45
BB.	Identification .....	46
CC.	Insubordination.....	46
DD.	Lighted Objects .....	47
EE.	Off Campus .....	47
FF.	Off Limits .....	47
GG.	Parking/Automobiles .....	47
HH.	Probation.....	48
II.	Repeated Code of Conduct Violations .....	49
JJ.	Searches .....	49
KK.	School Safety Zones .....	52
LL.	Selling of Merchandise.....	52
MM.	Skateboards, Roller skates, Pedacycle, and Scooter .....	53
NN.	Smoking .....	53
OO.	Student Conduct .....	53
PP.	Student Meals .....	53
QQ.	Tardiness to Class, Meetings, Activities and/or Events .....	54
RR.	Terroristic Threats .....	54
SS.	Throwing Objects into Occupied Vehicles or Onto a Roadway.....	54
TT.	Tobacco.....	55
UU.	Unauthorized Presence on School Premises.....	55
VV.	Walkouts .....	55
WW.	Weapons and Violence Policy.....	56
XX.	Dangerous Instrument / Conduct .....	57
YY.	Special Education .....	57
ZZ.	Disciplinary Structure .....	57
Title IX – Notice of Nondiscrimination/Harassment .....		65

## INTRODUCTION

The rules and guidelines set forth in this document represent the first edition of a code of student conduct for Secondary Education in the Altoona Area School District.

This document is intended to serve as a guideline for discipline in the Secondary Schools. It is recommended that the material from this document be included, in some form, in student handbooks and that consequences of specific discipline problems be spelled out to students as much as possible. Students should know, in advance, what procedures will be used to deal with various discipline problems. Also, it is important that parents and school staff be thoroughly familiar with the information contained in these rules and guidelines.

This document is not intended to contain all of the information needed for handling every discipline problem in the Secondary schools; however, for those situations not specifically mentioned, the material in this document should serve as a guide to upon which to pattern such situations.

## ACKNOWLEDGEMENTS

***The following groups and committees were involved in the development and/or revisions of the Code of Student Conduct:***

Altoona Area Board of School Directors  
Altoona Area School District Central Office Staff and Support Personnel  
Altoona Area School District Secondary Middle Management Team  
Altoona Area School District Secondary Discipline Committee  
Altoona Area School District Secondary CAP Committee Representatives  
Altoona Area High Schools CAP Committee Representatives  
D.S. Keith Junior High Schools CAP Committee Representatives  
Roosevelt Junior High Schools CAP Committee Representatives  
Altoona Area School District Solicitors  
Altoona Area School District Computer Personnel  
Altoona Area School District Secondary Clerical Personnel

## **I. AUTHORITY**

The Board of School Directors of the Altoona Area School District has the authority to make reasonable and necessary rules governing the conducts of students in its school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the State, or which may reasonably be implied or necessary for the orderly operation of the school. Boards of School Directors may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those which they feel are not applicable.

Each Board of School Directors shall adopt a code of student conduct, which shall include policies governing discipline and a listing of student rights and responsibilities. This code shall be published and distributed to students and parents in whole and/or outline form. Copies of the code shall also be available in each secondary school library.

The Student Code of Conduct is a set of administrative guidelines intended for regulating student conduct. However, final discretion and/or prescribed discipline rests with the superintendent.

## **II. PHILOSOPHY ON STUDENT DISCIPLINE**

The Board of School Directors of the Altoona Area School District acknowledges that effective discipline should serve two purposes. First, it should prevent the recurrence of a particular misbehavior by a student and serve as a deterrent to other students. Second, it should be a learning experience for that student and other students, permitting them to see why certain school rules and guidelines have been established and when they must be followed. Discipline is more than making students do what is right; it should encourage students to choose to do what is right. Furthermore, the Board of School Directors of the Altoona Area School District acknowledges that student conduct is closely related to learning, that an effective instructional program requires a wholesome and orderly environment, and efficiency of the educational program is, in part, reflected in the behavior of students.

Therefore, in order to promote achievement of the goals of public education, the Board of School Directors of the Altoona Area School District must establish appropriate rules and guidelines for maintaining a proper environment in which the educational process and the relationship between such persons materially affects the extent to which a beneficial environment exists. This Student Code of Conduct for Secondary Education (herein referred to as Student Code of Conduct) is hereby adopted by the Board of School Directors of the Altoona Area School District so all persons who are part of the educational community will recognize what rights, responsibilities, and consequences are involved, and so may conduct themselves accordingly. Behavior by any student which is contradictory to the rules and guidelines of the Altoona Area School District's Student Code of Conduct will not be tolerated.

### III. COVERAGE

- A. The Board of School Directors of the Altoona Area School District shall require each student of this district to adhere to the rules and guidelines promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules and guidelines.
- B. These rules and guidelines govern student conduct:
  - 1. During time spent in travel to and from school and anytime within the School Safety Zone which is within 1,000 feet of the real property of the school district.
  - 2. In school or during school hours at school sponsored activities.
  - 3. In concert with after school and weekend school sponsored activities, performances, meetings, or contests.
  - 4. During non-curricular related student group meetings, performances, or contests on school premises.
  - 5. During meetings/activities on school premises sponsored by non-school person(s).
  - 6. Anytime outside of school involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reason to believe that the effect could include endangering the health, safety, welfare, or morals of students within the school system.
- C. Such student rules and guidelines shall require that students conform to reasonable standards of socially acceptable behavior, respect the rights, person, and property of others, preserve the degree of order necessary to the educational program in which they are engaged, obey constituted authority and respond to those who hold that authority.
- D. The Student Code of Conduct shall be the standard for discipline within secondary schools in the Altoona Area School District unless altered by the Board of School Directors with the recommendation of the Superintendent.
- E. The Superintendent shall promulgate, where necessary, additional regulations for student conduct which carry out the purposes of this policy.
- F. The Superintendent or his designee shall be responsible for the enforcement of the Student Code of Conduct.
- G. The Altoona Area School District shall recognize that if any provision of this policy or application thereof to any person or circumstances is judicially determined invalid, the provisions of the remainder of the policy and the application to other persons or circumstances shall not be affected thereby.
- H. The Altoona Area School District recognizes that the provisions of this policy supersede all other provisions of school district policy that may be inconsistent with the provisions of this policy.

#### **IV. STUDENT RIGHTS AND RESPONSIBILITIES**

Students in the Altoona Area School District have rights just as private citizens have rights. Likewise, students have certain responsibilities. During enrollment in the Altoona Area School District, there is always the possibility that a student might ignore his responsibilities and infringe on someone else's right to learn. It is also possible that a given school official may unintentionally infringe upon a student's rights. It is with the intent of creating this mutual understanding between students, teachers, and administrators that these statements of rights and responsibilities exist. Better understanding can be achieved when everyone acknowledges the rights and responsibilities of others.

##### **A. STUDENT RESPONSIBILITIES**

1. Students share the responsibility for good discipline in the schools. Moreover students share with the administration, faculty, and other school staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of administrators, teachers, students and all others who are involved in the educational system and associated with the right to a free public education.
2. A student will be disciplined when he/she ignores his/her responsibilities or infringes on the rights of others to learn. Past experiences in Altoona Secondary Schools has shown that only a small percentage of students face teacher or administrative discipline. Quite often, misunderstandings are worked out by an informal talk between the parties involved.

Students have the responsibility to:

- a. Be aware of all rules and guidelines for student behavior and conduct themselves in accordance with them.
- b. Be able to express their ideas and opinions in a respectful manner so as not to offend or slander others.
- c. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- d. Dress and groom themselves so as to meet fair standards of safety and health, and so as to not cause material disruption or distraction to the educational process.
- e. Assume that until a rule is waived, altered or repealed, it is in full effect.
- f. Assist the school staff in operating a safe school for all students enrolled therein.
- g. Be aware of and comply with state and local laws.
- h. Exercise proper care when using public facilities and equipment.
- i. Attend school daily except when excused, as well as be on time to school, classes and other school meetings, activities, and events.
- j. Make all necessary arrangements for making up work when legally absent/tardy from school.
- k. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- l. Avoid inaccuracies in student newspapers or publications as well as indecent or obscene language.
- m. Strive for mutually respectful relations with teachers, administrators, and other school staff.
- n. Know and respect the rights of teachers, administrators, other school staff members, and other students.
- o. Take advantage of the academic opportunities offered at school and make a conscientious effort in classroom work.

## **B. PARENTAL RESPONSIBILITIES**

1. Parents must be the first to foster self-discipline within the child at home. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are urged to:
  - a. Exemplify an enthusiastic and supportive attitude toward school and education.
  - b. Build a good working relationship between themselves and school personnel.
  - c. Teach their child self-respect, self-control, respect for the law, respect for others and other's property and to be accountable for his/her actions.
  - d. Insist on prompt and regular attendance.
  - e. Encourage their child to take pride in his/her appearance.
  - f. Insist that their child promptly bring home all communications from school.
  - g. Cooperate with the school in jointly resolving any school- related problem.
  - h. Set realistic standards of behavior for their child and be firm, fair, and consistent in applying them.
  - i. Help their child learn to deal effectively with negative peer pressure.
  - j. Provide a place conducive for study and completion of homework assignments.
  - k. Help the child to develop an interest in learning and exploring a variety of fields of knowledge.
  - l. Be aware of the school's attendance, discipline and other such policies and the consequences of noncompliance.
  - m. Be sure the child is free of communicable disease and is in as good health as possible in order to ensure effective classroom performance.
  - n. Become acquainted with the school, its staff, curriculum and activities.
  - o. Attend parent-teacher/administrator conferences and other school functions.
2. Parents and guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include, but are not limited to, lost books, fines, and damage to property.

## **C. TEACHER RESPONSIBILITIES**

1. Generally, it is the teacher's responsibility to handle discipline problems occurring in the classroom, which are a common or minor nature. For more serious problems, it is the teacher's responsibility to inform the appropriate administrator of the details of the case. While in the classroom, every teacher knows that he/she works every day with the nation's most precious commodity – our future generation.
2. In view of this responsibility, the teacher must:
  - a. Promote a climate of mutual respect and dignity, which will strengthen the student's positive self-image.
  - b. Utilize classroom routines, which contribute to the total instructional program and to the student's development of civic responsibility.
  - c. Provide interesting and stimulating classroom climate that will prevent most discipline problems from developing.
  - d. Reflect a personal enthusiasm for teaching and learning as well as a genuine concern for the individual student.
  - e. Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.

- f. Demonstrate by word and personal example, respect for law and order as well as self-discipline.
- g. Seek to develop close, cooperative relationships with parents for the educational benefit of the student.
- h. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
- i. Help students cope with negative peer pressures.
- j. Be sensitive to changing behaviors patterns.
- k. Enable students to discuss their problems with him/her.
- l. Strive for mutually respectful relationships with students.
- m. Assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.
- n. Report, to the principal, any students who jeopardize their own safety, the safety of other students, or of the teacher, or who seriously interfere with the instructional program of the classroom as required by the Student Code of Conduct.
- o. Serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law.
- p. Interpret the discipline code to students in their classes.
- q. Be fair, firm and consistent in enforcing the Student Code of Conduct in the classroom, hallways, restrooms, on school transportation, on the school campus and at all school- sponsored activities.

#### **D. PRINCIPAL RESPONSIBILITIES**

1. As the educational leader of the school the principal sets the disciplinary climate for the school, not only for the students but for staff as well.
2. He/she must therefore:
  - a. Seek to develop a sound and healthful atmosphere of mutual respect in the school; develop procedures, which reduce the likelihood of student misconduct.
  - b. Provide the opportunity for students and staff to approach the principal directly for redress of grievances.
  - c. Assist staff members to resolve problems, which may occur.
  - d. Maintain ongoing communication with the faculty about the status of discipline within the school.
  - e. Work closely with parents to establish a wholesome relationship between home and school.
  - f. Utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.
  - g. Be fair, firm, and consistent in all decisions affecting students, parents, and staff.
  - h. Demonstrate, by word and personal example, respect for law and order, self-discipline, and a genuine concern for all persons under his/her authority.
  - i. Become acquainted with students by visiting classrooms and attending activities.
  - j. Establish necessary building security.
  - k. Assume responsibility for the dissemination and enforcement of the Student Code of Conduct and insure that all discipline cases referred are resolved promptly.
  - l. Ensure fairness, reasonableness and consistency.
  - m. Comply with pertinent state laws governing hearings, suspensions, and students' rights.

## V. GENERAL DISCIPLINE SEQUENCE

- A. Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary, depending on the individual case. In general, these steps are followed:

Step 1 - Teacher and student

Step 2 - Teacher and parent

Step 3 - Teacher, counselor, parent and/or student

Step 4 - Principal, parent, student, and other school personnel involved

Step 5 - School, parent, student, and social service agencies involved

Step 6 - Administrative Review Committee

Step 7 - Hearing Officer of the School Board

Step 8 - School Board

- B. Summary of Sequence:

1. Actions available to the teacher for LEVEL ONE student misconduct include:
  - a. Meet with student
  - b. Contact parent
  - c. Contact counselor
  - d. Contact principal
  - e. Hold detention
  - f. Withhold privileges
  - g. Refer to counselor
  - h. Refer to principal
2. Actions available to the teacher for LEVEL TWO, THREE and FOUR student misconduct include:
  - a. Meet with student
  - b. Refer to principal
3. Actions available for the counselor include:
  - a. Arrange individual/group counseling for student
  - b. Contact principal
  - c. Arrange for parent conference
  - d. Refer to Office of Pupil Special Services and/or Student Assistance Program
  - e. Contact social services
  - f. Arrange for community agency referrals
  - g. Refer to principal
4. Actions available for the principal include:
  - a. Issue a reprimand
  - b. Arrange for a conference with necessary individuals
  - c. Assign detention
  - d. Withhold privileges/suspension from meetings, performances, or contests
  - e. Probation
  - f. Refer to Office of Pupil Special Services, Student Assistance program and/or community service agencies
  - g. Assign in-school suspension
  - h. Assign out-of-school suspension
  - i. Arrange for an informal Administrative Review Committee Meetings
  - j. Refer to the Assistant Superintendent recommending a formal expulsion hearing with the School Board's Hearing Officer.



5. Actions available for the Administrative Review Committee include:
  - a. Withhold privileges
  - b. Probation
  - c. Refer to Office of Pupil Special Services, Student Assistance Program and/or community service agencies
  - d. Assign in-school suspension
  - e. Assign out-of-school suspension
  - f. Refer to the Assistant Superintendent recommending a formal expulsion hearing with the School Board's Hearing Officer.
6. Demerits are assigned for each Saturday detention and/or suspension that a student is assigned. Accumulation of five demerits results in the loss of all extracurricular privileges for the remainder of the school year.

## **VI. STUDENT CODE OF CONDUCT**

There are a multitude of acts, which are not and cannot be precisely spelled out in written regulations of a school district. Since it is impossible to develop an all inclusive list of offenses and in accordance with Section 1318 of the Pennsylvania School Code, conduct not specifically addressed in this Student Code of Conduct, nevertheless, would fall within the scope of 'student misconduct' and be subject to disciplinary action deemed reasonable by school authorities.

### **A. AFFECTION**

Visible and open display of affection involving student(s) will not be permitted. Examples of visible or open displays of affection between students that will not be permitted include but are not limited to: kissing, petting, caressing, and/or any other bodily contact that represents a visible or open display of affection.

### **B. PERSONAL APPEARANCE**

The Altoona Area Board of School Directors does not subscribe to a dress code, however, concern for the safety, health, welfare and morals of the students as well as the prevention of disruption of the education program, has prompted the Board to adopt a Personal Appearance Guide for all students in the Altoona Area School District.

#### **1. Backpacks/Book bags**

- a. Students are permitted to use backpacks or book bags to and from school.
- b. Students will not be permitted to use backpacks and book bags from class to class during the school day.
- c. Backpacks and book bags brought into the school must be placed in the student's locker until the student leaves school. Only backpacks/backpacks that are able to be stored in school lockers are permitted.

#### **2. Clothing**

Clothing worn on school premises shall not be immodest, suggestive, unclean, vulgar, obscene, disturbing, distracting, or inappropriate for school.

- a. Students' clothes shall be clean and neat at all times. Students with unclean clothes constitute a health hazard and shall be required to correct the situation immediately.
- b. Students shall not wear clothing that is immodest, suggestive, obscene, vulgar, disruptive, distracting, or constitute a safety issue. Examples of such dress include but are not limited to:

- 1) Revealing clothing, see-through blouses or shirts, Tank tops, muscle shirts, halter tops, blouses or shirts that do not cover the shoulder or clothing, including any top, jeans, or other attire showing a bare midriff.
  - 2) Clothes which advertise, promote, or display alcohol, prohibited drugs, or promote, suggest, or imply the use of alcohol or drugs
  - 3) Clothes, which depict or suggest sexual relations or vulgar/obscene language or images.
  - 4) Clothes, which advertise, promote, display, or imply the use of tobacco products
  - 5) Clothes that depict violent acts
  - 6) Clothes that depict inappropriate images or terminology.
  - 7) Clothes that depict gang colors or symbols. This would include the display of colors, symbols, or other paraphernalia that have the intent to show allegiance to a gang. Displays associated with undesirable groups/gangs, including language, gestures, or confrontations will be subject to appropriate discipline.
- c. OUTER GARMENTS such as coats and jackets shall be placed in the locker facilities provided and must not be worn in the classroom at any time. HATS and other head garments are not to be worn inside the school buildings during the school day. No clothing (i.e. jackets, sweatshirts, sweaters, shirts) shall be tied around a person's waist
  - d. FOR SAFETY REASONS AND TO AVOID IMMODESTY AND DISTRACTIONS, clothes that are ripped, torn, or have holes shall not be permitted on school premises. Students' clothing shall not cause the material disruption of any lawful mission, process or function of the school or classroom.
  - e. Neither shall students' clothing be worn with the deliberate intention of causing the material disruption or obstruction of any unlawful mission, process, or function of the school or classroom, if such a disruption or obstruction is reasonably certain to result.
  - f. Neither shall a student's clothing urge other students to engage in such conduct with deliberate intention of using the material disruption or obstruction of any lawful mission, process or function of the school or classroom is such a disruption or obstruction is reasonably certain to result from his/her urging.
  - g. Students may be required to wear certain types of clothing while participating in Physical Education classes, Technology Ed classes, extracurricular activities, or other situations where special attire may be required to insure the health or safety of students.
  - h. Students will not be permitted to participate in graduation ceremonies unless they abide by the school dress guidelines established for said activity.
  - i. SHORTS: **Shorts must be of a length so as to reach the student's knee area while the student is standing.** Students should refrain from wearing shorts if this desired length cannot be attained. Cutoffs, boxer-style shorts, and shorts made of spandex, lycra, or similar materials are disallowed.
  - j. Dresses, skirts, shorts, and culottes must be of a length so as to reach the student's knee area when the student is standing.
  - k. Students are not permitted to wear pajama bottoms or lounge wear to school as they are considered sleepwear and therefore inappropriate for school.

### **3. Footwear**

For safety and health reasons footwear that covers the entire foot must be worn. Shoes must be appropriately laced or otherwise fastened at all times while on school premises.

- a. Thongs, clogs, sandals without back straps, shoes with holes, or other such footwear that does not cover the entire foot are prohibited when on school premises.
- b. The wearing of socks is highly recommended for health and safety reasons.
- c. No one shall be permitted on school premises with bare feet.
- d. The wearing of metal heel/toe plates on students' shoes is prohibited on school premises.

### **4. Hair**

All hair, including facial and other body hair, must be clean and styled so as not to disrupt the educational program as well as for health reasons.

- a. Students whose hair length would cause a safety or health hazard in such courses as Technology Education, Physical Education or extracurricular activities shall be required to take appropriate remedies to correct the situation.
- b. Students whose unusual hairstyle results in the distraction of other pupils, and disrupts, unsettles, or impedes the normal conditions of the school or classroom shall be required to correct the situation immediately.

### **5. Jewelry/Body Piercing**

Jewelry that is a potential health/safety hazard, suggestive, or that depicts obscene, vulgar, disruptive, distracting or inappropriate behaviors is prohibited. Examples of such jewelry include, but are not limited to:

- a. Jewelry which advertises/promotes/displays alcohol or prohibited drugs, or promotes/suggests/implies the use of alcohol or drugs.
- b. Jewelry, which depicts or suggests sexual relations or vulgar/obscene language or images.
- c. Jewelry which advertises/promotes/displays/implies the use of tobacco products.
- d. Long earrings and/or piercings that create a safety hazard in Vocational Education, Physical Education, Industrial Arts, Crafts, intramural, inter-scholastic, and interscholastic athletics.
- e. Rings with sharp points or edges, chain belts, chains hanging from jackets or pants, collars, spiked jewelry, or any other jewelry or ornament that could be used as a weapon.

### **6. Person**

Students whose unusual, excessive, or otherwise inappropriate body paint or cosmetics, which result in the distraction of other pupils, and disrupts/unsettles/impedes the normal conditions of the school or classroom shall be required to correct the situation immediately.

### **7. Personal Hygiene**

A student who is dirty or unwashed represents a health hazard to himself and his fellow students and is a distracting influence on the educational program. Such students will be required to correct the situation immediately.

## **C. APPEARANCE VIOLATIONS**

In the case of an appearance violation, the Administration will where possible or necessary:

1. Have the student correct the violation immediately
2. Contact the student's parent or guardian to assist in the immediate correction of the violation
3. Contact the student's parent or guardian and have the student removed from the school premises
4. Isolate the student for the remainder of the school day
5. Follow the disciplinary structure as required by the Student Code of Conduct.

#### **D. ARSON**

1. Students shall not intentionally and/or recklessly place another person in danger of death or bodily injury by starting a fire or causing an explosion.
2. Students shall not intentionally and/or recklessly cause nor attempt to cause damage/destruction to property by starting a fire or causing an explosion.
3. Students shall not conspire to intentionally and/or recklessly cause nor attempt to cause damage or destruction to property by starting a fire or causing an explosion.

#### **E. ASSAULT AND/OR BATTERY ON A CHOOOL EMPLOYEEE**

1. A student shall neither intentionally nor recklessly cause, nor attempt to cause, nor threaten to cause, injury; nor intentionally place another in fear of bodily harm or injury; nor conduct himself in such a way, as could reasonably cause physical injury to any person employed by the Altoona Area School District.
2. Self-defense is not to be considered an intentional act under this rule.
3. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities

#### **F. ASSAULT AND/OR BATTERY ON A STUDENT OR NON-SCHOOL EMPLOYEEE/ FIGHTING**

1. A student shall neither intentionally nor recklessly cause, nor attempt to cause, nor threaten to cause injury, nor intentionally place another in fear of bodily harm or injury; nor conduct himself in such a way as could reasonably cause physical injury to any student or other person not employed by the Altoona Area School District.
2. ***FIGHTING is to be categorized as "a mutual altercation where there is confrontation with another student which requires physical restraint or results in injury, property damage, or disruption of the educational atmosphere."***
3. Self-defense is not to be considered an intentional act under this rule.
4. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

#### **G. ATTENDANCE**

The Altoona Area School District Board of School Directors believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits. It is essential if students are to derive maximum benefit from their education and reach their fullest potential.

1. Student responsibilities:
  - a. Attend school regularly
  - b. Bring in an excuse signed by parent/guardian on the day of return to school
  - c. Be aware of the obligation to make up missed work
  - d. Be aware of the school's attendance policy and the consequences of noncompliance.
2. Parent responsibilities:
  - a. Make sure student attends school regularly
  - b. Do not keep student home for minor ailments, especially if the student has a poor attendance record
  - c. Refuse to write false excuses for the student
  - d. Send in signed excuses with the student on the day of return to school
  - e. **Be aware of the school's attendance policy and the consequences of noncompliance**
  - f. Be aware of the student's obligation to make up missed work
  - g. Provide appropriate information and/or documentation regarding known medical problems, which might require a student to be periodically absent from school
3. Teacher responsibilities: Maintain and report accurate daily records of student attendance
4. Principal responsibilities:
  - a. Develop procedures, which promote student attendance
  - b. Ensure communication with parents regarding student attendance
  - c. Enforce the attendance code
  - d. If attendance rules and guidelines are to be effective in reducing unnecessary student absenteeism, student absence must be monitored and related to appropriate school response. The Code of Student Conduct provides for appropriate options and responses related to absences from school, tardy to school, early dismissals during school, and personal education tours and trips.
5. Attendance Records and Reports (Board Policy 204):
  - a. All transfers and withdrawals in the Altoona Area School District shall be in compliance with Pennsylvania School Code 1332 (EXHIBIT A).  
These procedures will be followed:
    - 1) Teachers will report all information regarding attendance and non-attendance to the building principal. Building principals will report to the District Attendance Office all information regarding pupil attendance and withdrawal necessary to fulfill the district and state attendance requirements on a timely basis. The Principal's duties may be delegated with authorization; however, the building principal is responsible for the following, but not limited to:
      - a) Withdrawals
      - b) Changes in building placement, curriculum code or placement
      - c) Percentage of time student is placed in regular and/or vocational technical education programs
      - d) Student address change or parent/guardian changes
      - e) Change in secondary homeroom
    - 2) Every teacher shall keep attendance records of every child under his/her jurisdiction in accordance with Pennsylvania School code and administrative requirements.

- 3) Parents with special building requests are responsible for transporting their child to and from school. District transportation is not provided for students in this category except in cases of severe hardship created for a single working parent of an elementary student.
- b. Pupil Illegal (Unlawful) and Unexcused Absences (Board Policy 204): Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to school. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Pennsylvania State Board of Education (PSBOE); Public School code 1949, Section 13-1327.
  - 1) An illegal or unexcused day of absence from school is any day of absence for reasons other than illness, health care, death in the immediate family approved field trips, approved temporary absences, approved religious holidays and any emergency approved by the principal. A student will not be permitted to make up work missed as a result of an unexcused absence. (Reference: Board Policy 5008R Make Up Policy). **If a parent chooses to keep their child home or pick them up early from school due to inclement weather when school is in session, these absences will be considered unexcused.**
  - 2) All absences require a written acceptable excuse by the parents/guardians/physician regardless of student's age or the absence is considered illegal or unexcused. The written excuse must be presented to the school when determined by the Attendance Director or the Principal's designee, but no later than three days after the return from absence. Absences determined to be truant will result in disciplinary action.
  - 3) Parents/guardians are to be kept informed on a regular basis of their child's attendance record/patterns. This will be done by letter, telephone, report card and/or conference.
  - 4) On the fifth day of absence, a letter of concern is to be sent to the parents/guardians regarding the reason(s) for the absence. Documented extended medical absences will be counted as one absence for the purpose of this clause. If a reason does exist, the parents/guardians should return the letter to the school with a written explanation (EXHIBIT B).

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, the student **may** be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338).

- 5) On the tenth day of absence, a letter will be sent from the school to parents/guardians requiring a medical excuse for each absence thereafter. Documented medical absences of three or more consecutive days will be counted as one absence for the purpose of this clause. In case of a chronic or on-going medical condition, a letter from a physician stating the condition that will cause the student to miss an excessive number of days will negate the requirement for a medical excuse. These absences will still require a written excuse from the parents/guardians. A doctor's letter could and may be re-

quired at any time, based on the history of the student, or attendance pattern set by the student (EXHIBIT D). This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, excused and/or unexcused, the student may be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- 6) 20 absences – Hearing Letter – This hearing can include the parent, student, Attendance Office and Class Principal. This meeting is to inform the student and parent of possible failure. The Attendance Committee will recommend extracurricular activity probation if absences are not legitimate medical excuses. Documented extended medical absences will be counted as one absence for the purpose of this clause. The Attendance Committee should be comprised of the following: Building Principal or his/her designee, Attendance Director, Guidance Counselor, an At-Risk Representative or any other person(s) whose presence is deemed necessary by Building Principal (EXHIBIT C).

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, excused and/or unexcused, the student may be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338).

- 7) On the thirty-fifth day of total absence, excused and/or unexcused, a letter will be sent from the school to the parents/guardians informing them that the student may be retained in his current grade the following school year and that the parents/guardians may request a waiver.

Note: For the purpose of calculation of thirty-five days of absence: **420-tardy minutes will equal one day of absence. This will include all tardy minutes and all early dismissal minutes.**

***Waiver Procedure/Process:***

Appeal Procedure/Process: A student or parent may request within 10 days of the receipt of the 35 day letter, an appeal of the preceding provision by informing the Building Principal or his/her designee or the Attendance Director in writing, of their desire to appeal the attendance violation.

The administration will convene a meeting with the parent/guardian to discuss the decision to retain a student. Considerations for special circumstances will be considered prior to making a decision to retain a student in grade level.

The Committee's decision may be appealed to the Superintendent. If parents appeal the decision of the Attendance Committee to the appropriate Assistant Superintendent of Schools, they must do so within ten (10) days after having received the Attendance Review Committee's decision in writing.

- 8) Discipline for unexcused /illegal absences is as follows:
  - 3 illegal / unexcused – 1 demerit
  - 6 illegal/ unexcused – 1 demerit
  - 9 illegal/ unexcused – 1 demerit
  - 12 illegal/ unexcused – 1 demerit
  - Suspension/loss of parking/driving privilege
  - 15 illegal/unexcused – 1 demerit
- 9) Removal of 17/18 year olds from the roles may occur if the student has accumulated ten (10) or more consecutive days of absence; they should have received 5/10/15 day etc. letters with reference to days of absence and/or had the 35-day policy employed. The student shall be notified by a letter from the District.
- 10) Notices will be served on parents/guardians while the student is in attendance at the Altoona Area School District in grades 1 through 6; and an additional notice will be served in grades 7 through 12, by the District Attendance Office, after the student has accumulated three illegal absences. The notice will state that on the fourth and any subsequent illegal absence or series of illegal absences, not to exceed three days of illegal absences in a series, prosecutions will be served by District Attendance after proper notification from home school. (Reference: PSBOE Section 13-1333) (EXHIBIT E). Before any proceedings are instituted against any parent, guardian, or person in parental relation for failure to comply with provisions of this act, the school Attendance Director or the school Principal's designee, shall give the offending person three days written notice of such violation. If compulsory attendance violations continue, the student/parent shall be liable under the provisions of school policy and/or laws of the Commonwealth. Prosecutorial action will be followed through in accordance with the School Laws of Pennsylvania.
- 11) Students who are of compulsory attendance age who are at any time absent from school for ten consecutive school days may, thereafter, be removed from the school's active membership by a written request from the Building Principal, unless one of the following occurs:
  - a) The District has been provided with evidence that the absence may be legally excused.
  - b) Attendance regulations required by Pennsylvania School code have been or are being pursued. The Building Principal must inform the student's parents or guardians by mail that the student is no longer enrolled in the Altoona Area School District. (Authority: Section 11.24, Chapter 11).
- 12) Suspension/Withdrawal of Special Education Students
  - a) Special Education Supervisors will be contacted prior to any suspension occurring. The principal and Supervisor will discuss:
    - i) Exceptionality
    - ii) Information which will help determine if an IEP adjustment is necessary
    - iii) Length of suspension in accordance with due process procedures. (NOTE: The length of suspension shall not be determined prior to communication with Supervisor).
    - iv) Previous suspensions and their impact upon students.
    - v) How parents will be notified and if a Notice of Recommended Assignment is warranted.



- vi) The need for a parent/student meeting and necessity of the Special Education Supervisor's presence.
- b) The following shall apply to all special education students who are 17 years of age or older who are not attending school:
  - i) No special education student should be dropped from rosters without due process being followed.
  - ii) Special education students will not be permitted to sign themselves out of school.
  - iii) The Special Education Department will be contacted if student is not attending school and will proceed by initiating due process action to determine whether a special education student should remain on high school roster.
  - iv) Parents have the legal authority, until the age of 21/graduation, with respect to the due process rights of the student.
- 13) All students will be considered tardy if they arrive after the opening bell. The first **ten** tardies will be excused if a note from parent/guardian is presented or a doctor's excuse is presented. Upon the **eleventh** and subsequent tardies, a doctor's excuse will be required for any student to be excused.
 

Unexcused tardiness will result in two forms of disciplinary action:

  - a) Classes missed as a result of unexcused tardies will be graded a zero in accordance with District Grading Policy 9-12.
  - b) The demerit system will be accumulated and lead to disciplinary action in the following manner (7-12):
    - i) 2 unexcused tardies - warning letter stating discipline will commence with 4 unexcused tardies
    - ii) 4 unexcused tardies – parent contact and 1 demerit issued
    - iii) 6 tardies – warning letter stating that after 10 total tardies, a doctor's excuse is necessary for subsequent tardies to be excused.
    - iv) 8 unexcused tardies – 1 additional demerit is issued
    - v) 10 tardies – warning letter stating that after 10 total tardies, a doctor's excuse is necessary for subsequent tardies to be excused.
    - vi) 12 unexcused tardies – 1 additional demerit issued.
    - vii) 16 unexcused tardies – 1 additional demerit issued.
    - viii) 20 unexcused tardies – 1 additional demerit issued.
    - ix) 24 unexcused tardies – 1 additional demerit issued.

## 6. Excused Absence

The School Laws of Pennsylvania require a written excuse for all absences. The written excuse must be presented to the school no later than three days after the child returns to school. When a parent/guardian/physician written excuse is not received, the absence will be considered "unexcused". Also, sending an excuse does not necessarily mean that the absence will be considered legal. Such reasons as "away from home", "overslept", "went shopping", are not considered excused absences. Excused absence includes illness of the child, death in the immediate family, and special emergency (to be determined by the principal). After three unexcused or unlawful absences, School District action will be taken which could result in a monetary fine.

- a) School-Sponsored Activity  
An absence the day of a school-sponsored activity will prohibit the student from participating in the school-sponsored activity for that day. Any extenuating circumstances may be reviewed by the Building Principal.
- b) Religious Holidays and Objections  
A pupil may be excused from school for observance of bona fide religious holidays. The pupil's absence would be recorded as an excused absence. A letter requesting the school for the absence is required. A pupil may be excused from portions of science and health courses which conflict with the religious beliefs of the pupil. A written request from the pupil's parents should be made to the Building Principal at the beginning of each school year. (Reference: State Board of Education Chapter 11.7).

Students may be released from school for not more than one hour per week for religious instruction, provided there are not expenses charged to public funds. A written request by parent/guardian to the school principal is required.

- c) Temporary Absences  
Pupils may be excused from school attendance to participate in an educational trip or tour at parents' expense with the following provisions:
  - 1) That a temporary absence form be procured at the school office, filled out and returned to school **before** the trip is begun. No absence will be approved for over ten school days, except those with the Superintendent's or his designee's signature.
  - 2) All trips must be approved by both the building and grade level principals. The grade level principal will inform the student as to whether the trip has been approved or denied.
  - 3) That the itinerary, anticipated objectives of the trip and expected outcomes for the child be listed.
  - 4) That children be supervised by an adult acceptable to the Principal and parents.
  - 5) That the Assistant Superintendent must approve any trip or tour over ten (10) school days that is recommended by the Building Principal.
  - 6) All out of country tours must have School Board approval if the tour is school related.
- d) Early Dismissal - Secondary  
Students needing early dismissals for medical appointments, court, funerals, etc., should report to the Attendance Office. Early dismissals are a privilege and students falsifying information or failing to return to school after an appointment may lose the privilege. No student will be granted an early dismissal unless he/she has a written note from his/her parent or guardian. This note must include written permission for anyone other than the parent or guardian to pick the student up from school. Phone verification by the parent or guardian prior to the time of dismissal is also required. However, students will not be released on the basis of a phone call alone.
- e) Early Dismissal through Nurse's Office
  - 1) Any student with a possible, recurring, medical problem needs to present a Doctor's Letter to the nurse explaining the condition and current treatment. This action should take place at the beginning of the year or immediately after the illness is diagnosed.

- 2) The nurse/attendance office will require a Doctor's letter (excuse) after the third (3) nurse's dismissal for illness. If a Doctor's note/excuse/letter is not presented, then the early dismissal will be marked as an unexcused absence.
  - 3) The time(s) a student is dismissed from the nurse's office for illness, (other than a chronic or recurring medical condition substantiated by a Doctor's letter) will accumulate and count towards total absences. Time will be counted and included in the District's 35 Day Policy
  - 4) Early dismissals for Doctor's/Dentist appointments shall be Doctor/Dentist verified with an excuse signed by the Doctor/Dentist and returned to the Attendance Office no later than three (3) school days after the appointment. If the excuse is not presented, the day(s) will be marked as an unexcused absence.
- f) Pregnant or Parenting Students  
Expulsion or exclusion of students from school programs or courses or extracurricular activities, solely on the basis of pregnancy or marital status is prohibited. Section 1329 of P.S.C. allows exemptions from compulsory attendance for mental, physical or other urgent reasons. Exemptions from compulsory attendance for physical reasons may occur on the basis of pregnancy with a medical excuse. Being a parent does not qualify as an urgent reason for exemption from compulsory attendance.
- g) If early dismissal is for a non-medical appointment, the student must return the early dismissal form signed by a parent/guardian for the time to be excused.
- h) Snow Days  
On snow days, a decision will be reached whether to have a two hour delay and/or to close school. The purpose of the two hour delay is to provide the administration with time to have the sidewalks and driveways cleared, and if necessary, to render a decision as to whether to close school altogether. In most instances we will start with a delay and upgrade to a closing if said closing is warranted.

Staff is to remind students, particularly students who walk to school, both elementary and secondary, to listen to the radio on extremely cold days or on snow days for announcements of delays and/or closings. (Reference: Superintendent's Bulletin No. 3, dated July 17, 1987).

## 7. Senior Cut Day

- a) On anticipated days for above normal absences, several factors are brought into play, or could be incorporated:
  - 1) Parent Newsletter
  - 2) Police Notification
  - 3) Public Access Channel
  - 4) Senior Activity Letters
  - 5) Public Address Announcements
  - 6) Parent Notification Via Phone

## H. AUDIO VISUAL DEVICES

1. The unauthorized possession and/or use of audiovisual devices on school premises are strictly prohibited
2. Examples of audiovisual devices *that require administrative approval for possession and/or use on school premises* include, but are not limited to:
  - a) Radios
  - b) CD players
  - c) Tape players
  - d) Paging devices/cellular phones
  - e) IPOD's – MP3 Players
  - f) Televisions
  - g) Bullhorns
  - h) Ipads/Electronic tablets
  - i) Smart Watches
3. Students are not permitted to carry cellular phones and other **non-school-issued** audiovisual devices (digital cameras, MP3 players, IPOD's, CD players, etc.) on them during the school day. All cell phones and other audiovisual devices are required to be turned off and to be placed in the student's locker during the school day. Students may retrieve cell phones or audiovisual devices from their lockers at the end of the school day.
4. **Any student violating this policy shall have the device taken by the School district, and the School District retains the right to review the contents of the device when taken in violation of the policy.**
5. The unauthorized possession and/or use of audiovisual devices on school property will result in disciplinary action taken against the individual by the school administration.
6. Any unauthorized audiovisual devices possessed or used on school property will result, in addition to disciplinary action, the confiscation of said item by the school administration. Audiovisual devices may only be picked up personally by the parent or guardian.
7. Discipline for violations of this policy will be progressive after the first violation.

## I. BUS/VAN BEHAVIOR

The bus/van driver is in charge of each bus/van and represents school authorities. Since students are under the full authority of the school while on the bus/van, all school rules and guidelines are in force during all bus/van trips.

1. Students must:
  - a) Not push or run while loading onto or unloading from the bus/van or at bus/van stops
  - b) Ride only on their assigned bus/van
  - c) Remain in their seats until destination has been reached and the bus/van is stopped
  - d) Sit in assigned seats, if the driver finds such a procedure necessary
  - e) Avoid unnecessary conversation with the driver
  - f) Talk only in a low conversational voice with seat partner
  - g) Use civil language at all times; obscene and abusive talk is absolutely forbidden
  - h) Smoking and/or the use of tobacco products on the bus/van is prohibited
  - i) Keep the bus/van clean and free from litter at all times
  - j) Damaging the bus/van in any way is prohibited
  - k) Keep hands, head, and feet inside the bus/van at all times

- l) Eating or drinking on the bus/van is prohibited
  - m) Disruptive behavior on bus/van is prohibited
  - n) Obey and respect the orders of the bus/van driver at all times
2. Students will not be permitted to get off at any other stop, other than their established stop, unless the driver is shown written parental permission with the Principal or his/her designee's signature.
  3. No unauthorized stops will be made. Students should not ask the driver to change the route or stop.
  4. Students not assigned to bus/van transportation will not be permitted to ride on any school bus/van.
  5. Passes and Identification
    - a) Bus passes are not to be sold or transferred under the penalty of loss of riding privileges.
    - b) Lost bus passes may be replaced for \$5.00 - first loss; \$10.00 every other replacement. After the second bus pass replacement, purchases of additional bus passes must be made in the District Transportation Office by the parent or guardian.
    - c) Students must be in possession of school issued Identification Cards when riding a bus/van.
  6. Safety and protection of all students are essential on busses/vans.
    - a) A student who cannot maintain proper conduct while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation.
    - b) Infractions involving bus/van rules, guidelines and/or the Student Code of Conduct will be reported to the building principal or his/her designee for a determination of guilt or innocence. If found guilty the student will face disciplinary action which may lead to suspension and/or total elimination of bus/van transportation privileges by the building principal or his/her designee.
    - c) All punishments for bus/van offenses shall parallel the Student Code of Conduct with the forfeiting of said privileges as an additional option available to the building administration.
  7. Exceptional students are guaranteed an appropriate education. Within this appropriate education are the mandated auxiliary services that are necessary to that end. These mandated auxiliary services include transportation.

## **J. CHEATING**

1. No student shall intentionally possess, handle, or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution.
2. No student shall intentionally assist other student(s), nor conspire with other student(s) to intentionally possess, handle, or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution.
3. No student shall intentionally assist other student(s), nor conspire with other student(s) to utilize tricks, theft, impersonation, copying or other means of obtaining improper access to answers or questions in an attempt to falsely represent oneself in a deceptive or fraudulent manner.
4. Cheating as a first offense, shall be classified as an academic problem, to be handled by each individual teacher.
  - a) A student has cheated if in the teacher's professional judgment, the student possessed, handled, or transmitted a device or maneuver that could reasonably be construed as being utilized to deceive or defraud the ed-

- educational institution, or that the student utilized tricks, theft, impersonation, copying or other means to obtain improper access to answers or questions in an attempt to falsely represent him/herself in a deceptive or fraudulent manner.
- b) Teachers will handle proven cases of first offense cheating by assigning a “zero” to that particular activity, assignment, quiz, or examination.
  - c) The teacher shall be required to communicate to the parent/guardian all cases of first offense cheating and option(s) utilized within three school days of the exercising of such options.
  - d) All cases of first offense cheating shall be conveyed, in writing, to the principal or his/her designee before the close of school on the day the teacher has established proof of cheating. Copies of all information and materials utilized by the teacher to establish such proof, as well as the option(s) utilized, must accompany this written notification. The principal or his/her designee will be required to appropriately file all such written notifications.
  - e) First offense cheating involving more than one course of study shall be handled by the principal or his/her designee as repetitive cheating and will be classified as a disciplinary problem.
    - 1) It will be the responsibility of the principal or his/her designee to monitor said cheating and upon notification of a student’s first offense cheating, that involves more than one course of study, the principal or his/her designee shall exercise the following options in addition to those exercised by the classroom teacher.
    - 2) The student will be disciplined, as required by the Student Code of Conduct.
  - f) Repeated cheating in the same course of study shall be classified as a disciplinary problem.
  - g) Cheating shall be classified as repetitive on or after the second proven case of student cheating.
    - 1) To prove a student has cheated, the teacher shall be required to provide, in the form of witnesses, statistical analysis, or other reasonable evidence that the student possessed, handled, or transmitted a device or maneuver that could reasonably be construed as being utilized to deceive or defraud the educational institution or that the student utilized tricks, theft, impersonation, copying or other means to obtain improper access to answers or questions in an attempt to falsely represent him/herself in a deceptive or fraudulent manner.
    - 2) All cases of alleged repetitive cheating shall be referred, in writing, to the principal or his/her designee before the close of school on the day the teacher believes proof has been established. Copies of all information and materials utilized by the teacher to establish said proof of repetitive cheating must accompany this written referral. The principal or his/her designee will meet with the parties involved to review the case and determine guilt or innocence. If guilt is the determination reached by the principal or his/her designee, these options shall be followed:
      - a) The student will receive a failing grade for the course in which said actions took place.
      - b) The student will be disciplined, as required by the Student Code of Conduct.

## **K. CLASS CUTS**

1. Class roll will be taken by each teacher at the beginning of each period and all absences recorded in the class record book.
2. Class absences not on the daily absentee list shall be reported to the principal's or his/her designee's office as prescribed by the school administration
3. After investigation, when class cutting is certain, the administrator will review the occurrence and administer appropriate disciplinary action.

## **L. CORPORAL PUNISHMENT**

1. The Altoona Area School District prohibits the use of the corporal (physical) punishment for all students as a means of discipline or behavioral modification. This policy covers all employees and volunteers of the School District: administrators, supervisors, teachers, other professional and non-instructional employees, and volunteers.
2. Employees may use reasonable force to defend themselves when necessary, to protect the safety of the employees and/or students, and to protect School District property.

## **M. DAMAGE OR THEFT OF SCHOOL PROPERTY**

1. A student shall not intentionally cause, attempt to cause, assist to cause, or conspire to cause damage to school property; shall not steal, nor attempt to steal school property nor otherwise deprive the school of said property.
  - a) The student shall be required to provide restitution for damages and/or nonrecovered stolen property including the "current" replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
  - b) The parents or legal guardians of said student may be held liable for any and all damages to school property and/or any and all unrecovered stolen property that the student him/herself does not provide restitution for.
2. No student, without school authorization to do so, shall receive, retain, possess, or otherwise dispose of any property which the student knows or has reason to know belongs to the school.
  - a) The student shall be required to provide restitution for damages and/or non-recovered property including the "current" replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
  - b) The parents or legal guardians of said student may be held liable for any and all damages to school property and/or any and all unrecovered property that the student him/herself does not provide restitution for.
3. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

## **N. DAMAGE OR THEFT OF PRIVATE OR OTHER PUBLIC PROPERTY**

1. A student shall not intentionally cause in fact, attempt to cause in fact, or assist to cause in fact damage to private or other public property, steal or attempt to steal private or other public property either on school premises or off school premises during a school activity, school function, or school sponsored event.
2. A student shall not intentionally cause in fact or attempt to cause in fact damage to private or other public property, or steal or attempt to steal private or other public property on school premises and after school hours.

### 3. Technology Vandalism

**Vandalism will result in cancellation of network access/computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Students committing such vandalism will be subject to discipline consistent with the Student Code of Conduct.**

4. A student shall not intentionally cause in fact or attempt to cause in fact damage to private or other public property, or steal or attempt to steal private or other public property off school premises and after school hours involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness that the effect could include endangering the health, safety, welfare, or morals of students within the school system.
5. A student shall not come into control of property of another that he/she knows to have been lost, mislaid, or delivered under a mistake without taking reasonable measures to restore the property to a person entitled to have it.
6. A person shall not intentionally receive, retain, or dispose of property of another knowing that it has been stolen, or believing that it has probably been stolen.

### O. DETENTION

1. Before serving detention, the student has the right to at least one day's notice so that he/she can inform his/her parents and make necessary arrangements.
2. Detention assigned by administrators and/or their designees must be communicated to the student via written notification. This written notification must anticipate the need for at least a twenty-four hour advanced notification to arrange for transportation.
3. Detention responsibilities take precedent over all other after school activities, including band, athletics, organizational meetings, and work.
4. Detention will be held daily after school, on Saturdays, and during student vacations as deemed appropriate by school authorities.
5. Detention will be held unless otherwise announced by the school authorities.
6. Teachers must receive the Principal's or his/her designee's approval before whole class after school detention.
7. Teachers shall only utilize after school detention, and will be responsible for assigning and monitoring their individually held after school detentions. The school administration shall utilize after school, Saturday, and student vacation days as detention options.
  - a) A teacher has the following responsibilities when assigning detention:
    - 1) Meet with the student and inform him/her of the reason for after school detention.
    - 2) Inform the student in writing of the date, time, and location of assigned after school detention.
    - 3) Inform the principal in writing of the name of the student, reason for after school detention, date, time, and place of after school detention.
  - b) If, within the established procedures of the discipline policies of the school district, a teacher assigns detention to a student and the student fails to serve that detention, the teacher will make a parent/guardian contact in which:



- 1) The reason for detention is explained
  - 2) The parent's/guardian's cooperation is solicited.
  - 3) The parents/guardians are informed that if the detention time is not satisfied by a date determined by the teacher, the student will be referred to the principal for additional disciplinary action.
- c) If the teacher has followed the proper procedures and has utilized the proper forms, this matter will be handled as if the student had missed an administrator assigned detention (SEE BELOW).
- d) If, within the established procedures of the discipline policies of the School District, an administrator and/or his/her designee assigns detention time to a student and the student fails to serve that detention time, the administrator and/or his/her designee will meet with the student within ten school days following their nonattendance to ascertain the need for additional disciplinary action or the reassignment of detention time due to an authorized absence.
- e) Authorized absences from Saturday detention will include those absences recognized by the attendance policies of the District or other urgent reasons, which are approved by the principal or his/her designee.
- 1) If it is necessary for a student to be absent from Saturday detention the reason for the absence must be provided to the school in writing and must be signed by the parent or guardian.
  - 2) The student is to bring the written excuse to school on the day he/she returns and must submit such an excuse to the Saturday detention coordinator.
  - 3) Written excuses not provided to the Saturday detention coordinator on the day the student returns to school, may result in the absence recorded as unauthorized.
  - 4) The following are examples of excused absences:
    - a) Personal illness
    - b) Quarantine of the individual or home
    - c) Death in the immediate family
    - d) Cancellation due to weather
    - e) Farm or domestic services emergency permits
    - f) Educational trips or tours with parent or guardian or other adult so designated by the parent with prior written request and approval of the administration
    - g) Religious holidays
    - h) Required court appearance
    - i) Emergencies such that affect the student but do not include work at home and are approved by the principal or his/her designee.
- f) Failure to serve detention during the assigned time will result in:
- 1) After School Detention
    - a) First failure to attend assigned detention - One Saturday Detention
    - b) Second failure to attend assigned detention - One Day In-School Suspension
    - c) Third failure to attend assigned detention - Three Day In-School Suspension
    - d) Fourth failure to attend assigned detention - Five Day In-School suspension

- 2) Saturday Detention
  - a) First failure to attend assigned detention - Three Day In-School Suspension
  - b) Second failure to attend assigned detention - Five Day In-School Suspension
  - c) Additional failure to attend assigned detention - Five Day In-School Suspension
- g) During detention time, students shall automatically receive additional discipline for the following:
  - 1) Sleeping
  - 2) Any type of communication, which may result in disturbing detention
  - 3) Failure to bring work to detention (no student will be permitted to get work or borrow anything during detention)
  - 4) Reporting late for detention unless the student has a pass from the principal's office
  - 5) Reporting late for detention after a scheduled break
  - 6) Any other violations of the Student Code of Conduct
- h) Students will not be permitted to leave detention unless during a scheduled break.
- i) No students other than those assigned will be permitted in or within the vicinity of the detention room.
- j) All seating arrangements will be assigned by the detention monitor.
- k) Students who owe detention will not be permitted to participate in the following end-of-the-year activities until all detention is made up:
  - 1) End-of-the-year activities, such as, but not limited to, the prom and/or social, afterglo, and commencement.
  - 2) Extracurricular activities, such as, but not limited to, athletics, band trips and school sponsored awards banquets.
  - 3) Scheduling of summer school.
- l) Students who fail to make up detention prior to the last student day will be assigned to summer detention.
- m) Students who fail to attend make up detentions scheduled for the summer will be suspended, **in-school 3 days**, for insubordination, beginning the first school day of the next school year and will be excluded from all extra-curricular activities until said detention is made up in total.

#### **P. DISRUPTION OF SCHOOL AND/OR CLASSROOM**

1. A student shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, obscene language, obscene gestures, or any other conduct which serves no legitimate school purpose, intentionally cause the material disruption or obstruction of any lawful mission, process, or function of the school or classroom.
2. Neither shall he/she engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any lawful mission, process, or function of the school or classroom if such a disruption or obstruction is reasonably certain to result.
3. Neither shall he/she urge other students to engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any lawful mission, process, or function of the school or classroom if such a disruption or obstruction is reasonably certain to result from his/her urging.

4. Where a student or group of students is participating in a course of disruptive behavior which causes or may cause material harm or serious inconvenience to the legitimate mission, process, or function of the school or classroom, an administrator or other identified school official must order the participants and others in the immediate vicinity to disperse. Any student who refuses or knowingly fails to obey such an order will face suspension and/or a recommendation for expulsion.
5. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

**Q. DISRUPTION OF SCHOOL SPONSORED, RELATED, AND/OR SANCTIONED MEETINGS, ACTIVITIES, EVENTS**

1. A student shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, intentionally cause the material disruption or obstruction of any school sponsored, related, and/or sanctioned meetings, activities, events.
2. Neither shall he/she engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any school sponsored, related, and/or sanctioned meeting, activity, event if such a disruption or obstruction is reasonably certain to result.
3. Neither shall he/she urge other students to engage in such conduct with the deliberate intention of causing the material disruption or obstruction of any school sponsored, related and/or sanctioned meetings, activities, events if such a disruption or obstruction is reasonably certain to result from his/her urging.
4. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

**R. DRUGS/ALCOHOL**

PREFACE: The purpose of any policy must relate to the welfare and well being of individual students, staff members and the school population in general. Individuals under the influence of drugs or alcohol may have their mental processes altered, thus impeding their own learning and also may present social and behavioral problems within the school and community. The Altoona Area School District recognizes that the use and abuse of drugs is a serious and difficult problem for an educational system.

STATEMENT OF POLICY: Through the use of appropriate curriculum, classroom activities, Multidisciplinary Team (MDT), strong and consistent administration and faculty effort, community support and resources, and rehabilitative and disciplinary procedures, the Altoona Area School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood-altering substance by the entire student population. This policy is consistent with the philosophy of the Comprehensive Drug and Alcohol Prevention/Intervention Project. All issues regarding possession, distribution, paraphernalia, and use of drugs and alcohol must be reported to the Altoona Area School District Security Office via the AASD Incident Report. All forms of evidence will be turned over the AASD Security Office.

AS AN EXTENSION of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to drugs, mood-altering substance and alcohol related substances.

## **DEFINITION OF TERMS:**

**Medical Emergency** - The student demonstrates symptoms of possible drug/alcohol overdose, which may include incoherence, inability to respond, vomiting, unconsciousness, etc.

**Drugs** - Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the Altoona Area School District policy for the administration of medication to students in school.

This will include look-alike drugs **and non-prescription medications/supplements.**

**Look-Alike Drugs** - Any pill, lozenge, capsule, or other tablet or substance which has been manufactured, packaged, or repackaged in the manner so as to appear substantially identical to a prescription or illegal drug, or other controlled substance, or which is packaged in a manner normally used for the illegal delivery of controlled substances, but contains nonprescription or non-controlled substances.

**Non-Prescription Medications/Supplements** - Any pill, lozenge, capsule, tablet or substance that is sold as over-the-counter medication/supplement and is not registered and administered by the school nurse. Examples would include but not be limited to the following list of medications: *Benadryl, Benylin, Dimetapp Cold and Allergy Elixir, Naldecon, Robitussin Allergy & Cough Liquid, Cheracol D, Dramamine, Comtrex, Nytol, Triaminic, Sominex, Sinuatab, Vicks Nyquil, Contac, Alka-Seltzer Plus Night-Time Cold Medicine, Tylenol Flu Night Time, Sudafed, Coricidin, Tussin, Inhalers, Speeders, Forms of Aspirin...*

**Drug Paraphernalia** - Includes any utensil or item, which, in the school's judgement, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, bowls

**Student Assistance Intervention Team (SAIT)** - A multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors) and other members of the community. The team has been trained to understand and work on issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Distribution** - Deliver, pass, sell share or give any alcohol, drug, or mood-altering substance as defined by this policy, from one person to another to aid therein. (A student who has sufficient quantity which would be considered as more than for personal use would be dealt with under the appropriate situation category for distribution).

**Possession** - To have or hold with no attempt to distribute, any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy.

**Cooperative** - Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Assistance Intervention Team.

**Uncooperative** - Shows resistance or refusal, either verbal, physical, or passive, to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall also include the refusal to comply with the recommendations of the member of the Student Assistance Intervention Team.

**Days** - Will refer specifically to school days.

**School Property** - Shall include not only actual buildings, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas and any facility being used for a school function. School property additionally includes student travel to and from school.

**School Activity** - Shall include student involvement in any curricular or extracurricular activity and encompasses the travel time, the activity itself, and overnight stays. The time period involved in the activity will begin when the student leaves the school property and end when the student returns home.

**Extra-Curricular Activity** - Shall include any school sponsored activity such as sports, band, cheerleading, trips, school clubs, and social activities regardless of the time frame of the activity.

## 1. **Medical Emergency**

A student demonstrates symptoms of possible drug overdoses (incoherence, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.

- a. **Immediate Action:** The school nurse will be summoned immediately. All standard first aid procedures for medical emergency will be followed. The student is not to be left alone.
- b. **Investigation:** The principal will investigate the incident. This may include a search of the student's desk, locker, and possessions in the presence of the student. Refer to Student Assistance Intervention Team (SAIT).
- c. **Notification of Parents:** It will be the responsibility of the Principal, Assistant Principal or designee to notify the parents.
- d. **Confidentiality:** Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
- e. **Disposition of Substance:** Not applicable unless student has possession of substance.
- f. **Discipline/Rehabilitation:** Refer to Student Assistance Intervention Team (SAIT) and the student will abide by their recommendations. If there is evidence of violation, see appropriate situational category.
- g. **Notification of Police:** Not applicable unless the safety of the emergency victim or the school population is at risk.

## 2. **Student Inquiry**

A student is making an inquiry about or requesting drug-related help or advice from school personnel.

- a. **Immediate Action:** Refer to the guidance counselor. Also refer to the Student Assistance Intervention Team (SAIT). The student shall be fully informed of services that are available, their right to receive the service and its confidentiality.
- b. **Investigation:** There is no need for investigation in this situation.
- c. **Notification of Parents:** Parents shall not be notified without the consent of the student.
- d. **Confidentiality:** Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
- e. **Disposition of Substance:** Not Applicable.
- f. **Discipline/Rehabilitation:** Refer to Student Assistance Intervention Team (SAIT). No need for disciplinary action in this situation.
- g. **Notification of Police:** Not Applicable

### 3. **Concern Regarding Possible Use**

The possible drug use of a student is of concern; however, there is no evidence of violation of law or school regulation.

- a. **Immediate Action:** A teacher may approach a student in regard to behavior, classroom performance or general health. Students should not be accused of drug use. The teacher shall notify the Principal/Assistant Principal, school nurse, or counselor to discuss his/her concerns. If possible an attempt should be made to discuss the situation in a positive light or to refer the student to a counselor, school nurse, or to the Student Assistance Intervention Team (SAIT).
- b. **Investigation:** Data collection by the Student Assistance Intervention Team (SAIT) or guidance counselor
- c. **Notification of Parents:** Parents will be notified after the investigation if the Student Assistance Intervention Team (SAIT) feels it is warranted.
- d. **Confidentiality:** Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
- e. **Disposition of Substance:** Not Applicable
- f. **Discipline/Rehabilitation:** The Student Assistance Intervention Team (SAIT) Referral
- g. **Notification of Police:** Not Applicable

### 4. **Drug Related Paraphernalia**

A student possesses drug-related paraphernalia.

- a. **Immediate Action:** Confiscate all items; Principal/Assistant Principal notified.
- b. **Investigation:** Principal or Assistant Principal will search student's desk, locker and possessions.
- c. **Notification of Parents:** Parents will be notified by the Principal/Assistant Principal or designee.
- d. **Confidentiality:** Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
- e. **Disposition of Substance:** As per policy.
- f. **Discipline/Rehabilitation:** Immediate 10 day suspension, Administrative Hearing and referral to Student Assistance Intervention Team (SAIT).
- g. **Notification of Police:** As per policy.

### 5. **Possession or Suspected Use at School/School Function (First Offense)**

No student shall use, possess or be under the influence of any drug, alcohol or any other controlled substance as defined by the Drug Device and Cosmetic Act, **or non-prescription medication / supplement. The only exception to this will be asthma inhalers and epi-pens**

- a. **Immediate Action:** Principal/Assistant Principal summoned.  
Staff member writes an anecdotal report of the incident and submits to the principal.
- b. **Investigation:** Principal/Assistant Principal conducts investigation. School nurse becomes involved. Principal/Assistant Principal will search student's desk, locker and other possessions in the presence of the student.
- c. **Notification of Parents:** Principal/Assistant Principal will contact parent/guardian and describe the situation.
- d. **Confidentiality:** Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
- e. **Disposition of Substance:** As per policy.

- f. Discipline/Rehabilitation: Immediate out-of-school suspension-mandatory 10 days plus Administrative Hearing. Referral to Assistance Intervention Team (SAIT) and student will abide by their recommendations.  
\*For over-the-counter drug and prescription medication: 1st offense – 3 days in-school suspension/parent contact. Proof of prescription for student necessary, otherwise 10 day out-of-school suspension.
  - g. Notification of Police: As per policy.
6. **Possession or suspected Use at School/School Function (Repeated Offense)**  
No student shall use, possess or be under the influence of any drug, alcohol or any other controlled substance as defined by the Drug Device and Cosmetic Act, **or non-prescription medication/supplement.**
- a. Immediate Action: Principal/Assistant Principal summoned. Staff member writes an anecdotal report of the incident and submits it to the principal.
  - b. Investigation: Principal/Assistant Principal conducts an investigation. School nurse becomes involved. Principal/Assistant Principal will search student's desk, locker and other possessions.
  - c. Notification of Parents: Principal/Assistant Principal will contact parent/guardian and describe the situation.
  - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
  - e. Disposition of Substance: As per policy.
  - f. Discipline/Rehabilitation: 10 day out-of-school suspension, referral to Student Assistance Intervention Team (SAIT). Formal school Board hearing for expulsion from school. Administration will require that conditions for the return to school following the expulsion include an assessment by a licensed Drug and Alcohol Clinic and compliance with their recommendations. Readmittance will not be for at least the current semester and may be up to one year.  
\*For over-the-counter drug and prescription medication: Repeated offense – follow progressive discipline after 3 day in-school/parent contact. Proof of prescription for student necessary, otherwise 10 day out-of-school suspension.
  - g. Notification of Police: As per policy.
7. **Distribution at School/School Function**  
No student shall manufacture, deliver, nor possess with intent to deliver, or otherwise be in the process of delivering any drug, alcohol, controlled substance, **non-prescription medication / supplement**
- a. Immediate Action: Confiscation of substance. Immediate notification of Principal/Assistant Principal. Student is detained.
  - b. Investigation Student Questioned: Student's desk, locker and other possessions will be searched.
  - c. Notification of Parents: Principal/Assistant Principal will contact the parent/guardian and describe the situation.
  - d. Confidentiality: Confined to those with a legitimate educational interest as mandated by School District Confidentiality Policy.
  - e. Disposition of Substance: As per policy.
  - f. Discipline/Rehabilitation: Referral to Student Assistance Intervention Team (SAIT) 10 day out-of-school suspension. Formal School Board hearing for expulsion from school. A required condition for return from expulsion must be an assessment at a licensed Drug and Alcohol clinic and compliance with their recommendations. Readmittance may not be for at least the current semester and may be up to one school year.

\*This includes over-the-counter and prescription medications.

g. Notification of Police: As per policy.

**8. Non-Student Possessing, Using or Distributing**

A non-student is found to be in possession, using, or distributing drugs. Refer to City Police Department for immediate disposition.

**9. Alcohol Testing - Use of Breathalyzer**

The Passive Alcohol Sensor is a device used to check for breath alcohol with or without a subject's direct participation. It can be used passively to detect alcohol in containers or in enclosed spaces such as rooms or locker rooms. It can be used actively when a subject is asked to speak across the intake part of the device.

**Active Test**

- a. Where school authorities have individualized reasonable suspicion that a student has consumed alcohol in school, on school property, or at a school-sponsored event, the following steps will occur:
  - 1. The student will be detained for observation and questioning by authorized personnel.
  - 2. The student will be asked to speak/breathe across the intake part of the Passive Alcohol Sensor. If the student refuses the test, he/she shall be considered to have failed the test.
  - 3. The student will be informed of the determination of the presence or not of alcohol.
  - 4. If it is determined that the student has consumed alcohol, the Student Code of Conduct, Section R, Drugs and Alcohol, will be invoked.
  - 5. If the student denies consumption he or she will be asked to submit to a blood alcohol test at the hospital. Based upon these results the Student Code of Conduct, Section R, Drugs and Alcohol, will then be invoked. If the student refuses to take the blood alcohol test, he/she will be considered to have failed the test.
  - 6. All test results will be provided to the parent or guardian of the students by the school principal.

**S. EQUAL ACCESS**

- 1. The Altoona Area School District shall recognize a fair opportunity for students of noncurricular-related groups who wish to conduct a meeting within its limited open forum for the purpose of religious, political, philosophical, or other content of speech at such meetings if, and only if, it is provided that:
  - a. Such a meeting is voluntary and student-initiated.
  - b. The intentions of each and every such meeting are presented in typewritten form to the Superintendent or his/her designee by referring to Section U as to what materials would be acceptable at least three school days prior to the requested meeting date(s). If this group is to meet throughout the year or for an extended period of time, only an initial request is necessary.
  - c. The typewritten intentions of each and every such meeting shall include:
    - 1) The name of the noncurricular-related student group which is interested in holding a meeting for the purpose of discussing subject matter not directly related to the school curriculum.
    - 2) The name(s) of the spokesperson(s), officer(s), and/or significant other member(s) of the noncurricular-related student group who accept the responsibility for such a meeting organization, promotion,



and implementation pending written notification from the Superintendent or his/her designee.

- 3) All such meetings are open to any Altoona Area School District student without regard to race, gender, religious affiliation or national origin.
  - 4) A signed statement by the spokesperson(s), officer(s), or significant other member(s) of the noncurriculum- related student group that the policies pertaining to such meetings have been received, read, and are understood, and moreover, that they have had the opportunity to receive clarification from the Superintendent or his/her designee related to any questions pertaining to the said policies before organization, promotion, and implementation have been realized. In addition, the individual signing this statement will be responsible for accepting responsibility for reimbursement to the Altoona Area School District for any and all damages or excess costs incurred as a result of occurrences associated with such meetings.
- d. The meeting and any overflow activities/group business shall be conducted between 7:00-7:30 AM and 3:00-4:00 PM on the date assigned by the Superintendent or his/her designee.
  - e. The meeting and any overflow activities group business shall be conducted in the classroom specifically identified in writing by the Superintendent or his/her designee.
  - f. There is no sponsorship of the meeting by the school district.
  - g. Employees of the school are present at the meeting in a non- participatory monitoring capacity. The main purpose of this monitoring shall be custodial in nature and shall include the right to protect the well-being of the attendees, to maintain order and discipline and to see that school property is protected against damage and/or theft.
  - h. Non-school persons may not direct, conduct, attend, or control meetings of noncurricular-related student groups on school premises.
  - i. Such groups are responsible for their own promotion.
    - 1) The use of school media such as the public address system, daily bulletin, the bulletin boards or other aspects of the physical environment used for the purposes of information/advertisement of school sponsored activities/groups are forbidden.
    - 2) So as to alleviate possible confusion and disorder, no promotional activities for such groups shall be permitted until written confirmation of requested meeting date(s) and classroom are received by the spokesperson(s), officer(s), and/or significant other member(s) from the Superintendent or his/her designee.
    - 3) Promotional activities shall be restricted to non-instructional time between (7:00-7:30 AM) and (3:00-4:00 PM), shall not include the use of any mechanical/electrical mechanism and shall be conducted in the location identified by the Superintendent or his/her designee or written notice must be received by the Superintendent or his/her designee
  - j. Any sales, fundraising, or other activities for the purpose of commercial gain, by such groups, on school premises is prohibited.
  - k. Any materials/items utilized in unauthorized sales, fund raising, or other activities for the purpose of commercial gain, by such groups, on school premises, will be confiscated by school officials with no option of return of said materials/items.

2. The Altoona Area School District shall recognize that nothing in this policy shall be construed to authorize the District or any subdivision thereof:
  - a) To influence the form or content of any prayer or other religious activity.
  - b) To require any person to participate in prayer or other religious activity.
  - c) To expend public funds beyond the incidental cost of providing the space for student-initiated meetings and providing a monitor for safety and welfare reasons.
  - d) To compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee.
  - e) To sanction meetings that are otherwise unlawful, refer to Section U.
  - f) To abridge the constitutional rights of any person.
3. The Altoona Area School District shall recognize that nothing in this policy shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on the school premises, to protect the well-being of students and faculty, to assure that attendance of students at such meetings is voluntary, to use its discretion in suppressing speech or activities which might harm or confuse impressionable youth, and to take any reasonable steps to ensure compliance with the provisions of this policy.
4. The Altoona Area School District shall reserve the right to deny a noncurricular related student group the opportunity to meet on school premises or be forced to withdraw that opportunity when any of the provisions of this policy are violated. Furthermore, the Altoona Area School District reserves the right to take reasonable disciplinary action against any and all individuals responsible for the violation of any provisions of this policy or in the course of organizing, promoting, and/or implementing such meetings, violate other standing policies, i.e. the use of obscene or vulgar language or insubordinate actions on the part of group members toward employees or agents of the school or government.
5. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

## **T. ETHNIC INTIMIDATION**

1. No student(s) shall with malicious intent toward the race, color, religious or national origin of another individual or group of individuals, commit offenses involving danger, coercion, threats, harassment, intimidation, fear, or harm to such person(s).
2. No students shall, with malicious intent toward the race, color, religious or national origin of another individual or group of individuals, commit offenses.
3. Referral to Civil Authorities for charges under the Ethnic Intimidation Act of 1982 shall be made when deemed necessary by school authorities.

## **U. EXPRESSION/HARASSMENT**

1. The Board of School Directors prohibits any form of student expression/conduct, which materially and substantially interferes with the educational process or invades the rights of students, teachers, or other School District personnel.
2. The Board of School Directors reserves the right to edit and prohibit any form of student expression/conduct made in a school-sponsored expressive activity (e.g. student newspaper or theater production) if the School has legitimate pedagogical concerns about the expression/conduct.
3. The following is a nonexclusive list of student expression/conduct that will result in disciplinary action being brought against a student.

- a. Expression/conduct that interferes with the rights of other students/teachers and other School District personnel.
  - b. Expression/conduct that materially disrupts class work, administration of the school, programs or activities.
  - c. Expression/conduct that is lewd, vulgar or obscene.
  - d. Expression/conduct that contains fighting words or constitutes unlawful agitation.
  - e. Expression/conduct that is slanderous or derogatory.
  - f. Expression/conduct that creates a clear and present danger to the security, discipline, health, safety, welfare and/or morals of the school population.
  - g. Expression/conduct that leads to a criminal conviction for engaging in force, destruction or seizure of School District property/persons.
4. Assembly
- a. School officials have the right and duty to protect students within the school, to prevent disruption of the educational process, and to protect school property. Therefore, students who opt to present their grievances before the school through assembly must:
    - 1) Do so in a peaceable and orderly manner
    - 2) While engaging in such activity, may not prohibit others from moving freely in the school hallways, doorways, or other areas of the building.
    - 3) Not engage in destruction of property, riotous action, or other unlawful acts.
    - 4) Not deprive others of the right to pursue their studies in a relatively tranquil atmosphere.
    - 5) Not interfere with other students' rights to be interviewed by military recruiters or other representatives of other legal organizations, which are invited by the school.
    - 6) Realize that although some of the demonstrators may not have directly participated in the disruptive conduct, that they are equally responsible for the actions and statements of the disruptive members of the group.
    - 7) Realize that prior to such assemblies:
      - a) The grievances of the person(s) intending to be participant(s) are presented in typed form, to the Superintendent or his/her designee at least 24 hours prior to the subsequent day.
      - b) The name(s) of the spokesperson(s) and/or significant other persons intending to participate in the assembly accompany said typewritten grievances.
      - c) The exact date the person(s) intending to participate in the anticipated assembly plan to conduct such activity shall accompany said typewritten grievances.
      - d) An exact copy of all materials to be displayed or distributed on school premises shall be submitted for preapproval with said typewritten grievances.
      - e) It is clear that such assemblies are student-initiated and voluntary.
      - f) It is clear that such assemblies are open to any Altoona Area School District student without regard to race, gender, religious affiliation, or national origin.
      - g) That the spokesperson(s) and/or significant other persons engaging in such assemblies understand that they accept the responsibility for any and all damages incurred as a result of occurrences associated with such activities.

- h) That the spokesperson(s) and/or significant other persons intending to participate in the assembly provide a signed statement, that accompanies the preregistration list, specifying that said individuals have received, read, and understand the policies and conditions related to such activities.
- i) That the assembly and/or overflow activities shall be conducted between 3:00-4:00 PM on the date specified in the typewritten grievance letter initially submitted to the Superintendent or his/her designee.
- j) That the assembly and/or overflow activity shall be conducted in the area specifically identified in writing by the Superintendent or his/her designee.
- k) That there is no sponsorship of the assembly by the school or its employees.
- l) Employees of the school district are present at the assembly and/or overflow activities in a nonparticipatory monitoring capacity. The main purpose of the monitoring shall be custodial in nature and shall include the right to protect the well-being of the attendees, to maintain order and discipline, and to see that school property is protected against damage and/or theft.
- m) Non-school persons may not direct, conduct, attend, or control the assembly and/or overflow activities of student groups.
- n) Person(s) intending to participate in the assembly and/or overflow activity are responsible for their own promotion.
  - 1) The use of school media such as the public address system, daily bulletin, the bulletin boards, or other aspects of the physical environment used for the purposes of information and/or advertisement of school-sponsored activities/programs is forbidden.
  - 2) So as to alleviate possible confusion and disorder, no promotional activities for assemblies and/or overflow activities shall be permitted until written confirmation of the receipt of the typewritten grievance letter is received from the principal or his/her designee. This confirmation letter must also include the clear specification of the area designated for the assembly and/or overflow activity, as well as the area clearly specified for promotional activities.
  - 3) Promotional Activities shall be restricted to non-instructional time between (7:00-7:30 AM) and (3:00-4:00 PM), shall not include the use of any mechanical or electrical mechanism and shall be conducted in the location identified by the Principal or his/her designee.
  - 4) The promotional advertising activities of religious groups, on school premises, is strictly prohibited.
- o) Any sales, fundraising, or other such activities for the purpose of commercial gain, by such groups, on school premises is prohibited.
- p) Any material/item utilized in unauthorized sales, fundraising, or other activities for the purpose of commercial gain, by such groups, on school premises, may be confiscated by school officials with no option to return of said materials/items.

- b. Students not engaged in a peaceful assembly and/or who do not agree with the demonstrator's views may not harass, or otherwise disrupt such an assembly. Students responsible for such disruptive actions will be disciplined accordingly.
5. Newspapers and other publications
- Students have the right and are free as editors of other publications to report the news and to editorialize within the following provisions:
- a. Prior approval from the Superintendent or his/her designee shall be necessary regarding publications to be distributed on school premises:
    - 1) Publications must be dated/submitted to the Superintendent or his/her designee three days prior to anticipated publication.
    - 2) Students who are not authorized to distribute publications on school premises without written authorization.
  - b. Students who are not members of the publication staff shall have access to its pages.
    - 1) Written and dated material by non-staff members shall be submitted to the Superintendent or his/her designee.
    - 2) Students are not authorized to distribute publications on school premises without written authorization.
  - c. School officials shall supervise student publications published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  - d. School officials may not censor or restrict material simply because it is critical of the school or its administration.
  - e. Constructive criticism of school policies or personnel is allowable, but articles which are more in the nature of personal attacks may be prohibited.
  - f. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - g. Students have the responsibility to be aware of the feelings and options of others and to give others a fair opportunity to express their views.
  - h. Student publications shall indicate that the opinions expressed are not necessarily those of the school or the student body.
  - i. Underground publications include those publications which are printed at the student's own expense and off school premises. These publications shall meet the following provisions:
    - 1) Students have a right to distribute and publish an underground publication so long as it is not libelous, obscene, or would unreasonably lead school officials to forecast a material and substantial disruption with the educational process or the rights of others. In these cases distribution may be denied.
    - 2) Prior approval from the Superintendent or his/her designee shall be necessary regarding publications to be distributed on school premises.
      - i) Publications must be dated/submitted to the Superintendent or his/her designee three days prior to anticipated distribution.
      - ii) Students are not authorized to distribute publications on school premises without written authorization.
    - 3) Promotional/distribution of underground publications shall be restricted to non-instructional time between (7:00-7:30 AM) and (3:00-4:00 PM), shall not include the use of any mechanical/electrical mechanism, and shall be conducted in the location identified by the Principal or his/her designee.

6. Obscene or abusive language, gestures or symbolism
  - a. No student shall use auditory and/or visual communications that are obscene and/or abusive in nature.
  - b. No student shall knowingly possess, handle or transmit any obscene or abusive written, mechanically or electronically produced, or illustrated materials.

7. **SEXUAL CONTENT IN TEXT MESSAGES (SEXTING)**

Individuals who send text messages with sexual content, such as images of themselves or others in various stages of undress, may be subject to criminal prosecution. Students in Pennsylvania have recently faced felony child pornography charges for the possession and distribution of nude cell phone images of themselves and/or others. Images containing sexual content, including various stages of nudity, of an individual under the age of 18 meet the legal definition of child pornography, the possession of which constitutes a felony.

Any student in possession of text messages with sexual content on school grounds will be subject to the disciplinary procedure as appropriate, up to and including expulsion where appropriate. Students participating in the taking or distribution of text messages with sexual content risk felony prosecution in addition to any District imposed penalties. *District officials recommend that any student who receives this type of image delete it immediately from their electronic device.*

Such offenses that occur on school property or during school sponsored activities also violate the district's Student Code of Conduct and District policy. The following actions, at a minimum, will be taken by the administration:

- Student found in possession of such photographs or video will be subject to a 3-day suspension from school.
- Students found in possession of such photographs or video, who have also distributed the same will be subject to a 10-day suspension from school.
- Cell phones found in violation of the Student Code of Conduct will be confiscated in accordance with District policy and all inappropriate images will be destroyed.

8. **Cyber Harassment**

"A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct by communicating repeatedly any of the following by electronic means directly to a child or by publication through an electronic social media service:

- (a) Seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity, or mental or physical health or condition.
- (b) Threat to inflict harm

While the School District firmly believes in each student's right to express himself to the extent permissible by law, students do not have the right to express themselves in a materially and substantially unlawful manner which interferes with the educational process, encourages unlawful activity, interferes with another individual's rights or threatens immediate harm to the welfare of the school community.

Every student has the responsibility to maintain a climate within the school that is conducive to wholesome learning and living, to respect the rights of all members of the school community including teachers, administrators and fellow students and to express himself/herself in a respectful manner.

Information published or disseminated on or off of school property that is found to materially disrupt class work, create substantial disorder or invade the rights of others, will not be tolerated by the Administration and shall subject the student to discipline.

**Students are also not permitted to wear gang colors or symbols including the display of colors, symbols, or other paraphernalia with the intent to show allegiance to a gang. Displays associated with undesirable groups/gangs, including language, gestures, or confrontations will be subject to appropriate discipline.**

9. The Altoona Area School District shall recognize that nothing in this policy shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on the school premises, to protect the well-being of students and faculty, and to use its discretion in suppressing expression or activities which might harm or confuse impressionable youth, and to take any reasonable steps to ensure compliance with the provisions of this policy.
10. The Altoona Area School District shall reserve the right to deny the opportunity for expression on school premises or be forced to withdraw that opportunity when any of the provisions of this policy are violated. Furthermore, the Altoona Area School District reserves the right to take reasonable disciplinary action against any and all individuals responsible for the violation of any provisions of this policy or in the course of organizing, promoting, and/or implementing such expression violate other standing policies, i.e. insubordinate actions on the part of group members toward employees or agents of the school or government.
11. In all cases of expression where the building administration denies said expression, the appeal process shall be through the appropriate Assistant Superintendent and then to the Superintendent.
12. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

#### **V. STUDENT UNLAWFUL HARASSMENT POLICY**

1. **Unlawful Harassment Policy:** It is the policy of the Altoona Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the District who engages in conduct which constitutes unlawful harassment shall be subjected to disciplinary action up to and including expulsion. Any student in the District who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his or her attendance at school, shall have the right to file a complaint under Section IV, as described below, as well as the right to have that complaint promptly, thoroughly, and confidentially investigated.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board Designates the Assistant Superintendent or designee as the district's Compliance Officer.

Assistant Superintendent  
1415 6th Avenue Altoona, PA 16602  
(814) 946-8423

The Compliance Officer shall publish and disseminate this policy and the compliant procedure at least annually to students, parents/guardians, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the Compliance Officer

2. **Definition of Unlawful Harassment:** Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 P.S. Sections 951-963; the Code of Conduct for Educators, 22 PA Code Section 235.10; and 22 PA Code Section 12.4. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment for the purpose of this policy:
- a. The term unlawful harassment includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, or disability.
  - b. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include, but are not limited to:
    - 1) Submission to such conduct is explicitly or implicitly required of the recipient; or
    - 2) Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
    - 3) Such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.
  - c. Specific examples of sexual harassment include, but not limited to:
    - 1) Sexual flirtations, advances, touching, or propositions;
    - 2) Verbal abuse of a sexual nature;
    - 3) Graphic or suggestive comments about an individual's dress or body;
    - 4) Sexually degrading words to describe an individual; and/or
    - 5) Jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

3. **Consequences of Violation**

Any student in the Altoona Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:



- a. Severity of the misconduct
- b. Pervasiveness or persistence of the misconduct
- c. Effect on the victim or victims
- d. Intent of the perpetrator

#### 4. **Complaint Procedure**

- a. The building principal shall be the person to receive sexual and other forms of unlawful harassment complaints from staff and students in that building and shall be referred to as the “designated” individual. Students shall also be informed that they may lodge sexual and other forms of unlawful harassment complaints with other appropriate individual’s in the building or district, including teachers, counselors, nurses, or administrators. Each school year, students shall be notified of the identity of the “designated” individual as well as the other individuals with whom they can lodge a complaint, and shall be informed that these individuals are available to receive sexual and other forms of unlawful harassment complaints, answer questions concerning sexual and other forms of unlawful harassment, and assist the principal in resolving problems within the building. Unlawful harassment complaint forms shall be made available in each school office for individuals who prefer to file such complaints in writing, however, with the District understanding that some individuals may prefer to file a verbal complaint.
- b. Complaints involving student-to-student unlawful harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant’s parents, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the District Security Office for investigation as described under Section 5.
- c. Sexual and other forms of unlawful harassment complaints filed by students against District employees shall be investigated promptly, thoroughly and confidentially under Board Policy #3003R2, “Unlawful Harassment”.
- d. Complaints, which are referred to the Security Office, shall be investigated immediately under the general supervision of the Altoona Area School District Solicitor. The investigation shall include, but not be limited to, the following:
  - 1) Interview of complainant
  - 2) Interview of accused
  - 3) Interview of any other persons with personal knowledge of the allegations of the complainant.
- e. Sexual and other forms of unlawful harassment complaints filed by students against non-district employees (vendors, contractors, volunteers, etc.), shall be referred to District Security for legal disposition.

Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of the persons involved in the complaint will be kept as confidential as possible, consistent with the District’s legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly, and confidentially investigated.

## 5. Disposition of Complaint

- a. In all cases investigated by the District Security Office, a report of the investigation shall be made in writing to the Superintendent, appropriate Assistant Superintendent and the building principal.
- b. If the Security Office finds evidence that unlawful harassment may have occurred, the Superintendent, appropriate Assistant Superintendent, and/or building principal shall determine what, if any, unlawful harassment has occurred, the suitable remediation and/or discipline. Any disciplinary action shall be subject to limitations of the Student Code of Conduct, School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement. All records of such findings will be subject to the provisions of District policies pertaining to maintenance and dissemination of student information.
- c. If the Security Office does not find evidence that unlawful harassment has occurred, the Superintendent, appropriate Assistant Superintendent, and building principal shall be notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused student's record or released to any person other than the Superintendent, the appropriate Assistant Superintendent, or the building principal, without consent of the accused, or unless required by law.
- d. If the investigation is inconclusive, the Security Office shall so state in its report. The Superintendent, appropriate Assistant Superintendent, and/or building principal may, at their discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall the accused or the complainant be disciplined based upon an inconclusive investigation.
- e. If it is concluded that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, the Superintendent, appropriate Assistant Superintendent and/or building principal may impose suitable discipline on the complainant, subject to the limitations of the Student Code of Conduct and other applicable laws. In addition, if the Security Office finds evidence that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent, appropriate Assistant Superintendent and/or building principal may impose disciplinary action on the accused with the same limitations described above.

## W. EXPULSION/SUSPENSION

1. Suspension is exclusion from school for a period of from one to ten consecutive school days.
  - a. Suspensions may be given by the principal or person in charge of the public school.
  - b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
  - c. The parents/guardians and the superintendent or his/her designee shall be notified immediately in writing when a student is suspended.
  - d. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

- 1) The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- 2) The informal hearing is meant to encourage the student's parents/guardians to meet with the principal to discuss ways by which future offenses can be avoided.
- 3) The following due process requirements are to be observed in regard to the informal hearing:
  - a) Notification of the reason for the suspension shall be given in writing to the parents or guardian and to the student.
  - b) Sufficient notice of the time and place of the informal hearing shall be given.
  - c) A student has the right to question any witnesses present at the hearing.
  - d) A student has the right to speak and produce witnesses on his own behalf.
  - e) The District shall offer to hold the informal hearing within the first five days of suspension.
- e. Suspensions may not be made to run consecutively beyond a 10 school day period without an Administrative Hearing.
- f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
  - 1) Students have the responsibility to communicate with their guidance counselor while on suspension so as to ascertain books, papers, and other materials needed to complete work and prepare for exams missed due to suspension.
    - a) Students may be required, and should be prepared, to take make up exams on the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two school days.
    - b) Students may be required, and should be prepared, to take make up exams within five school days from the day they are readmitted to school after a suspension of six to ten days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two school days.
    - c) Students may be required, and should be prepared, to turn in make up work within two school days from the day they are readmitted to school after a suspension on one to five days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two school days.
  - 2) Students who fail to complete the necessary make up work or exams within the designated timelines will forfeit their right to do so and will receive a grade of zero for such non made up work or exams.
  - 3) Students returning from a suspension shall not be required to take unannounced quizzes on the day of their return, but will be required to take a make up quiz the next school day. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two days.

2. Exclusion is expulsion from school by the Board of School Directors for a period exceeding ten school days and may be permanent expulsion from school rolls. All expulsions require a prior formal hearing.
  - a. A formal hearing may be held before the Board of School Directors or a duly authorized Committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by Committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.
    - 1) The following due process requirements are to be observed with regard to the formal hearing:
      - a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
      - b) Sufficient notice of the time and place of the hearing must be given.
      - c) The hearing shall be held in private unless the student or parent requests a public hearing.
      - d) The student has the right to be represented by counsel.
      - e) The student has the right to be presented with the names of the witnesses against the student, and copies of the statements and affidavits of those witnesses.
      - f) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
      - g) The student has the right to testify and present witnesses on his own behalf.
      - h) A record must be kept of the hearing, either by stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
      - i) The proceedings must be held with all reasonable speed.
    - 2) Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. It is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
  - b. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except:
    - 1) If it is determined after an informal hearing that student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten school days, if the formal hearing is not unreasonably delayed.
    - 2) Any student so excluded shall be provided with alternative education which may include home study.
  - c. Students who are less than 17 years of age are still subject to the compulsory school attendance laws even though expelled, and they must be provided an education.
    - 1) The initial responsibility for providing the required education rests with the student's parents or guardians, through placement in another school, through tutorial or correspondence study or through another educational program approved by the District's Superintendent.

- 2) If the parents or guardians are financially unable to provide for the required education, they must within 30 days submit to the school district written evidence so stated. The District has the right to challenge the written evidence and, if satisfied, has the responsibility to make some provisions for the student's education.
- 3) Review for return after expulsion
  - a) The Board of School Directors may require that the student complete all or part of the following requirements for readmission to school.
    - i) A letter to the Superintendent requesting readmission.
    - ii) Written statement from law enforcement officer that the child is rehabilitated for the school setting.
    - iii) Written statement from psychologist and/or counselor that the child is rehabilitated for the school setting.
    - iv) Written statement from the social worker that the child is rehabilitated for the school setting.
    - v) Two letters from community leaders, i.e. ministers, business persons, that the child is rehabilitated for the school setting.
    - vi) All or any of the above requirements must be met, as determined by the Superintendent or his/her designee, before the student is readmitted to school.
    - vii) The student and parent will be provided with a list of requirements for readmission to school at the end of expulsion.
3. Suspension and Expulsion of Exceptional Students: These procedures supersede procedures outlined in "Student Rights and Responsibilities".
  - a. Suspension of Intellectually Disabled Students:
    - 1) The school determines whether to suspend by referring the matter to the Multidisciplinary Team (MDT) consisting of the child's special education teacher, school psychologist, special education supervisor, and the parent. The team considers the following:
      - a) Student behavior
      - b) Threat of student to self and others
      - c) School Discipline Policy
      - d) Other options
      - e) Student's handicap
      - f) Student's Individualized Education Program (IEP) and placement
      - g) Relationship of handicap to student's behavior
    - 2) When suspension is recommended the school must:
      - a) Issue a Notice of Recommended Educational Placement (NOREP)
      - b) Obtain written parental approval
      - c) Implement the suspension
    - 3) 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
    - 4) 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 Assignment (NORA) 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 day consecutive or 15 cumulative days in a school year of identified exceptional students:
  - 1) The Multidisciplinary Team (MDT) must determine whether to exclude considering:
    - a) Student behavior
    - b) Threat of student to self and others
    - c) School Discipline Code
    - d) Other options
    - e) Student’s handicap
    - f) Student’s Individualized Educational Program (IEP) and placement
    - g) Relationship of handicap to student’s behavior
    - h) Priority order of placement
  - 2) When exclusion is recommended the school must:
    - a) Issue a Notice of Recommended Assignment (NORA)
    - b) Obtain written parental approval
    - c) Implement the exclusion
  - 3) 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 Assignment (NORA) 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.
- 4. Any student(s) who is/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.

**X. EXTORTION**

- 1. No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence, or fear.
- 2. Referral to Civil Authorities for changes under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

**Y. FALSE FIRE ALARMS OR TAMPERING WITH SAFETY EQUIPMENT OR DEVICES**

- 1. No student shall willfully, maliciously or recklessly tamper with fire alarms, security alarm, fire extinguishers, emergency exit doors, emergency exit lights, hallway mirrors, emergency eye washers, emergency blankets, emergency posters, direction, information, labels, signs, or any other such equipment or devices with the intent to deface, alter, manipulate, or interfere with its intended use.

2. No person shall intentionally and/or recklessly pull, play with, hang on, or otherwise manipulate fire and/or security alarms in any way that interferes with their intended use.
3. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

## **Z. FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

1. It is the responsibility of every citizen to show proper respect for his/her country and its flag.
  - a. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
  - b. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.
  - c. Students who choose to refrain from such participation shall remain respectfully silent throughout the Flag Salute and Pledge of Allegiance.
  - d. All students who choose to refrain from such participation shall have their names submitted to the building Principal by the teacher in charge of said student during the times participation in these activities is requested.
    - 1) It shall be the responsibility of the building Principal or his/her designee to notify, in writing, the parents or guardians of students who choose to refrain from participation in the Flag Salute and/or the Pledge of Allegiance.
    - 2) It is also the building Principal's or his/her designee's responsibility to notify the parents or guardian of the requirements of respect for the rights and interests of classmates and also for non-disruptiveness of this activity.
    - 3) Copies of these letters must be forwarded to the Assistant Superintendent.
  - e. Students whose manners or actions are disruptive during the Pledge of Allegiance or the Flag Salute shall face disciplinary action deemed appropriate by the school authorities.
    - 1) It shall be the responsibility of the building Principal, or his/her designee, to notify, in writing, the parents or guardians of students who choose to refrain from participation in the Flag Salute and/or the Pledge of Allegiance.
    - 2) The parents or guardians must also be informed of the stipulations of respect and non-disruptiveness necessary for their child to avoid disciplinary action by school authorities.

## **AA. FORGERY, ALTERATION OR FALSIFICATION OF SCHOOL COMMUNICATIONS**

1. No student shall knowingly forge, alter, or otherwise falsify any school document or communications.
2. Nor shall any student assist nor procure another to forge, alter, or falsify any school document or communication. Such communications include, but are not limited to:
  - a. Hall passes
  - b. Tardy to school or absent from school excuses
  - c. Early release passes
  - d. Request for temporary absence
  - e. Field trip requests
  - f. Scheduling changes

- g. Dental or doctor appointments
  - h. Requests for educational trips or tours
  - l. Permanent records
  - j. Athletic eligibility
  - k. Report cards
  - l. Deficiency reports
  - m. Discipline referrals
  - n. Computer files
3. No person(s) other than physician's office personnel shall alter or change date(s), time(s), or any pertinent information with reference to Doctor's excuses.

## **BB. IDENTIFICATION**

1. No student shall fail or refuse to identify him or herself properly and courteously when requested to do so by school authorities.
  - a. All students shall be provided an Identification Card for use while a student in the Altoona Area School District.
  - b. While on school premises students shall be required to have their Identification Card in their possession at all times.
  - c. **For high school students, student ID cards must be worn around the student's neck and be visible at all times students are on school premises. Students must wear their ID card on the school-provided lanyard.**
  - d. Student Identification Cards must be presented to attend school sponsored extracurricular activities, ride Amtran, and other district provided transportation, to participate in any other activities where school personnel deem identification necessary, and as requested by teachers, administrators, and security personnel.
  - e. Failure/refusal to produce an Identification Card will result in disciplinary action comparable to the situation.
2. Defacing and/or altering an Identification Card will result in disciplinary action comparable to the situation.

## **CC. INSUBORDINATION**

1. Students have an obligation to comply with reasonable requests from school officials.
2. Any student behavior which undermines the authority of school officials in the conduct of his/her school function will not be tolerated, nor will any show of disrespect toward school authorities:
  - a. On the school premises during and immediately before or after school hours.
  - b. On the school premises at any time when the school is being used by a school sponsored group, noncurricular-related student group, and/or private non-school person(s) group.
  - c. Off school premises at any school activity, function, or event.
  - d. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the education process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, or morals of students within the school system.



## **DD. LIGHTED OBJECTS**

1. The possession or use of any lighted, burning or ignited objects in any area of the school's buildings is strictly prohibited. **POSSESSION of a LIGHTER is prohibited and the violation is subject to discipline as outlined in "b" below.**
  - a. A violation of said policy may result in a violation of City Ordinance No. 4854 which carries a fine.
  - b. In addition, a student shall be disciplined in the following manner:
    - 1) 1st Offense - 3 Days In-School Suspension
    - 2) 2nd Offense - 5 Days In-School Suspension
    - 3) 3rd Offense - 3 Days Out-of-School Suspension
2. All students are to be given a warning at the beginning of the school year regarding the consequences of possession or use of any lighted object in any area of the school's buildings.

## **EE. OFF CAMPUS**

Any student who, without authorization from the principal and/or his/her designee, is present on school premises and who leaves said premises before the dismissal bell, will be disciplined by the school administration for being off campus.

## **FF. OFF LIMITS**

1. No student(s) shall be permitted to frequent areas, buildings, or establishments deemed as off limits by school authorities.
2. Student(s) who violate this policy will be disciplined for insubordination.

## **GG. PARKING/AUTOMOBILES**

1. No student shall be permitted to park on school premises unless he/she has properly registered their vehicle and has received a parking permit.
2. The parking permit, issued by school officials, must be in a visible place (the rear view mirror) on the vehicle when it is parked in the school parking lot.
3. When arriving at school, the student must immediately park his vehicle in the designated student parking area.
4. Students must park only in designated student parking areas.
5. Unauthorized or illegally parked vehicles will be towed away at the owner's expense.
6. Students must maintain a speed at/under 15 MPH when driving on school premises.
7. Reckless driving, speeding, discourteous behavior and/or horseplay involving private vehicles, while on school premises will not be tolerated.
8. Students using automobiles to come to school do not have the right to leave school premises during their lunch time or any other time during school hours, except with proper authorization from the Principal or his/her designee.
9. Student drivers shall carry no other students as passengers unless their parents or guardians assume full responsibility and liability in the case of an accident.
10. Tardiness and absence from school as a result of breakdowns or problems arising from the use of private transportation cannot be accepted as a legal excuse since bus transportation is provided.
11. No student is permitted to use another student's automobile.
12. Parking on school grounds on the last day of school will be limited to only those students who have had an approved parking permit prior to this day. Anyone not adhering to this policy may be subject to a citation and/or fine.

13. Violations of the parking rules and guidelines will result in the revoking of parking privileges and/or disciplinary action against the student for insubordination.
  - a. First offense: Loss of parking privileges for 90 consecutive school days and disciplinary action for insubordination.
  - b. Second offense: Permanent loss of parking privileges and disciplinary action for insubordination.

## HH. PROBATION

1. A student on probation shall be suspended from:
  - a. Appearing or representing his/her school before a school or public audience and/or attending school-sponsored activities. This suspension includes, but is not limited to, participation in/as:
    1. A member of an interscholastic athletic team
    2. A member of an intramural team
    3. A graduating senior in baccalaureate/commencement ceremonies, prom and/or afterglow
    4. A member of any cast of any dramatic production
    5. A member of musical performing group
    6. A member of any club or student organization
    7. School trips and certain field trips
    8. Serving as an usher or guide
    9. Holding or executing the duties of any office in any school organization
    10. Attending any dances, parties or other school events
    11. Exercising any privileges awarded to students on an honors basis
    12. Serving as a member of any school service organization such as stage crew or Principal's Advisory.
  - b. Students enrolled in credit courses involving any of the above activities shall not be excluded from the activity of the course other than public performances. Students' grades may not be lowered as a result of not participating in public performances due to the probation.
  - c. Students on extra-curricular probation are permitted to practice or rehearse with their team/club/organization during their probation period but are not permitted to attend or participate in any public performance or contest.
2. Students on probation who are not involved in activities which are not part of courses for credit shall not be permitted to attend these activities during the probationary period.
3. Students on probation shall be prohibited from attending school-sponsored activities, social events, dramatic productions, and/or athletic events as spectators. This prohibition is for all school-sponsored activities regardless if they are held on or off the Altoona Area School District premises.
4. **Student extracurricular activity probation will be enforced for reciprocal suspensions occurring from GACTC violations.**
5. Students who have been placed on probation by the Principal or his/her designee may petition the Assistant Superintendent for Secondary Education to have their probation lifted. The appeal process will involve the Secondary Administrative Hearing Committee in concert with the appropriate grade level principal/assistant principal.
6. Disciplinary actions will be tracked using a demerit system where each Saturday Detention, In-school suspension, and/or Out-of-school Suspension will result in one demerit being assigned.

7. STUDENTS who have accumulated five or more demerits will be removed from participation in all extra-curricular activities. This includes but is not limited to athletic teams, clubs, field trips, commencement/baccalaureate, prom, social, afterglow or other end of the year activities.
8. The sponsorship of student activities is a discretionary power vested in the Board of School Directors. As distinguished from the regular academic program, in which all students have a basic right to participate, the Student Activities Program of the school is supplemental and open only to those students who meet the standards set forth in the Student Code of Conduct. In this sense, student activities are privileges that may be extended or withdrawn subject to students' adherence to the Student Code of Conduct.

## **II. REPEATED CODE OF CONDUCT VIOLATIONS**

A student shall not repeatedly fail to comply with the Student Code of Conduct or directions of Principals, teachers, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

## **JJ. SEARCHES**

1. In general, the search as actually conducted must be reasonably related in scope to the circumstances which justify the interference (search) in the first place, i.e. the measures adopted must be reasonably related to the objectives of the search and not be excessively intrusive in light of the past history and school record, age, and sex of the student and the nature of the infraction. Searches should be not more intrusive than necessary to discover that for which the search was instigated.
2. In general, at no time should school officials conduct a search, which requires a student to remove more clothing other than his/her shoes or jacket. If school officials are convinced that a more intrusive strip search is required to expose contraband, they should advise the proper law enforcement agency and the student's parent or guardian, as soon as possible, of the grounds for their conclusions.
  - a. Probable cause, not reasonable suspicion, shall be required for all strip searches.
  - b. Generally, strip searches should be conducted by the police, preferably off school premises.
3. School lockers and other storage spaces are school property loaned to the student for the student's convenience and use for legitimate purposes only. The school will provide combination locks for student lockers. The administration will maintain the combinations to student locks. Students are not permitted to use their own lock on student lockers.
  - a. School lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property and, as such, are subject to periodic administrative inspections by school authorities. The purposes of such inspections are not to collect evidence of wrongdoing on the part of a single student, but rather to allow school authorities responsible for appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students. Students are, therefore, warned not to store items in lockers, which they do not want to bring to the attention of school authorities. Any expectation of privacy with regard to said periodic administrative inspection shall be unreasonable.

- b. The principal or his/her designee shall be required to hold not less than four evenly-spaced locker inspections throughout the school year. Reporting rooms will be extended for said inspections and each shall be reported to the Assistant Superintendent.
    - c. Circumstances which put the safety of students or school officials at risk or could result in substantial property damage also will constitute sufficient reason for school, police and/or fire officials to conduct a thorough search of all school property. A bomb scare is an example of such an emergency.
  4. School authorities may search a student's locker if they have reasonable suspicion that a student has violated a rule or guideline set forth in the Student Code of Conduct. examples of such violations are the reasonable suspicion that a student:
    - has stolen an article or money
    - possess obscene or abusive written or illustrative materials
    - possess forged, altered, or falsified school communications
    - has damaged the interior of the locker
    - has an unclean or unkempt locker that presents a health or safety hazard
    - is in an unauthorized or unassigned locker
    - possess tobacco products
    - possess illegal contraband.
    - a. Prior to such a locker search, the students shall be notified and given an opportunity to be present. Any inappropriate or illegal materials found in the locker will be seized and shall be used as evidence against the student in discipline proceedings.
    - b. However, where school authorities have reasonable suspicion that a locker contains materials, which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning and any contraband seized. Such material shall be used as evidence against the student in disciplinary proceedings. If reasonably possible, the student will be present for the search.
    - c. Students are responsible for the contents of the locker assigned to them. Therefore, it is important that students keep their lockers locked and do not give other students access to their locker.
    - d. Locker searches shall be conducted in the presence of another staff member and in the presence of the student responsible for the contents of the locker, if possible.
  5. School authorities are authorized to conduct searches of student property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine, pose a threat to the health, welfare, and safety of students or is prohibited by School Board regulation or by law.
    - a. Student property may include, but not be limited to: purses, book bags, coats, luggage, cars, and other such belongings.
    - b. Such searches of student's property will be done by a school official in the presence of a second witnessing school official.
  6. Where school authorities have reasonable suspicion that a student has on his/her person materials which pose a threat to the health, welfare, and safety of students in the school, a patdown search of such a student's person may be done by a school official of the same sex in the presence of a second witnessing school official.

7. Where school authorities have reasonable suspicion that a student has on his/her person, materials that pose a threat to the health, welfare, and safety of students in the school, a pocket search of the student's person may be done where the student will be asked to empty his/her pockets. This search will be done by a school official of the same sex in the presence of a second witnessing school official.
8. During a pocket search, a student may also be directed to remove his/her shoes.
9. Canine Searches
  - a. Should circumstances exist justifying a generalized search, school officials may use "sniff dogs" to search inanimate objects on school premises, including student lockers, cars, bags, coats, purses, and other such belongings for drugs and other illegal contraband.
  - b. Where school authorities have individualized reasonable suspicion that a student has in his/her possession materials or contraband which pose a threat to the health, safety, and welfare of students in the school, school authorities may use "sniff dogs" to search such person and his/her locker, car, bags, coats, purses, and other such belongings for such materials, including drugs or other illegal contraband.
  - c. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.
10. Student Vehicle Search Policy
  - a. Any vehicle driven by a student and parked in the school district parking lots must be registered on the Altoona Area School District Parking Permit Registration Form. A maximum of three (3) vehicles on school property as a matter of privilege, not of right.
  - b. The District retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on District property, including by means of sniff dog searches. Such patrols and exterior inspections may be conducted without notice, without student consent and without a search warrant.
  - c. The interiors of student vehicles may be inspected whenever school officials have reasonable suspicion to believe that illegal, unauthorized contraband or otherwise prohibited materials are contained inside or in the event such materials are in plain view upon inspection of the vehicle's exterior. Where the District wishes to inspect the interior of a student's vehicle, the following guidelines are to be followed:
    - 1) Where a school official has reasonable suspicion or has made observations in plain view, the student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student vehicle contains material, which poses an immediate threat to the health, safety, or welfare of the students or staff, the student vehicle may be searched without prior warning.
    - 2) Searches of student vehicles may be conducted by law enforcement officials or upon properly executed search warrants presented to school officials, or the intelligently and voluntarily given consent of the student.
    - 3) Where the interior of a student vehicle has been subject to a search, the parents of the student shall be notified as soon as practicable after the search has been conducted.

- 4) In the event a school official conducts a search of the interior of a student's vehicle for reasonable suspicion, a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including all witnesses present and the result of the search.
  - 5) In the event the student refuses to permit a search of the student vehicle after the district finds reasonable suspicion for the interior search, the student shall be subject to discipline under the District's Student Code of Conduct, and the District reserves the right to immediately notify the student's parents and/or proceed to contact law enforcement authorities for the obtaining of a search warrant for the search of the interior of the vehicle.
- d. If the results of the search present evidence of drug or alcohol possession, theft of school equipment or supplies, or possession of a weapon, the student in control of the vehicle will be appropriately referred to civil or criminal authorities for prosecution.
  - e. Parking lots will be appropriately posted to notify drivers who use the surrounding school lots that a vehicle search policy is enforced.

#### **KK. SCHOOL SAFETY ZONES**

1. It is the policy of the Altoona Area School District and the Commonwealth of Pennsylvania to afford special protection to our young people by making public and private schools and the areas of the community adjacent to the schools free from the illegal and harmful activities of drug distributors.
2. A person over 18 years of age who is convicted in any court of this Commonwealth of Violation of the Controlled Substance, Drug, Device & Cosmetic Act, shall, in addition to the mandatory sentence set forth in this act, receive additional sentencing if the person:
  - a. Committed the offense with the intent to promote the habitual use of the controlled substance.
  - b. Intended to engage the minor in the trafficking, transportation, delivery, manufacturing, sale, or conveyance.
  - c. Committed the offense within 1,000 feet of the real property on which is located a public, private, or parochial school.
3. This policy is part of the national movement, which is underscored in the federal Comprehensive Crime Control Act of 1984, which, likewise, makes it a federal crime to sell drugs in or near a public or private elementary or secondary school.
4. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

#### **LL. SELLING OF MERCHANDISE**

1. No student, school-sponsored student group, nonschool-sponsored student group or other individuals will be permitted to sell merchandise on school premises without the written authorization of the school principal.
2. The administration shall confiscate such material with no option of return.

#### **MM. SKATEBOARDS, ROLLERSKATES, PEDICYCLE , AND SCOOTERS**

1. No student shall, at any time, ride upon, or utilize in any manner upon the traffic ways, sidewalks, playgrounds or any other places open to pedestrian traffic on the premises of the Altoona Area School District any skateboard, rollerskates, scooters, pedicycle, or any other human- powered device.
2. No student shall, at any time, erect, or place any type of ramp designated for use with skateboards, rollerskates, scooters, pedicycles, or other human powered vehicles, on traffic ways, sidewalks, playgrounds or other places open to pedestrian traffic on the premises of the Altoona Area School District.
3. Violation of this policy may result in addition to disciplinary action, the confiscation of the device, or devices, being used in violation of this policy by school authorities. Confiscation will be accordingly:
  - a. First offense: Pending a pick up directly and personally by the parent or guardian.
  - b. Second and subsequent offenses: Remainder of the school year with pick up directly and personally by the parent or guardian.
4. Referral to Civil Authorities for charges under City Ordinance 5051 shall be made when deemed appropriate by school authorities.

#### **NN. SMOKING**

1. Smoking is prohibited at all times in school buildings, on school- furnished transportation and on school property owned, leased or under the control of the school district.
  - a. A violation of said policy, where a lighted object is utilized in any enclosed indoor area, during, before, or after school hours, shall be subject to prosecution initiated by the local school district and shall upon conviction be sentenced to pay a fine as determined by the local magistrate.
  - b. Smoking, before/after school hours, in any enclosed indoor area owned, leased, or under the control of the school district may also be subject to prosecution initiated by the local school district and shall upon conviction be sentenced to pay a fine as determined by the local magistrate.
  - c. In addition, a student shall be suspended in the following manner:
    - 1) 1st Offense - 3 day In-School Suspension
    - 2) 2nd Offense - 5 Days In-School Suspension
    - 3) 3rd Offense - 3 Days Out-of-School Suspension
2. All students are to be given a warning at the beginning of the school year regarding the consequences of possession or use of any lighted object in any area of the school's buildings.

#### **OO. STUDENT CONDUCT WHILE A MEMBER OF EXTRA-CURRICULAR OR CO-CURRICULAR ACTIVITIES.**

Inappropriate student conduct and/or behavior while representing the school as a member of any extra-curricular or co-curricular activity could result in discipline up to and including removal from the team, club, or squad at the discretion/recommendation of the coach/advisor, principal, and/or appropriate assistant superintendent.

#### **PP. STUDENT MEALS**

1. Students are expected to eat in the lunchroom during the time he/she is scheduled.
2. Student meals are restricted to those normally brought from home or provided by the school cafeteria.
  - a. Deliveries of food to the school, without the Principal or his/her designee authorizing such deliveries are strictly prohibited.

#### **QQ. TARDINESS TO CLASS, MEETINGS, ACTIVITIES AND/OR EVENTS**

1. Students should enter their classrooms without delay, go directly to their seats and await instructions from the teacher.
2. Students are tardy to class if they are not in their assigned classroom by the time the bell rings.
3. Students who are tardy for class shall be required to produce a slip from the appropriate school official stating the reason for the tardiness during the next school day.
  - a. Failure to produce said authorization will result in disciplinary action.
  - b. Habitual, excessive or flagrant tardiness will not be tolerated and shall result in disciplinary action.
4. Students who are tardy for school sponsored meetings, activities, and/or events may be required to produce a slip from the appropriate school official or parent/guardian stating the reason for the tardiness before being admitted to participate in the meeting, activity, or event.
  - a. Under emergency situation, or away from school meetings, activities, and/or events, the teacher will use his/her judgement as to the necessity of admitting the student, with the required slip being produced during the next school day.
  - b. Habitual, excessive or flagrant tardiness will not be tolerated and shall result in disciplinary action.

#### **RR. TERRORISTIC THREATS**

1. A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience:
  - a. On the school premises during and immediately before or after school hours.
  - b. On the school premises at any time when the school is being used by a school-sponsored group, noncurricular-related student group, and/or private nonschool person(s) group.
  - c. Off school premises at any school activity, function, or event.
  - d. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse affects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.
2. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

#### **SS. THROWING OBJECTS INTO OCCUPIED VEHICLES OR ONTO A ROADWAY**

1. No student shall intentionally throw, shoot or propel a rock, snowball, stone, brick, or piece of iron, steel or like metal, or any deadly or dangerous missile, or fire bomb, or other object into any private vehicle, instrumentally of school-provided/contracted transportation or public transportation.
2. No student shall intentionally throw, shoot, drop or cause to be propelled any solid object from windows or any other location adjacent to a roadway, onto or toward said roadway.



## **TT. TOBACCO**

1. The possession and/or use of any tobacco products, by students will not be permitted in school buildings, on school transportation, on school property, owned by, leased by or under the control of the school district.
2. No student may sell or otherwise furnish tobacco in any form to persons under 18 years of age. The penalty for such action may be the referring of said individual to civil authorities as a summary charge and upon conviction be sentenced to pay a fine as determined by the local magistrate.
3. A student possessing and/or using tobacco products on school premises shall be suspended in the following manner:
  - a. 1st Offense - 3 Days In-School Suspension
  - b. 2nd Offense - 5 Days In-School Suspension
  - c. 3rd Offense - 3 Days Out-of-School Suspension
4. All students are to be given a warning at the beginning of the school year regarding the consequences of distributing/using/or possessing tobacco on school premises.
5. Vapor pens, and electronic cigarettes will also fall under this section of the Code of Conduct.

## **UU. UNAUTHORIZED PRESENCE ON SCHOOL PREMISES**

1. A student shall not intentionally make any unauthorized appearance, nor remain after having been ordered or requested to leave by any school employee possessing apparent authority over student conduct:
  - a. On the school grounds where the student is currently enrolled, during any period of suspension, expulsion, or exclusion from the school of regular enrollment, and/or any period of suspension from extracurricular activities from the school of regular enrollment, where such order of suspension, expulsion, or exclusion has been, in fact, made known to the student prior to the incident of unauthorized appearance.
  - b. On the school grounds of any school other than that student's school of current enrollment at any time other than when a school activity, function, or event is being held and the student's presence is either required or permitted, based upon a predetermination by the Principal of the school at which the activity is being held.

The student shall abide by rules related to suspension from extracurricular activities when consideration is given to attending a school activity, function, or event on the grounds of any school other than that student's school of current enrollment where such order of suspension has been made known to the student prior to the incident of unauthorized appearance.

- c. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

## **VV. WALKOUTS**

1. The Board of School Directors of the Altoona Area School District agrees with the Administration and faculty that students should have an opportunity to discuss their problems and seek solutions.
2. The following course of action will be taken in the case of a student walkout.
  - a. Students participating in a walkout action will be advised that they have ten (10) minutes to return to class or remove themselves from the School District property.
  - b. Doors will be locked at the end of ten (10) minutes. Police will arrest trespassers.

- c. After the doors are locked, teachers will be instructed to take attendance so there is an accurate accounting of all students.
- d. All students not returning to class will be suspended for a ten (10) day period and referred for an Administrative Hearing.

## WW. WEAPONS/VIOLENCE POLICY

The state legislature in passing the "Safe Schools" law for the purpose of providing a safe educational environment in Pennsylvania Schools provides that:

1. **EXPULSION FOR WEAPONS POSSESSION:** Any student who is determined **to be in possession of or who brings** a weapon onto any school property, any school-sponsored activity, or any implement of school transportation will be expelled in excess of one year.
  - a. Weapon is defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shot gun, rifle, bow and arrow, and any other tool, instrument or implement capable of inflicting serious bodily injury.
  - b. The Superintendent may in his discretion, recommend discipline short of discharge on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.
  - c. The Superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act.
  - d. Nothing in this policy shall be construed as limiting the authority or duty a school has to make an alternative assignment or provide alternative educational services.
2. Reporting Provisions
  - a. The district shall immediately report all incidents involving the possession of a weapon to local law enforcement officials.
  - b. Reporting to the Local Law Enforcement Agency shall be made in accordance with written procedures developed with the said law enforcement agency.
  - c. The district shall report to the State Department of Education, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy.
3. Affidavit of Parent/Guardian
  - a. The District shall prior to the registration of any student, obtain from the student's parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon.
4. Transfer of Disciplinary Records
 

The District shall request the disciplinary records of any student transferring into the District. The District shall comply with all requests to send disciplinary records of any student transferring out of the District to that student's new district. Said requests shall be honored within 10 days.
5. Availability of Records
 

Records created under this policy will be available for inspection to the student and his parent/guardian, other person having control or charge of the student, school officials, and the state and local law enforcement officials as provided by law. Available records include:

  - a. A statistical summary of acts of violence on a school-by-school and district-wide basis.
  - b. The disciplinary records of any student will be available to that student and his guardian.

## **XX. DANGEROUS INSTRUMENTS/CONDUCT**

1. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered as a DANGEROUS INSTRUMENT:
  - a. On school premises during and immediately before or after school hours.
  - b. On school premises at any time when the school is being used by a school-sponsored group, noncurricular-related student group, and/or private non-school person.
  - c. On school premises at any school activity, function, or event.
  - d. Off school premises at any time involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly and/or immediately result in adverse effects on the education process when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.
2. This rule does not apply to normal school supplies like pencils or compasses unless such instruments are utilized in such a manner as to reasonably be construed as weapons or dangerous instruments.
3. This rule does apply to, but is not limited to, any “look-alike” weapon, mace, any explosive including firecrackers, teargas canister, smoke bombs, or incendiary devices, any stick, chain, squirt guns, water balloons, bean-shooters, slingshots, snowballs, and other dangerous objects, tools, instruments, or implements capable of directly and/or indirectly inflicting bodily injury, and is of no reasonable use to a student at school, or any other device or instrument which, in the manner in which it is used or intended to be used, is calculated or likely to produce bodily injury.
4. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

## **YY. SPECIAL EDUCATION**

Special education students may be disciplined by the procedures outlined in this policy. If a special education student is to be suspended either in-school or out-of-school, the appropriate Program Supervisor or the Special Education Director must be contacted by the building principal to determine if there is a need to convene an Individualized Educational Planning Meeting. The Team may also determine whether the student’s behavior is a manifestation of his/her disability.

## **ZZ. DISCIPLINARY STRUCTURE**

- A. If the School Disciplinary Code is to be effective in reducing discipline problems, student behaviors must be placed into categories from minor to major and must be related to appropriate disciplinary responses. Through knowledge of such information, students, parents, and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary responses, the school insures that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable.
- B. In accordance with the above, disciplinary infractions are categorized into four levels, a sample group of misbehaviors is listed, along with a range of possible disciplinary responses. However, because of the nature of certain infractions, particularly in the most serious categories, a specific disciplinary response has been made mandatory.

- C. All examples, procedures and disciplinary responses are applicable:
1. During time spent in travel to and from school.
  2. In school, or during school hours at school-sponsored activities on or off school premises.
  3. In concert with after school and weekend school-sponsored activities on or off school premises.
  4. During noncurricular related student group meetings on school premises.
  5. During meetings/activities on school premises sponsored by non- school person(s).
  6. Any time outside of school involving violations of possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness that the effect could include endangering the health, safety, welfare, or morals of students within the school system.
- D. There are a multitude of acts, which are not and cannot be precisely spelled out in written regulations of a school district. Since it is impossible to develop an all-inclusive list of offenses and in accordance with Section 1318 of the Pennsylvania School Code, conduct not specifically addressed in this Student Code of Conduct, nevertheless, would fall within the scope of “student misconduct” and be subject to disciplinary action deemed reasonable by school authorities.

## DISCIPLINARY STRUCTURE EXAMPLES/OPTIONS

---

### LEVEL, DESCRIPTION OF MISBEHAVIOR, AND SUGGESTED PROCEDURES

---

#### LEVEL 1

Level 1 misconduct involves minor behavior on the part of the student which impedes orderly classroom procedure, or interferes with the orderly operation of the school and/or school-sponsored activities.

These behaviors should be handled by the individual staff member. However, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

A proper and accurate record of the offense and disciplinary action must be maintained by the staff member. Repetitive misbehavior requires a referral to the administration as specified in this code.

---

#### EXAMPLES OF MISBEHAVIOR

Yelling  
Gambling (minor)  
Classroom Tardiness  
Classroom Disruption (minor)  
Bus/van Disruption (minor)  
Failure to Return Absence Form  
Disrespectful Language or Gesture (minor)  
Nondefiant Failure to Complete Assignments  
Nondefiant Failure to Carry Out Directions  
Hallway Disruptions (minor)  
A Truancy  
A/B Cheating  
A/B Flag/Pledge Disruption (minor)

---

#### EXAMPLES OF DISCIPLINARY OPTIONS

Verbal Reprimand  
Special Assignment  
Behavioral Contract  
Parent Contact  
Counselor Contact  
Withdrawal of Privileges  
Detention (teacher assigned/monitored)  
A See Code  
B Notify Administrator

## EXAMPLES/OPTIONS

### LEVEL, DESCRIPTION OF BEHAVIOR, AND SUGGESTED PROCEDURES

#### LEVEL 2

Level 2 misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school or school-sponsored activity.

These infractions, usually result from the continuation of Level 1 behaviors and require the intervention of personnel on the administrative level.

A proper and accurate record of the offense is documented by the staff member and the student is referred to the administration for appropriate disciplinary action.

The administrator meets with the student and, where necessary, the student and the teacher, to review documentation and decide on the most appropriate action.

A parent conference is held (in person or by telephone).

The teacher/parent/student is informed in writing, where necessary, of the administrator's action.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

#### EXAMPLES OF MISBEHAVIOR

#### EXAMPLES OF DISCIPLINARY OPTIONS

Unauthorized Presence on Premises	Verbal Reprimand
Unauthorized Selling of Merchandise	Special Assignment
Expression Violation (minor)	Behavioral Contract
Parking Violation	Parent/Staff Contact
Audio-Visual/Paging Device Violation	Counselor Contact
Equal Access Violation (minor)	PSS Referral
Disruptive Behavior (minor)	Outside Agency Referral
D Personal Appearance Violation	Student Assistance Referral
C Bus/van Violation	Confiscation of Materials
C Identification Violations	Community Service
C Class cutting / Classroom Tardiness	Withdrawal of Privileges
C Snowballing	Probation
C Student Meals Violation	Removal Bus/Van for Bus/Van
E Audio-Visual / Paging Device Violation	Detention
D Forgery, Falsification or Alteration	In-School Suspension
D Obscene/Abusive Language/Materials	Out-of-School Suspension
C Insubordination	Suspension from Activities
D Off Campus	Performances, Meetings, or Contests
C Affection Violation	Demerits
C Continuation of Unmodified Level 1 Behaviors (related/unrelated)	A See Code
	C Mandatory After School Detention
	D Mandatory Saturday Detention
	E 1 Day In-School Suspension
	F In-School Suspension – 3 Days
	G In-School suspension – 5 Days
	H 3 Day Suspension / fine
A/D Failure to Serve Detention (1st Offense)	
A/D Truancy ( Repeated)	
A/C Skateboard/Skating Violation	
A/D School Tardiness (repeated)	
F Gambling (major)	
E Use/Possession of Cell Phone During School Hours	
A/F Flag/Pledge Disruption (major)	
A/F Possession/Use of Tobacco/Lighted Object/Smoking	

**EXAMPLES/OPTIONS**

**LEVEL, DESCRIPTION OF BEHAVIOR, AND SUGGESTED PROCEDURES**

**LEVEL 3**

Level 3 misconduct involves behavior on the part of the student, which includes acts directed toward persons/property, impedes orderly classroom procedure, and/or interferes with the orderly operation of the school and/or school-sponsored activities.

These infractions may result from the continuation of Level 2 behaviors but, more frequently, may be construed as criminal in nature and require the immediate intervention of personnel on the administrative level.

Those acts which are criminal (illegal) in nature will automatically be referred to the appropriate law enforcement office.

A proper and accurate record of the offense is documented by the staff member and the student is referred to the administration for appropriate disciplinary action.

The administrator meets with the student and, where necessary, the student and the teacher, to review documentation and decide on the most appropriate action.

A parent conference is held (in person or by telephone).

The teacher/parent/student is informed, in writing, of the administrator's action.

Restitution for property damage is required.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

**EXAMPLES OF MISBEHAVIOR**

**EXAMPLES OF DISCIPLINARY OPTIONS**

<p>D Continuation of Unmodified Level 1/2 Misconduct (related and unrelated)</p> <p>A/F Possession/Use of Tobacco (repeated)</p> <p>A/F Lighted Object/Smoking (repeated)</p> <p>A/E Theft/Possession/Sale of Stolen Property (minor)</p> <p>A/D Off Limits Violation</p> <p>A/G Expression/Harassment Violation (major)</p> <p>A/G Equal Access Violation (major)</p> <p>A/E Damage to Property (moderate)</p> <p>A/F Throwing Objects (Transportation)</p> <p>A/H Disruptive Behavior (major)</p> <p>A/I Possession of Unauthorized Substance (drugs/alcohol)</p> <p>A/I Possession of Drug or Alcohol Related Paraphernalia</p> <p>J Cheating - Repeated</p> <p>K Truancy (Repeated/Major)</p> <p>D Mandatory Saturday Detention 1 then 2 days</p> <p>E In-School Suspension - 3 Days</p> <p>F In-School Suspension - 5 Days</p> <p>G 3 Day suspension / fine</p>	<p>Counselor Contact</p> <p>PSS / Psychological Referral</p> <p>Outside Agency Referral</p> <p>Student Assistance Referral</p> <p>Parent Conference</p> <p>Confiscation of Materials</p> <p>Community Service</p> <p>Withdrawal of Privileges / Probation</p> <p>Temporary Removal from Class</p> <p>Removal Bus/Van for Bus/Van Violations</p> <p>Out-of-School Suspension</p> <p>Restitution</p> <p>Referral to Law Enforcement Agency</p> <p>Charges under Criminal Code</p> <p>Administrative Review /Board Hearing</p> <p>Alternative Education Program</p> <p>Suspension from Activities, Performances, Meetings, or Contests</p> <p>Detention</p> <p>In-school Suspension</p> <p>Course Failure</p> <p>Loss of privileges</p> <p>Demerits</p> <p>A See Code</p> <p>H 5 Day Suspension / fine</p> <p>I 10 Day Suspension /Adm. Hearing/ Board Hearing As per Policy</p> <p>J 50% for Course</p> <p>K In-school Suspension/Loss of Driving/ Parking Privileges</p>
---	---

## DISCIPLINARY STRUCTURE EXAMPLES/OPTIONS

### LEVEL, DESCRIPTION OF BEHAVIOR, AND SUGGESTED PROCEDURES

#### LEVEL 4

Level 4 misconduct involves behavior on the part of the student which includes acts of violence directed toward persons/property, which pose a threat to the safety, health, welfare and/or morals of others in the school and/or materially disrupts the educational environment. Also included are unmodified level 1, 2, and 3 behaviors.

Most of the acts listed are clearly criminal and so serious they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

A proper and accurate record of the offense is documented by the staff member and the student is referred to the administration for appropriate disciplinary action.

The administrator meets with the student and, where necessary, the student and the teacher, to review information and decide on the most appropriate action.

A parent conference is held (initial contact may be by telephone).

The parent/teacher/student is informed, in writing, of the administrator's action.

Restitution for property damage is required.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. This level of misconduct can result in expulsion from school.

EXAMPLES OF MISBEHAVIOR	EXAMPLES OF DISCIPLINARY OPTIONS
A/H Lighted Object/Smoking (repeated)	Counselor Contact
A/H Continuation of Unmodified Level 1/2/3 Misconduct (related and unrelated)	PSS /Psychological Referral
A/H/I Blatant Insubordination	Outside Agency Referral
A/I Assault/Battery	Student Assistance Referral
A/I Extortion	Parent Conference
A/I Bomb threats	Demerits
A/I Expression - Distribution	Confiscation of Materials
A/I False Fire Alarms	Community Service
A/I Possession/Use/Transfer of Dangerous Instruments	Withdrawal of Privileges/Probation
A/I Possession/Use/Transfer of Weapon(s)	Temporary Removal from Class
A/I Property Damage /Vandalism (major)	In-School suspension
A/I Theft/Possession/Sale of Stolen Property (major)	Removal Bus/Van for Bus/Van Violations
A/I Arson	Out-of-School Suspension
A/I Terroristic Threats	Restitution
A/I Walkouts	Referral to Law Enforcement Agency
A/I Furnishing/Selling Unauthorized Substances	Charges under Criminal Code
A/I Use of Unauthorized Substance (drugs/alcohol)	Administrative Review /Board Hearing
A/I Ethnic Intimidation	Alternative Education Program
A/I Safety Zone Violations	Expulsion
	A See Code
	H 5 Day Suspension / fine
	I 10 Day Suspension/Adm. Hearing/ Board Hearing as per Policy



## VIII. MISCELLANEOUS ITEMS

### A. Disciplinary Actions and Probation

Letter Code	Action	Probation
A1	After school detention 1	NA
A2	After school detention 2	NA
A3	After school detention 3	NA
S1	Saturday detention 1	NA
S2	Saturday detention 2	NA
I1	In school Suspension 1	In school Days – 1*
I3	In school Suspension 3	In school Days – 3*
I5	In school Suspension 5	In school Days – 5*
O1	Out of school suspension 1	10 consecutive school days**
O3	Out of school suspension 3	20 consecutive school days**
O5	Out of school suspension 5	40 consecutive school days**
O0	Out of school suspension 10	60 consecutive school days**

Demerits are assigned for each Saturday detention, suspension (out of school or in school), and/or attendance-related issues (unexcused absences/tardies) that a student receives. Five demerits results in the loss of all school related privileges and probation for at least the remainder of the school year.

**Demerit Reduction Process** - Upon receiving four or five demerits, students will have one opportunity to reduce their demerit total by one demerit to avoid extra-curricular probation.

- Student must complete a rationale, in writing, detailing why they deserve the opportunity to reduce their demerit total and submit to their grade level principal.
- If the student does not receive any additional demerits for a period of 30 calendar days, the student will have one demerit removed from their record, reducing their total by one, avoiding activity removal.
- If the student receives an additional demerit resulting in a total of five demerits, they will be removed from all extra-curricular activities as per the Student Code of Conduct and will not have an additional opportunity to reduce their demerit total.
- The student will have one opportunity to earn a demerit reduction during each school year.

Extracurricular activity probation will be enforced for reciprocal suspensions occurring from GACTC violations.

Extra-curricular probation for school suspensions will continue through the last day of the school suspension assignment. Student will be eligible for participation in extra-curricular activities effective the next attended school day. Weekends and holidays between assigned days for school suspension are included in the extra-curricular activity suspension. Summer activities are also included for probation periods which may carry over to the following school year.

\*\*Consecutive school days would include weekend and non-school day extracurricular activities within the time period.

**Extra-Curricular Probation Reduction:** Extra-curricular probation due to suspension may be reviewed by administration and considered for reduction after half of the assigned time is served. Students/parents must request in writing that probation be considered for reduction. Reduction will be considered based on compliance with school policies and a demonstration of improvement by the student. Requests should be made in writing to the building principal.

- 10 day probation – appealable after 5 school days
- 20 day probation – appealable after 10 school days
- 40 day probation – appealable after 20 school days
- 60 day probation – appealable after 30 school days

## TITLE IX-NOTICE OF NONDISCRIMINATION/HARASSMENT

The Altoona Area School District strives to provide a safe, positive learning environment for students and employees. The District does not discriminate on the basis of sex in the educational programs or activities that it operates and the District works to ensure its operations are in compliance with Title IX.

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in all education programs and activities operated by recipients of federal funds. It states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX's protection applies at all elementary and secondary schools, colleges and universities—public or private—that receive federal financial assistance, and at certain other educational institutions. The protection extends to all aspects of these institutions' education programs and activities. Title IX prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence.

The Altoona Area School District will strive to maintain a learning and working environment that is free from discrimination and harassment. Failure to promptly and equitably investigate alleged sexual harassment or sex discrimination is a violation of Title IX (34 C.F.R. Part 106). The District will act positively to promptly investigate alleged sexual discrimination or sexual harassment claims and to take appropriate corrective action when an allegation is determined to be valid. No retaliation may be taken against any person for making a report of discrimination or filing a complaint in good faith.

Complaints of sexual discrimination or harassment are to be directed to:

Patricia L. Burlingame  
Title IX Coordinator  
1415 Sixth Avenue  
Altoona, PA 16602  
(814) 946-8365

