

# NORTH EAST HIGH SCHOOL STUDENT HANDBOOK

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**THIS HANDBOOK BELONGS TO:**

**NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_ **HOMEROOM** \_\_\_\_\_

**Admission to School**

Only bona fide resident students of the North East School District are eligible to attend schools in the District. All cases where students move into the District and live with relatives are subject to the payment of tuition. There are two exceptions to this; any foreign exchange student may be admitted tuition free provided the Board of School Directors approves. The other exception is where the parents may leave the District with two months or less remaining in the semester. The student may be permitted to remain in the District under proper supervision with tuition waived for the two months or less. Court placed children who are assigned to the District by the County Courts and tuition is paid for them by the school district from where they were assigned or by special provision, may be counted as resident children. The Board of School Directors may also waive tuition in unusual cases of broken homes where it is clearly evident that the student would benefit by living with relatives in the District other than the parents.

Immunization records, birth certificate, proof of residence, grades/records/report cards, health records, and Individual Education Programs (IEP's) from previous schools when applicable, are required to register a child in a North East School. Please bring the appropriate papers to the school office upon registration.

**Immunization Requirements**

The district will not register any student for school unless a parent/guardian is able to present written evidence and dates that the student has received the following immunizations:

- A. Students entering school for the first time, at the kindergarten or first grade level, must be immunized as follow
  - Chickenpox (varicella)**—1 dose (administered at 12 months of age or older), or history of chickenpox immunity by laboratory testing, or written statement of history of disease signed by parent, guardian or physician and a **second dose** after age 5.
  - Diphtheria**—4 or more properly spaced doses (one dose must be administered on or after 4<sup>th</sup> birthday).
  - Tetanus**—4 or more properly spaced doses (one dose must be administered on or after 4<sup>th</sup> birthday).
  - Polio**—3 or more properly spaced doses.
  - Measles (rubella)**-2 properly spaced doses (1<sup>st</sup> dose given at 12 months or older), or a history of measles immunity by serological evidence.
  - German Measles (rubella)** -1 dose (administered at 12 months or older), or a history of rubella immunity by serological evidence.
  - Mumps**—1 dose (administered at 12 months or older), or physician diagnosis of mumps disease signed by physician.
  - Hepatitis B**—3 properly spaced doses of history of hepatitis B immunity proved by laboratory testing.
- B. For a child who has not received the immunizations required for entry into the school system, as required in Section A, the child must be immunized as follows as a condition for attending the North East School District:
  - Diphtheria**— 3 or more properly spaced doses
  - Tetanus**—3 or more properly spaced doses

**Polio** –3 or more properly spaced doses. If a child received any doses of inactivated polio vaccine administered prior to 1988, a fourth dose of inactivated polio vaccine is required.

**Measles** (rubeola) –2 properly spaced doses (1<sup>st</sup> dose given at 12 months or older), or a history of measles immunity by serological evidence.

**German Measles** (rubella) –1 dose (administered at 12 months or older), or a history of rubella immunity by serological evidence.

**Mumps**–1 dose (administered at 12 months or older), or physician diagnosis of mumps disease signed by physician.

- C. In addition to the immunizations listed in Section B, students entering the 7<sup>th</sup> grade must be immunized as follows as a condition of entry into 7<sup>th</sup> grade:

**Chickenpox** (varicella)-1 dose (administered at 12 months of age or older), or 2 properly spaced doses for children 13 years of age and older, or history of chickenpox immunity by laboratory testing, or written statement of history of disease signed by parent, guardian, emancipated child or physician and a **second dose** after age 5.

**Hepatitis B.** –3 properly spaced doses or history of hepatitis B immunity proved by laboratory testing; 4<sup>th</sup> – Diphtheria and tetanus

Evidence of immunization must be presented at the time of registration or original entry into the District. If a student entering the North East School District does not have the required immunizations, the student's parents/guardians should contact the District administration for the requirements for provisional entry into the school district.

**Meningococcal Vaccine** – 1 dose required before entry into 7<sup>th</sup> grade.

Students also need the following if more than 5 years have passed since last dose:

**Tetanus, Diphtheria, Acellular Pertussis (Tdap)** boosters

#### **Medical Exemption**

Students need not be immunized if a physician or his designee provides a written statement that immunization may be detrimental to the health of the student. If this applies to your student, please call the school nurse for a **Medical Exemption Card**. When the physician determines that immunization is no longer detrimental, the student will then have to comply with the above immunization requirements.

#### **Religious Exemption**

Students need not be immunized if the parent, guardian, or emancipated student objects to the immunizations on religious grounds, or on the basis of a strong moral or ethical conviction similar to a religious belief. You will be required to sign a Religious Exemption Card available at the school health office.

**No student should transfer out of the District without a copy of his/her immunization card.**

## Emergency Closing of Schools

### **Information For Parents/Guardians And Teachers**

In the event it becomes necessary to close schools because of inclement weather (or for any other reason), the procedures outlined below will be followed:

1. Radio, television, and OneCall Now™ announcements will be made indicating which schools will be closed. This may include:
  - a. Vocational Technical School only.
  - b. Special Education classes only.
  - c. Other possibilities
2. Radio, television, and OneCall Now™ announcements will indicate how buses will operate if there is any change.
3. Staff personnel will be notified directly by OneCall Now™ and/or telephone in accordance with the established network.
4. Parents and students will be notified by radio, television, and OneCall Now™ announcements. Every effort will be made to get information to the media prior to 7:00 a.m. Please listen to one of the local stations if closing seems likely.
5. Please **do not** call the radio or television station, the school district offices, or homes of personnel unless it is absolutely necessary. **Remember schools are OPEN when there is no announcement that they are closed!**
6. In the event it is deemed necessary to close school during the day, after sessions have begun, an announcement will be made by radio and television stations, and OneCall Now™ to that effect. Bus drivers will be notified by phone.
7. When schools are closed, all extra-curricular and athletic activities are canceled on the same basis as the instructional program.

### Working Papers

Working papers are required of student employees under the age of 18 and are issued by the high school principal. Students may secure an application for working papers (vacation and after school general) during regular office hours at the high school. Parents are to sign an application for the student in person at the school office. A physical examination of the student is required. The application is taken to the employer who must complete it and explain the type of work and hours to be employed: the high school principal is the issuing officer and local enforcement official.

### Dispensing of Medication

Students requiring medication during the school day should immediately secure proper forms from the school office, which will authorize the school nurse, building principal, and/or his/her designee to give the medication. This is the only way in which the school nurse or building principal can legally give medicine to students. The forms (Form I and Form II) are completed by the family physician and the parent/guardian. A Notary Public's seal is required. This service is available in the School Administration Office and provided free of charge to families of school age children.

### School Hours-Transportation

Grades 9-12 in the North East High School (7:49-2:51) are transported on the "First Trip". Specific details are available in each building. Students and parents/guardians with "bus problems" should contact Mr. Brian Polito, Business Administrator; telephone 725-8671, ext. 3905, or Mr. Darryl Maas, Transportation Supervisor, extension 1289.

### **Homework**

Students need a quiet place at home where they can study. This is a parent/guardian responsibility and the success of the student may depend on the study location, study time required, and the restriction of no interruption with television, radio, music, etc. Each student must have sufficient time to study and to have recreation; however, the attempt by some to mix the two causes problems which eventually result in lower grades and poor school achievement.

### **School Visitors**

Students are discouraged from asking for visitor's passes for friends to visit the school. The North East School District has determined that visiting, except for official reasons, will be prohibited. The main function of the school is to provide an education for those students enrolled. Any person having reasons to visit a school must report to the office for assignment and visitor identification badge.

### **School Insurance**

School insurance is available to students at a personal cost each year and covers injury and required treatment which occur during the school day.

### **North East High School Organizations**

The North East High School offers the following to all students: American Field Service (AFS), Future Business Leaders of America, Aquilo, Color Guard, Student Council, National Honor Society, Pennsylvania Junior Academy of Science, Cheerleaders, Envirothon, Dance Team, LifeSmarts, Model UN, Ecology Club, Drama and Musical Productions, Science Olympics.

### **Special Education**

**Referral:** Before a student can be considered for placement in a special education program, a parent/guardian must grant permission, in writing, for an evaluation. Parents/guardians, teachers, and other school personnel may refer a student for an appropriate evaluation. The Permission to Evaluate states: Why the student has been referred for an evaluation; What procedures and types of evaluation will be used; The proposed evaluation date; and a copy of the Procedural Safeguard Notice is provided.

**Evaluation:** A school psychologist will evaluate the student using a variety of assessment tools such as a specific type of test, teacher observations, parent information, and a review of records. After the evaluation, a multi-disciplinary team (MDT) meets to discuss the results and recommendations. Along with the parents of the child, the team may include a special education teacher, regular classroom teacher, counselor, therapist, psychologist, and school principal. If a special education placement is recommended, the team will develop an Individual Education Program (IEP).

**IEP/NOREP:** Every student in a special education program has an Individualized Education Program (IEP) written by the IEP team that identifies goals, and objectives for the school year. Parents/guardians receive a copy of the IEP and may contact the student's teacher if there are any questions. Approval for special education is given by the parent's/guardian's signature on the Notice of Recommended Educational Placement (NOREP). The NOREP is kept in the student's permanent school file along with the student's Evaluation Report and IEP.

**Due Process:** Due Process is a series of steps to assure students of a free, appropriate public education. A parent/guardian should participate in each decision that affects the student's education program. No changes are ever made without the knowledge or consent of a parent/guardian. A parent/guardian has the right to disagree with the decisions. These decisions may be reviewed in a pre-hearing conference, mediation, or due process hearing with school district and IU #5 personnel.

**Emotional Support:** Programs are available for students who have had long-term, significant behavior problems which cannot be explained by intellectual or health factors; problems building relationships with other students and teachers; or behavior problems indicating unhappiness or depression. The goal of the ES program is to teach skills that support positive behavior, which will permit the students to re-enter the regular classroom programs and to be successful with everyday situations.

**Learning Support:** Programs are available for students who show weakness in reasoning, thinking, reading, writing, spelling, or math skills, but are of average or above average intelligence. The student may be eligible for itinerant, resource, part-time, or full-time Learning Support services based on the needs.

**Gaskin v. Pennsylvania Department of Education (PDE)** is a lawsuit resulting in mandated changes in some special educational services. As part of the court settlement, PDE is requiring all school districts to share the Notice of Proposed Settlement (Notice) to the parents of students receiving special education services. A copy of this Notice is now posted in each school building. Parents may access the Notice on the following websites: [http://www.pde.state.pa.us/special\\_edu/cwp/view.asp?a=177&Q=109539](http://www.pde.state.pa.us/special_edu/cwp/view.asp?a=177&Q=109539) or <http://www.pilcop.org>

**Individuals with Disabilities Education Improvement Act (IDEIA):** A copy of these policies can be found on the following websites: [www.nesd1.org](http://www.nesd1.org) under Board of School Directors – District Policies and [www.pde.state.pa.us](http://www.pde.state.pa.us) under tab Pre-K through 12 Special Education.

### **Gifted Support**

**High School Program:** The program of studies for grades 9-12 is also a combination of many options to accelerate, enrich, and challenge the gifted student. Options include: honors courses, advanced standing and/or advanced placement courses, independent studies/individualized programs and the option of off-campus local college offerings. Differentiated instruction will be utilized to enrich and accommodate varied learning styles within the classroom.

**Guidance Services:** Assisting each student in realizing his/her ultimate potential is the goal of the North East School District. The counselors work as part of the educational team in helping each individual student assess his/her strengths and limitations; make suitable decisions for life; develop positive attitudes; choose academic courses that are appropriate; solve personal problems; discover talents and abilities; plan for post secondary education; and decide on a possible career. Achievement of personal development and fulfillment by each North East student remains the primary focus of the guidance department.

### **Standardized Testing Program**

Students do not "pass" or "fail" these tests. The results of standardized tests, however, are considered by teachers and administrators when various educational decisions are made concerning an individual student. Below are listed tests given in high school:

**Keystone:** Students in the class of 2017 will be required to be proficient in Algebra I, Biology, English Composition/English Literature. These three tests are required for graduation.

**PSSA:** Pennsylvania State System of Assessment (PSSA) are mandated tests of reading and math in grade 11, and writing samples in grade 11. Students must demonstrate a performance level of proficiency or higher on these assessments.

**ASVAB:** Armed Services Vocational Aptitude Battery is a multiple aptitude test battery, which assesses a student's ability to learn new skills and is a predictor of success in training and education programs. This assessment is an option available to juniors and seniors.

**CAPS:** Career Ability Placement Survey is a battery of aptitude and ability tests given at the freshman level and utilized in career planning.

**ACT:** American College Test measures the knowledge, understanding, and skills that students have acquired throughout their education. This assessment is administered to those juniors and/or seniors who choose to participate and do assess skills in English, math, science, and reading.

**PSAT:** Preliminary Scholastic Aptitude Test is an optional test administered to interested juniors and sophomores. It projects performance on the SAT Reasoning Test and is also the qualifying exam for the National Merit Scholarship Program.

**SAT:** Scholastic Aptitude Test is a measure of the critical thinking skills that a student will need for academic success in college. The SAT assesses how well juniors and/or seniors can analyze and solve problems. There are three sections to the new SAT: critical reading, math, and writing.

**Advanced Placement Testing:** Students enrolled in Advanced Placement courses may elect to take an Advanced Placement Exam for the subject(s) in which they are enrolled. There is a fee for each exam.

#### **North East High School Guidance Services**

- Meet individually with each student
- Counsel students with personal and academic problems
- Transcription of grades and maintenance of student records
- Oversee all graduation requirements, class rankings and National Honors Society eligibility
- Initiate progress reports, homework sheets, and compile guidance notes
- Administer and interpret Testing Programs
- Schedule I.E.P. and M.D.T. meeting for Special Education students
- Coordinate advanced placement and advanced standing program
- Student orientation and scheduling
- Provide career planning and guidance
- Screen applicants for participation in Tech School Programs
- Coordinate awards assembly
- Coordinate OVR (Office of Vocation Rehabilitation) service for handicapped students
- Coordinate and disseminate all scholarship information to parents and students
- Provide Financial Aid information and schedule workshops for parents of college bound students
- Schedule representatives from institutions of higher education.
- Write letters of recommendation
- Coordinate summer work program and youth employability program.
- Make inter-agency referrals with appropriate follow-up.
- Career planning.

## **CONFIDENTIALITY OF RECORDS**

### **FERPA Regulations**

Student records are accumulated and maintained by teachers and other school personnel in accordance with the Family Education Rights and Privacy Act ("FERPA") and implementing regulations, the Pennsylvania Public School and the policies of the North East Board of School Directors. Parents/guardians and eligible students have the right to: inspect and review the student's education records; seek amendments of the student's education records that the parents/guardians eligible students feel to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent; file with the Department of Education a complaint concerning alleged failures by the educational agency to comply with the requirements of FERPA and the regulations. The procedure for viewing and/or challenging student educational records can be found in the School District's Policy 5171 which can be obtained in the Principal's office or through the Guidance office in each of the respective schools.

Current legal guidelines allow schools to release "directory information" about students. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Any parent/guardian or "eligible student" (i.e., a student who is 18 years of age) who does not want the school to release directory information without the prior written consent of the parent/guardian or eligible student must notify the principal.

Pursuant to the No Child Left Behind Act, the North East School District shall provide access to secondary school students' names, addresses and telephone listings upon requests made by military recruiters or institutions of higher education.

The information shall be released without prior written parental consent unless the secondary school student or the parent of a secondary school student requests that this information not be released to the requesting military recruiter or institution of higher education. Parents and/or secondary school student must inform the District in writing of their desire to withhold their consent of this release of information.

### **Student Protected Health Information**

#### **HIPAA Regulations**

North East School District is committed to the privacy of its students' Protected Health Information ("PHI"). North East School District shall comply with all federal and state laws and regulations concerning the privacy of PHI, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA"). North East School District shall develop and implement policies and procedures for each component of its operations that deal with its students' PHI, including any health care it provides to its students.

North East School District shall keep all student PHI in strict confidence and will only use or disclose such information in accordance with applicable federal and state laws and regulations and its own policies and procedures. North East School District shall comply with all administrative requirements under relevant federal and state laws and regulations and will uphold its students' rights with respect to their PHI.



### **Alternative Education Program**

The North East School District, in cooperation with the Erie County Vo-Tech School, participates in an alternative education program designed to meet the needs of students who are having chronic behavior problems or are returning from a placement program.

The Career Alternative Education Program (CAEP) at the Erie County Vo-Tech School is a program with limited availability. Classes are prepared by educational staff members and the home school. Each student receives an individual program with a specific set of goals. Once these goals have been accomplished, students are eligible to return to their home school under a probationary status. Students placed in CAEP attend classes from noon to 5:00 p.m. Round-trip transportation for this program is provided by North East School District.

<b><u>Graduation Requirements</u></b>			
English	4 Credits	Phys. Ed. & Health	2 Credits
Social Studies	4 Credits	Arts and Humanities	2 Credits
Science	4 Credits	Electives	<u>7 Credits</u>
Math	4 Credits		
			<b>TOTAL</b> 27 Credits
Foreign Languages: Spanish, and French			

### **Student Assistance Program (SAP)**

North East High School's Student Assistance Program (SAP), called NEST, helps address barriers to learning so that students can become more successful in school. The NEST team consists of a corps of teachers, administrators, counselors, and the nurse trained through a state-endorsed program of drug, alcohol, and suicide prevention. This team works in cooperation with Intermediate Unit 5 mental health consultants and the Greater Erie Community Action Committee (GECAC) drug and alcohol counselors.

The NEST team operates as an identification program of students "at risk," an intervention program, a referral base, and a support group. Parents are notified of all referrals, and parent permission is required for the team to proceed. Parents are involved in all aspects of the assessment process.

### **National Honor Society Membership Information**

Any sophomore, junior, senior is eligible for consideration as a member provided a 3.5 grade point average has been achieved. The following outlines the qualifications and necessary steps to be taken for a sophomore, junior, or senior to become a member of the North East Chapter of National Honor Society.

Any sophomore, junior, senior is eligible for consideration as a member provided a 3.5 grade point average has been achieved. Those students will receive a letter inviting them to continue the process.

1. Students who have been invited to continue should then complete the Student Activity Information form and submit the form to the National Honor Society Advisor.
2. There are a possible 100 points which can be acquired from the Student Activity Information form under the categories of Scholarship, Character, Leadership, and Service.

3. The Student Activity Information Form will be reviewed by a faculty council, consisting of five faculty members, along with any other verifiable information about each candidate.
4. Final selection to the National Honor Society will be determined by the five-member faculty council after review of the candidates' information forms.

### **Student Rights and Responsibilities**

Synopsis of Student Rights and Responsibilities are adopted by the district and approved by the State Department of Education. (Complete copies of Student Rights and Responsibilities are available upon request.)

- (10.1.1) All persons residing in the district between the ages of five and twenty-one years of age are entitled to a free and full education (unless or until they receive a high school diploma). The right extends to migratory children and pregnant or married students. Disabled students will be provided with a program of education and training appropriate to their learning capabilities.
- (10.1.3) A student will not be excluded from the public school or from extracurricular activities because they are married or pregnant.
- (10.1.4) No student will be denied access for a free and full public education, on account of race, religion or religious creed, sex, or sexual orientation, national or ethnic origin or ancestry, culture, marital status, age, political beliefs, socioeconomic status, or any handicap or disabling condition.
- (10.2.1) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. It is expected that the students will share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome living and learning.
- (10.2.2) No student has the right to interfere with the education of his fellow students. It is the responsibility of the rights of teachers, students, administrators, and all others who are involved in the education process.
- (10.2.3) Students should express their ideas and opinions in a manner so as not to offend or slander others.
- (10.2.4) It is the responsibility of the students to:
  - (a) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
  - (b) Be willing to volunteer information in matters relating to the health, safety, and the welfare of the school community and the protection of school property.
  - (c) Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause disruption to the education process. The following types and styles of clothing are unacceptable:
    - Low cut leotard suits and tops unless they are covered by other blouses, sweatshirts, etc.
    - Strap tank tops, halter tops, and spaghetti straps. Sleeveless tops and blouses that are cut just beneath the underarms and/or at the seam are permitted.
    - Any top or blouse that is openly revealing.

- Mesh or fishnet tops unless they are covered by or worn over another acceptable piece of clothing.
- Shorts/skirts must be finger-tip length. This includes biking shorts and exercise tights.
- Any piece of clothing that has holes in it above the knees or below the neckline.
- Pants or shorts worn below the waist.—“sagging” of pants, shorts, skirts, etc. are prohibited. These articles of clothing will be kept above the waist.
- Hats or other headgear, ex. Bandanas, inside the building unless permission has been given by the principal.
- Chains, “colors,” or any article of clothing or decoration which may be construed as gang related
- Any article of clothing which advertises or promotes the use of drugs, alcohol, or tobacco. This includes any clothing which contains explicit profanity or sexual innuendo.
- Not limited to any of the above but including any piece of clothing that distracts or causes interruptions in the educational process.

**Any student who is unacceptably dressed will be asked to change clothes. There are some articles of clothing which students can borrow from the school nurse; otherwise, the students will call home for a change of clothes.**

- (d) Assume that until a rule is waived, altered, or repealed it is in full effect.
- (e) Assist the school staff in operating a safe school for all students and local laws.
- (f) Be aware of and comply with state and local laws.
- (g) Exercise proper care when using facilities and equipment.
- (h) Attend school daily, except when excused, and be on time at all classes and other school functions.
- (i) Make all necessary arrangements for making up work when absent from school.
- (j) Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- (k) Avoid inaccuracies and indecent or obscene language in student newspapers or publications.

#### **COMPULSORY SCHOOL ATTENDANCE**

1. It is the duty of the Commonwealth to require that every educable child within its jurisdiction shall receive at least an elementary and secondary education insofar as such level may be attained.
2. Students must attend school until the age of seventeen (17) unless excused by graduation, general working papers, a domestic service permit, or a farm service permit.
3. The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

## ENFORCEMENT OF COMPULSORY SCHOOL ATTENDANCE

**First offense (school code 1354)** - A first offense consists of three (3) or more days of absence without lawful excuse. The parents will receive official notice of unlawful absence via certified mail or a personal visit by the districts attendance officer, as soon as a pupil has three (3) days, or their equivalent, of unlawful absences. The first offence is closed at the end of three (3) calendar days after serving of a notice or upon the return of the pupil to school within the three days following the serving of the notice.

**Second offense (school code 1333)** - After the first offense is closed the next session during the school year that the child is unlawfully absent becomes the second offense and requires the serving of a warrant to the parent through the office of the local district justice. The serving of the warrant closes the second offense. Each succeeding session of an unlawful absence by the same pupil becomes another second offense and the same procedure as outlined in this paragraph is repeated. The school district's official notice of absence to the parents is not served in second offense cases. The notice served after the three days of unlawful absences is adequate for the school year.

### ATTENDANCE POLICY

The Board of School Directors requires that school-aged students enrolled in the North East School District attend school regularly in accordance with the educational laws of the Commonwealth of Pennsylvania. The academic program offered in schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

#### I. ABSENCES

##### A. Excused Absences

1. Illness
  - a. Written excuses should be specific in stating the exact nature of the illness
2. Quarantine
3. Recovery from an accident
4. Required court attendance
5. Death in the family
6. Educational field trips, tours or athletic participation
  - a. To determine if a student shall be permitted to participate in such events, the Principal may give consideration to the student's record of unexcused/unlawful or excessive absences.
7. Religious holidays, events, or instruction
  - a. Written notification must be received prior to all such absences.
8. Family educational trips and college visitations
  - a. A request for Approval of Trip form must be completed and approved at least five (5) school days prior to the trip or visit.
9. Impassable roads
  - a. Absence due to severe weather conditions shall be considered unexcused/unlawful unless the administration issued a ruling granting excused status to such absence.
10. Unavoidable family emergencies

B. Unexcused and Unlawful Absences

1. An absence for which acceptable evidence is lacking or an absence other than those listed above in section I, shall be considered unexcused and/or unlawful depending on the age of the student.
  - a. Unexcused absence: Student is seventeen (17) years old or older.
  - b. Unlawful absence: Student is of compulsory school age (from the time the student is enrolled as a beginner until the age of seventeen (17) years). However, compulsory education requirements do not apply to kindergarten students.
2. Pregnancy and/or child care shall not be considered an acceptable excuse for absence unless a physician has certified that the student should not attend school because of potential or actual health problem. The student must then apply for homebound instruction.

**II. WRITTEN EXCUSES**

- A. In all instances of absence, a written excuse shall be required upon the return of the student to school. In order for a written excuse to be accepted for the purpose of establishing the legitimacy of an absence, it must be submitted within three days after the student's return.
- B. If an excuse is not received by the third (3<sup>rd</sup>) day following the student's return, the absence may be considered unexcused/unlawful, depending upon the age of the student.
- C. Questionable Absences
  1. The mere fact that a parent/guardian has sent a written explanation does not necessarily mean that the absence is excused.
  2. A claim of continued or repeated illness without a verified medical proof of the student's condition is a "questionable absence."
  3. Cases of erratic or pattern absences (i.e. absent on Mondays, Fridays, etc.) is a "questionable absence."
- D. The office monitors attendance on a quarterly basis. Students who are deemed to be excessively absent (15% of school days) may receive a warning notice from the Principal. This letter serves notice a doctor's excuse will be required if attendance doesn't improve. A letter requiring a doctor's excuse for any further absence will be mailed if the student's attendance does not improve.

### III. TARDINESS AND TRUANCIES

- A. Students tardy to school must obtain a tardy admission slip at the office before going to their classes. Students, in the high school, who are tardy prior to the start of classes, should report to their assigned homeroom. Justification for tardiness will follow guidelines as explained in Section I-A of this policy.
- B. Excessive unexcused tardiness to school will be handled as follows: tardies per semester: 5 - after school detention; 6 - after school detention; 7 - after school detention; 8, 9 - two (2) after school detentions; 10 - Saturday detention; beyond 10 - suspension alternatives (refer to the Discipline Code).
- C. Truancy for a full day will require the student to serve Saturday detention to make up the time. Repeated or severe cases will result in more significant penalties and/or legal referrals. A function commonly referred to as "skip day" is not authorized by the School District. Participants will be considered truant and will receive the appropriate disciplinary action.

\*Parents/guardians are responsible for transporting students to and from Saturday Detention.

#### Discipline Code

##### **Section 1317 of the Pennsylvania School Code**

Every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over pupils attending this school, during the same time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

All rules and regulations shall conform to the Pennsylvania School Code, State Board of Education regulations, Court Decisions, established practices within the School District and School Board Policies including the Students Rights and Responsibilities.

#### Rules and Regulations

The **Board of School Directors** has the authority and responsibility to make reasonable and necessary rules governing the conduct of the students attending schools in the district. The Pennsylvania School Code provides for this authority and responsibility.

**Parents and teachers** are encouraged to work cooperatively in guiding students towards the development of desirable behavior. Regular communications among home, school, and community are encouraged in the interest of creating a proper educational atmosphere for our students. We believe that all students should:

- Conduct themselves in an orderly and courteous way, and consider the rights of others at all times.
- Be responsible for the condition of school property entrusted to the student's use i.e., buildings, grounds, books, lockers, furniture, etc.
- Obey the bus safety rules and safety and safety practices in all school programs i.e., gymnasium, shops, pool, etc.
- Display good conduct and proper table manners in the school cafeteria.
- Understand the harmful effects of smoking, alcohol, and the abuse of drugs.

It is important that the responsibility for discipline be shared. Each person involved must help to establish and maintain an orderly atmosphere which lends itself to the growth and development of all students.

**Staff:** Each employee of the school district, regardless of the job title or function, has a role in the disciplinary process. The adults in our schools must actively accept the responsibility and enforce the rules consistently whether in the classroom, grounds, halls, student gatherings, athletic or activity functions. Apathy or laxity has no place among members of the staff.

**Students:** Young people are expected to do more than follow the rules. They must play an active role in encouraging their peers to follow rules and submit suggestions through the administration to improve the operation of our schools.

**Parents/Guardians:** It is absolutely necessary that parental cooperation, awareness, and support exist or there is little chance that the discipline code will have a significant impact on the learning environment of our schools.

**Special Services, Children's Services, Police, Probation Officers, etc.:** This code encompasses the use of counselors, psychologists, physicians, public officers, and police in the assistance and correction of disciplinary cases.

#### **REASONABLE FORCE CLAUSE**

Reasonable force may be used by school employees in the following circumstances:

- A. To quell a disturbance; or
- B. To obtain possession of weapons or other dangerous objects; or
- C. For the purpose of self-defense; or
- D. For the protection of persons or property.

**NORTH EAST SCHOOL DISTRICT**  
**PROGRESSIVE DISCIPLINE FRAMEWORK**

These are the options of disciplinary consequences for violations of the discipline code. Other infractions which may not be listed below will be dealt with on a case-by-case basis and apply discipline in a fair, firm, and consistent manner.

	Warning/ Reprimand	Teacher/ Student Conf.	Teacher/Parent Conf.	Admin./ Parent Conf.	Admin./Parent/ Student Conf.	After-School Detention
Alcohol/Drugs				X	X	
Arson/Related Activities				X	X	
Bus Misbehavior	X		X	X	X	X
Cheating		X	X	X	X	X
Class Cuts		X	X	X	X	X
Dangerous Weapons				X	X	
Defiance		X	X	X	X	
Destruction/Damage of School Property				X	X	X
Disrespect				X	X	X
Disruptive Behavior		X	X	X	X	X
Falsifying Information				X	X	X
Fighting				X	X	X
Harassment				X	X	X
Insubordination				X	X	X
Left w/o Permission				X	X	X
Obj. Public Conduct				X	X	
Pager/Cell Phone Use During School Hours				X	X	
Profanity				X	X	X
Skip Detention After School				X	X	X
Skip Detention: Saturday				X	X	
Tardiness		X		X	X	X
Terroristic Threats				X	X	
Theft				X	X	
Tobacco				X	X	
Truancy				X	X	X
Unlawful Entry				X	X	



**NORTH EAST SCHOOL DISTRICT**  
**PROGRESSIVE DISCIPLINE FRAMEWORK**

(Continued)

	Saturday Detention	In-School Susp. (Elem. Only)	Out of School Susp.	Discipline Committee Hearing	School Board Hearings
Alcohol/Drugs	X	X	X	X	X
Arson/Related Activities		X	X	X	X
Bus Misbehavior	X		X		
Cheating	X	X	X		
Class Cuts	X	X	X		
Dangerous Weapons	X	X	X	X	X
Defiance	X	X	X	X	X
Destruction/Damage of School Property	X	X	X	X	X
Disrespect	X	X	X		
Disruptive Behavior	X	X	X		
Falsifying Information	X	X	X		
Fighting	X	X	X	X	X
Harassment	X	X	X	X	X
Insubordination	X	X	X	X	X
Left w/o Permission	X				
Obj. Public Conduct	X	X	X	X	X
Pager/Cell Phone Use During School Hours	1-2 offense X		3 offense X		
Profanity	X	X	X	X	X
Skip Detention: After School	X				
Skip Detention: Saturday	X		X		
Tardiness	X				
Terroristic Threats			X	X	X
Theft	X	X	X	X	X
Tobacco	X	X	X		
Truancy	X	X	X		
Unlawful Entry	X	X	X		

## North East School District Discipline Code

### I. RULES AND REGULATIONS

The **Board of School Directors** has the authority and responsibility to make reasonable and necessary rules governing the conduct of the students attending the school district. The **Pennsylvania School Code** provides this authority and responsibility. These rules apply to grades K-12.

The **penalties** provided for each infraction are defined as follows:

- A. **Warning- Reprimand**
- B. **Teacher/ Student Conference**
- C. **Teacher/ Parent Conference**
- D. **Administration/ Parent Conference**
- E. **Administration/ Parent/ Student Conference**
- F. **Parental Conference:** This is defined as a conference conducted by the building administrator with the student, parent(s)/guardian(s), and other resource people as determined by the administration.
- G. **After-School Detention** - A minimum of fifteen (15) minutes for grades 1-2; one hour (60) minutes for grades 3-5; ninety (90) minutes for grades 6-12, Students are responsible to notify parents/guardians when they will be arriving home later than usual. (This penalty does not preclude teachers from imposing their own detentions upon students when they agree to remain with the students.)
- H. **Restricted List** - Designed to restrict the freedom of movement of the student within the building. A second step in the process may include restricting the student's privilege from participating in extracurricular activities. First offense: two (2) weeks; second offense one (1) month.
- I. **Suspension Alternatives** - May include one or more of the following:
  - 1. **Saturday detention** - The student will most often be assigned Saturday detention. The student and parent(s)/ guardian(s) will be notified at least one (1) day prior to the assigned day. The student and parent(s)/ guardian(s) will be informed of the disciplinary problem and given an opportunity to respond. Saturday detention lasts from 8:00 AM to Noon. The student who fails to report to Saturday detention may be assigned a minimum of three (3) days Out- Of- School suspension and/or increased Saturday detention time. Parent(s)/guardian(s) are responsible for transportation to and from Saturday detention.
  - 2. **Out-Of-School Suspension (1-10)** - The student is sent home, and parent(s)/ guardian(s) are advised that it is mandatory to keep him/her at home during the school day. Parental conference is required before the student can return to school. This action may be utilized when the principal believes that the welfare and safety of others is in jeopardy. A student who is on Out- Of- School Suspension is restricted from participating in all school- related activities (including extracurricular activities) for the duration of the suspension. It is the student's responsibility to initiate and complete any classroom assignments prior to returning to regular classes.
- J. **Discipline Committee Hearings** with the student's teacher(s), parent(s)/ Guardian(s), counselor(s), principal, and the Superintendent when appropriate is convened to discuss the student's problems and to take appropriate action. The Superintendent may assign the student to the District's Alternative Education Program.
- K. **School Board Hearings** will be conducted wherein the Superintendent may recommend expulsion from school. The student is required to bring parent(s)/ guardian(s) and may be represented by legal counsel.

Generally, when Penalty A is listed, this is for a first offense except when otherwise indicated. However, this does not limit an administrator from moving to a more severe punishment without prior offenses, if the situation is considered sufficiently serious in nature. Professional counseling will be recommended in appropriate situations.

Chronic offenders are those who have multiple offenses regardless of category. Chronic offenders will proceed to penalties J. Discipline Committee Hearing (possible referral to alternative education), and/or K. School Board Hearing (possible referral to expulsion).

## II. THE OFFENSES AND PENALTIES ARE AS FOLLOWS:

- A. **Tardiness:** Illegal tardiness of North East High School students will receive a warning on the fourth offense. Penalties begin on the fifth offense. The tenth offense will result in a Saturday detention. (See Compulsory School Attendance).
- B. **Class Cuts:** Unexcused absences from class cannot be permitted.
- C. **Truancy:** Penalties in accordance with Pennsylvania laws, regulations, standards, and policies for student attendance.
- D. **Disrespect:** A lack of respect or deference shown by a student to the authority or position of a District official or employee: A student shall not be disrespectful to an administrator, teacher, or other school employee.
- E. **Falsifying Information:** A student shall not falsify information and/or signatures such as passes, parental excuses, library slips, school report cards, free lunch tickets, permission slips, etc.
- F. **Fighting:** Fighting or physical assault is strictly prohibited while on school property including the time required going to and from home. Police may be notified. Any student provoking a fight – that is, agitating, instigating, intimidating or threatening another student – will be dealt with as if he/she participated in the fight or physical assault.
- G. **Disruptive Behavior:** Disruptive behavior shall include, but not be limited to bomb threats, setting off false fire alarms and other behaviors which impedes the learning environment or threatens the safety and welfare of other students. Disruptive behavior is prohibited.
- H. **Cheating:** Any student caught cheating will be given a failing grade in that particular assignment or test. In addition, the quarter grade may be reduced by one letter grade.
- I. **Disorderly Conduct:** Disorderly conduct shall include, but not be limited to, fighting, threatening, engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive condition for no legitimate reason for the purpose of creating public inconvenience, annoyance or alarm. Disorderly conduct is prohibited.
- J. **Insubordination:** Insubordination is the outright refusal to obey a directive from any District teacher, administrator or other District employee after more than one attempt has been made to encourage the student to comply without disciplinary action being initiated.
- K. **Defiance:** One of the worst offenses any student can commit is open defiance of authority, whether the authority is represented by a teacher, administrator, aide, etc.
- L. **Profanity:** Use of profane or obscene expressions or gestures will not be tolerated.
- M. **Arson or Other Related Activities:** Setting of fires, tampering with fire extinguishers or false alarms is strictly prohibited. The police will be notified.
- N. **Theft:** A student is not to steal school property or the personal belongings of others. A student is responsible for securing his/her own personal property and should not bring valuables to school. Policy may be notified.

- O. **Destruction or Damage of School Property:** Attempting to damage the property of the school, school personnel, or other persons. Police may be notified.
  - P. **Unlawful Entry:** A student is prohibited from unauthorized or forced access of any school facility.
  - Q. **Dangerous Weapons:** A student is strictly prohibited from bringing or possessing a weapon, or any replica or look-alike weapon, on school property, at any school-sponsored activity, or on any public conveyance providing transportation to school or school-sponsored activity. Police will be notified. Any student who is determined to have possessed or brought a weapon or any replica or look-alike weapon, onto school property, to any school-sponsored activity or on any public conveyance providing transportation to school or school-sponsored activity shall be immediately suspended from school for ten days and shall be referred to the Board of directors for expulsion from school for a period of not less than one (1) year. However, the Superintendent may recommend a modification to this expulsion requirement on a case by case basis. The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.
  - R. **Tobacco:** There will be no use or possession of tobacco in any form on school property, school buses, or during activities under school jurisdiction. Students found guilty of violating this rule will be cited for a non-criminal offense under Pennsylvania Act 45, and also suspended from extracurricular activities for five (5) school days first offense and forty-five (45) school days second offense. See Section V. of the North East School District Extra Curricular Activities Rules and Regulations.
  - S. **Alcohol or drugs:** A student is prohibited from using, possessing, receiving, selling, being under the influence of, or the distribution of unauthorized substances, including "look- a- like" substances, marijuana and alcohol, and drug paraphernalia on school property, school buses or any other form of transportation to school or school-sponsored events, or during school-sponsored activities. Any student suspected of any illegal activities may be referred to the proper law enforcement agency. A Drug & Alcohol Assessment is required. A student taking prescription medication must register with the school nurse or the building principal. All medications must be recorded and notarized in the Superintendent's office.
- \* A student guilty of breaking this rule shall be immediately dismissed from participating in all extracurricular activities for a period of forty- five (45) school days. During the suspension, the student is also prohibited from participating in any weekend (Saturday/ Sunday) extra-curricular activities. Suspension from extracurricular activities does not automatically prohibit a student from attending a school dance, assemblies, play, concerts, ceremonies, and athletic events. Attendance will be determined by the administration. Second offenders that same school year shall be suspended from all extracurricular participation for one calendar year
- T. **Cafeteria Behavior:**
    1. The student will keep tables clean.
    2. The student will move about in an orderly fashion.
    3. The student will not throw food or any other materials.
    4. The student will return trays in the proper place and throw all refuse in the proper containers.
    5. The student will not move ahead in the line.
    6. The student will not speak loudly in the cafeteria.
    7. Do not charge meals unless he/she has the permission of the cafeteria staff. Penalties can range from F through H plus the possibility of requiring the

student to eat separated from the other students each day.

- U. **Conduct on Buses:** Because the bus drivers must keep their attention upon the highway and the operation of the bus, the safety of all students cannot be jeopardized because of disruptive behavior of a few. Therefore, the following regulations will be strictly enforced:
1. A student shall not engage in any actions that might threaten the safety of other students or the bus driver.
  2. A student shall not deliberately disobey, abuse or other-wise show disrespect for the bus driver.
  3. A student shall not engage in pushing, fighting, or unruly behavior in or around a bus.
  4. A student must remain seated at all times while on the bus. Hands and head are to be kept inside the bus at all times.
  5. A student shall not bring on the bus or have in their possession dangerous or illegal weapons. (See Sect. III. Q.)
  6. A student shall not bring on to the bus or have in their possession alcoholic beverages, narcotics, controlled substances, or any other dangerous substances or materials purported to be such. **There is to be no smoking or possession of tobacco products in or around the bus at any time.**
  7. A student shall not throw, shoot, or otherwise impel any objects in/around a bus.
  8. A student shall not mar, deface, or tamper with any part of the bus. Restitution will be required if any damage is done.
  9. A student is to wait until the bus stops before attempting to board or leave. The student is to cross the road no less than ten (10) feet in front of the bus so that the driver can see the student at all times.
  10. Bus drivers have the authority to assign seats and make other reasonable rules for students to follow.

**Riding a school bus is a privilege, the continuation of which is dependent upon satisfactory behavior on the bus. All rules enforced in school are applicable to students on school busses and/or school-provided transportation of any type. Additionally, infractions of any of the listed rules and regulations may result in detentions, suspensions or suspended riding privileges.**

- V. **Student Drivers:** The use of a motor vehicle on school grounds is a privilege not a right. Students who wish to drive to school and/or the Vo-Technical School must present the administration with a completed application for permission to use a motor vehicle on school grounds. Students and parents/guardians must indicate full agreement with the consent form and obey all school district regulations pertaining to driving. Applications for permission to drive can be obtained in the high school office. Once an application is approved, the student will be issued a parking permit, which must be displayed for the rearview mirror. The following regulations will govern students who have been granted permission to drive to school and/or the Vocational-Technical School:
1. Student drivers must park in the student parking lot only (outside the gym/auditorium area).
  2. All student drivers must display parking permit number from their rearview mirror.
  3. Students are not permitted to return to their vehicles during the school day without permission from the office.

4. All students must obey all posted traffic regulatory signs, and travel no faster than 15 m.p.h. in the parking lots and school roadways.
5. All student drivers must operate their motor vehicles in a safe and responsible manner and not exceed the passenger capacity of their vehicle.
6. Vo-Tech students must have permission to drive to the Vo-Tech School. The high school office will not grant permission for students to ride with other students to the Vo-Tech school.
7. A student's driving privilege may be suspended by the administration for any of the following reasons:
  - a. Truancy or excessive absence from school.
  - b. Excessive tardiness from school. Students who are tardy (unexcused) more than three (5) times in one semester will lose their driving privileges for the rest of the semester.
  - c. Using a motor vehicle to leave school without an excuse before the end of the school day or allowing another student to use your vehicle during the school day for such purpose.
  - d. Reckless or unsafe driving on school property.
  - e. If it is the opinion of the administration, a student's driving privilege is interfering with his/her class attendance or academic performance or if the vehicle is being used for purposes unacceptable to the school, (i.e. smoking, drinking, etc.)

**Vehicles may be towed at the owner's expense if they parked on school property after parking privileges have been suspended, or if the owner fails to display a current parking permit. Vehicles are subject to search at any time.**

- W. **Use/Possession of Electronic Devices:** Students shall use or possess electronic devices on school grounds, school busses or vehicles provided by the district, and at school-sponsored activities and events as set forth in Policy 5151, Section III, X.
- X. **Terroristic Threats/Acts:** Students are prohibited from communicating any terroristic threats to or from committing any terroristic acts directed at any student, teacher, administrator, any other employee of the District, board member, community member in general, or toward any school property, while on school property, any school-sponsored activity or any public conveyance providing transportation to school or a school-sponsored activity
- Y. **Harassment:** Harassment of and by students is not tolerated within the District. Students are encouraged to report to school officials, such as teachers, administrators, aides or any other official or employee, when they feel they are being harassed by any student or any District employee or official.
- Z. **Assault:** Students are prohibited from assaulting other students, district employees, and/or officials.
- AA. **Hazing:** Any form of initiation or harassment of and by students, known as "hazing" as part of any school-sponsored student activity is strictly prohibited. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Additionally, any student who knowingly witnesses or fails to report knowledge or information of any incidents of hazing may be considered to be a participant in the hazing.

### III. DEFINITION OF TERMS

- A. **"Assault"** is the deliberate or reckless attempt to cause physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury.

- B. **"Endangering the mental health"** of a student shall include, but not be limited to, any activity that would subject a student to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the student—regardless of the student's willingness to participate.
- C. **"Endangering the physical health"** of a student shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics or exercise; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the student—regardless of the student's willingness to participate.
- D. **"Harassment"** is a form of discrimination prohibited by federal and state law. Harassment includes, but is not limited to, unwelcome and offensive slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin, sex, gender, sexual orientation, age, or handicap/disability which are so severe or pervasive in nature that they create, or pose a realistic threat of creating an intimidating, hostile, disruptive or offensive educational environment.
- E. **"Hazing"** is any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with or participation in any student group, organization or activity sponsored by or recognized within the District, including but not limited to all athletic teams.
- F. **"Illegal Alcohol"** is any malt, brewed, or distilled beverage, the purchase or possession of which by a person under 21 years of age is prohibited by PA State Law.
- G. **"Illegal Drug"**
  - 1. Any substances (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery or use of which is prohibited by Pennsylvania and/or Federal law, unless prescribed by a physician or an individual licensed by the state or federal government to possess, deliver or use such substances.
  - 2. Any legal substances not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the human body; and the introduction into the body of the substance is prohibited by Pennsylvania or Federal law (such as solvents).
- H. **"Look-a-like-Substance"** is any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.
- I. **"Paraphernalia"** includes all equipment, products, and material of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing processing, preparing, testing, analyzing, ingesting, inhaling, or otherwise introducing into the human body an unauthorized substance.
- J. **"Possession"** – Any student found in possession of unauthorized substances found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on property being used or controlled by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.
- K. **"Terroristic Act"** is an offense against property or involving danger to another

person.

- L. **"Terroristic Threats"** is a threat to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility, or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
- M. **"Use of an Unauthorized Substance"** is either the actual use during school hours or at school-sponsored activities either during or after school hours; or the use prior to arrival at school or school-sponsored activities which evidences itself by odor or any unusual behavior.
- N. **"Unauthorized Substances"** shall include but are not limited to alcohol, illegal drugs, controlled substances as defined under Pennsylvania law, prescription drugs and/or non-prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances and any substance which is intended to alter mood.
- O. **"Weapon"** shall include, but not be limited to any of the following or any replica or look-alike of the following: guns; firearms; BB guns; air guns; paintball guns; ammunition, including bullets; knives, including pocket knives; metal knuckles; straight razors and razor blades; noxious, irritating or poisonous gases, including mace and pepper spray; poisons; explosive materials; bombs; missiles; chains; metal objects or any other object designed for protection or designed to harm others; or any object intended by the student to do bodily injury or threat of bodily injury to another.

#### **IV. North East School District Extra-Curricular Activities Rules and Regulations**

Extracurricular activities are defined as: Activities that are not included as part of the academic curriculum in the School District. Activities covered by this code includes any and all organizations that do not award a grade as a condition of participation. (Examples include but are not limited to athletics, cheerleading, flag, twirlers, student council, and the National Honor Society.) Students who participate in extracurricular activities are expected to agree to and abide by the following rules:

- A. ATTENDANCE FOR THE FULL SCHOOL DAY IS ABSOLUTELY NECESSARY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES. Each student is in school to gain an education as the prime purpose; participation in extracurricular activities is one of the by-products. ABSENCE FROM OR TARDINESS TO SCHOOL AUTOMATICALLY EXCUSE A STUDENT FROM PARTICIPATION ON THAT DAY. Allowances will be made for reasons of school visitations or doctor appointments. A student may be required to present a signed appointment card in case of a doctor's appointment. Unusual cases will be evaluated by the administration on an individual basis.
- B. The use and/or possession of alcoholic beverages or non-prescribed drugs on school property, school buses, or during activities under school jurisdiction is absolutely forbidden to all students. A student guilty of breaking this rule shall be immediately dismissed from all extracurricular activities for a period of forty-five (45) school days. During this suspension, the student is also prohibited from participating in any weekend (Saturday/Sunday) extracurricular activities, but does not automatically prohibit a student from attending school dances, assemblies, plays, concerts, ceremonies, and athletic events. Attendance to these functions will be determined by the administration. A second offender that same school year shall be suspended from all extra curricular activities for one



calendar year.

- C. The use and/or possession of tobacco on school property, school buses, or during activities under school jurisdiction is forbidden to all students. Any students guilty of breaking this rule shall be immediately suspended from activities for five (5) school days. A second time offender shall be immediately dismissed from participating in all activities for forty five (45) school days. During this suspension, the student is also prohibited from participating in any weekend (Saturday/Sunday) extracurricular activities, but does not automatically prohibit a student attending school dances, assemblies, plays, concerts, ceremonies, and athletic events. Attendance to these functions will be determined by the administrations. Example: Should a student be found guilty of use and/or possession of alcoholic beverage, non-prescribed drugs or tobacco as defined in items B First Offense and C second Offense, he/she will be suspended from all extracurricular activities for forty five (45) school days. If the student planned to participate in an upcoming athletic season, he/she would be ineligible to participate until the forty-five (45) school day suspension was completed.
- D. Any student who participates in extracurricular activities is a representative of the North East School District and shall set a superior standard of behavior. A student may be suspended or dismissed from extracurricular activities for receiving an excess of rule infractions. Any student who is on Out-Of-School Suspension is prohibited from participation in extracurricular activities for the duration of the suspension.
- E. Each student shall always strive for academic achievement. To be eligible for participation in extracurricular activities and interscholastic athletic competition, a pupil must: (1) pursue a curriculum defined and approved by the principal as a full time curriculum and (2) be passing seven (7) of eight (8) subjects. A student, enrolled in a single course he/she is currently failing, must attend the tutorial period of that course each day to retain his/her eligibility. For tutorial, the student shall be assigned to the instructor of the course being failed and must exhibit concerted effort in his/her attempt to improve the failing grade. Should the student not exhibit concerted effort, as reported on a weekly basis by the course instructor, the student shall be declared ineligible until such time that concerted effort is exhibited. In all cases, eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis to the next grading period. In cases where a student's work in any proceeding grading period does not meet the standards provided herein, said student shall be ineligible to participate in extracurricular activities and interscholastic athletics for at least fifteen (15) school days of the next grading period. At the end of the school year, the student's final grades, rather than the quarter grades, shall be used to determine eligibility for the next grading period.
- F. Each student is to strive to be loyal to the coach or the advisor and abide by the rules and regulations of the activity and school. The district's rules shall be considered as minimum standards and can be exceeded when the particular charter of needs of the local program so indicate. Said rules and regulations are subjects to approval by the building's principal.
- G. Any student who feels unjustly accused or punished has the right to appeal in a hearing in a procedure outlined in the Due Process Procedure that immediately follows. In the event of an appeal, the decision of the administration will remain in effect until the appeal process has been complete.

## V. Student Due Process Procedures

When students are suspended or expelled for behaviors outlined in this handbook, students are guaranteed the following due process rights:

- A. **Suspension** is exclusion from school for a period of one (1) to ten (10) consecutive school days.
1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, 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.
  2. The student's parents/guardians shall be notified immediately in writing when the student is suspended.
  3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an **informal hearing**. The purpose of the informal hearing is to enable the student and/or parent/guardian 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. The student has the following due process rights in regard to the informal hearing:
    - a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians 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 (5) days of the suspension.
- B. **Expulsion** is exclusion from school by the Board of Education for a period exceeding the (10) school days and may be permanent expulsion from the school rolls.
1. Students referred to the Board of Directors for expulsion are entitled to a **formal hearing**.
  2. Formal hearings may be held before the entire Board of Directors, or before a committee of the Board.
  3. The following due process requirements shall be observed with regard to formal hearings:
    - a. Notification of the charges shall be sent to the student's parents/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/guardian 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 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 a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

The above procedure will be used for alleged rules infractions as well as extracurricular and athletics problems.

## **VI. Concluding Statement**

The Board of Directors acknowledges that conduct is closely related to learning and that an effective instructional program requires a wholesome and orderly school environment. The board, administration, and staff shall require each student of the district to adhere to these rules and regulations and submit to such disciplinary measures as are appropriately assigned for infraction of these rules. The policy prescribes minimum penalties to be followed for offenses. The board, administration, and staff may impose stringent penalties in exceptional situations. The rules shall govern student conduct in school including all school activities and during time spent in travel to and from school.

## **Miscellaneous Items**

### **Computer Misuse**

A student's use of the District's computers and Internet resources is a privilege, not a right. In addition to the following requirements, students are required to abide by the rules and regulations set forth in the District's "Computer/Internet Acceptable Use Policy," commonly referred to as the "AUP." Students, and their parents/guardians, are notified of the contents of the District's AUP at the start of each school year and its contents are hereby incorporated by reference into this Student Handbook. A copy of the AUP can also be found on the District's website.

Prior to any discipline for computer misuse, students will be notified of each alleged violation of the AUP and will be given an opportunity to respond to the allegation. Depending on the severity of the violation of the AUP, students face disciplinary consequences ranging from warning, to loss of privilege of use of the Internet and/or District computers, to discipline up to and including suspension and/or expulsion from the District.

Suspicion of a student's illegal use of the Internet of District computers, such as copyright violations, theft of services, using the system to public defamatory statements, may be reported to the appropriate legal authorities for possible investigation and/or prosecution.

Students are responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

### **Loss/Damage of School Equipment**

Students are responsible for all athletic equipment, tools, and materials issued to them during the school year. They will be held monetarily responsible for any damages done to these items.

### **Vacations and/or Trips**

Although it is expected that family trips and vacations will take place during the summer months, or to coincide with regular school vacations, we realize that is not always possible. In the event that a student is to miss school due to a vacation and/or trip, a request of Approval of Trip Form must be completed and approved at least five (5) school days in advance of the trip. Student shall be required to make up all work missed and in some cases actual time will be made up. If prior permission is not received, the days missed will be counted as illegal or unexcused, based on age.

**Selling**

No student is permitted to sell anything in school, i.e. raffle ticket, memberships, cookies, etc. The only selling permitted will be by clubs or organizations and this is only with administration approval.

**Backpacks/Purses**

Students may carry a backpack to school but are not permitted to carry them to class during the day. Backpacks are to remain in a student's locker until the end of the school day. If needed, girls may carry a small purse (5 inches by 8 inches) for personal items.

**Contraband Material**

Certain items do not belong in a school environment. They include but are not limited to the following:

tobacco products	pellet/cap guns	knives/sharp objects	cards/dice
bean shooters	ammunition	explosive devises	
firearms	laser pointers	lighters/matches	
blackjacks	slingshots	water guns	

These articles will be confiscated by any authorized school personnel. Parents can pick up these items at the principal's office.

**Locker Policy**

School lockers are the property of North East School District. At no time does the North East School District relinquish its exclusive control of lockers provided for convenience to the students. All lockers will be subject to periodic general inspection for the purpose of sanitation, maintenance, and to insure the health, safety and welfare of the school environment. Lockers will also be subjected to periodic searches by the principal or other designated school officials, including dogs trained to identify controlled and/or illegal substances. Students shall have no expectation of privacy in their lockers.

**Possession of Cellular Phones and/or Electronic Devices****Cellular Telephones:**

Students may use or possess cellular telephones subject to the following restrictions:

- 1) Cellular telephones must be turned off and be out of sight during the academic school day.
- 2) Cellular telephones may be used at the conclusion of school-sponsored activities or events.
- 3) Cellular telephones may be used during the academic school day and during school-sponsored activities and events only if the student receives pre-approval for one of the following reasons::
  - a) The student is a member of a volunteer fire company, ambulance, or rescue squad.
  - b) The student has a need for a cellular telephone due to his/her own medical condition or the medical condition of an immediate family member, or for any similar emergency situation.

The building principal or District administration shall exercise discretion when deciding whether to grant approval of such requests. The District reserves the right to require the request to be in writing and signed by the student's parents(s)/guardian seeking permission for cellular phone possession and use during the academic school day. The District also reserves the right to request a verified and signed statement from either the treating physician or volunteer fire, ambulance, or rescue squad supervisor attesting to the need for a cellular telephone. Using or possessing a cellular telephone in violation of these restrictions will render the possession/use prohibited and the following consequences for the use of prohibited electronic devices will apply:

First Violation: Saturday detention

Second Violation: Saturday detention and parent must pickup phone in the office

Third Violation: Five-day Out-of-School Suspension and restriction of cell phone use on school property during school hours for the remainder of the school year.

**Radios, Headphones, Compact Disc Players, Video Games and Other Similar Technological Devices:**

These electronic devices may be possessed, but only used during the academic school day with permission of the building principal or District administration or teachers, if the use of said devices does not disturb the educational process.

**Bathroom and Locker Room Facilities:**

Cameras, cellular telephones, and other electronic devices which record or transmit images are not permitted to be used in School District bathrooms or locker room facilities or in other areas of School District property which would be disruptive to the educational process.

Parents/students may access the entire Electronic Devices policy on the District's website.

**Voluntary Drug Testing Program**

Recognizing that observed and suspected use of alcohol, tobacco and other illicit/controlled/illegal substances (drugs) by North East School District students is increasing, and with the desire to foster a safe and nurturing environment for students to grow and learn, a program of voluntary urine drug testing was instituted as a pro-active approach to promote drug-free schools. The purpose of this program is three-fold:

- 1) Assist parents/guardians with helping their children to resist pressure to use alcohol, tobacco, or illicit/controlled/illegal substances (drugs);
- 2) Foster a safer and more conducive environment for learning within our schools, and;
- 3) To encourage students who use alcohol, tobacco, or illicit/controlled/illegal substances (drugs) to participate in drug treatment programs. This program is non-punitive and will have no direct impact on a student's academic, co-curricular, or extra curricular participation at school. Results of all drug tests are reported only to the parents/guardians with statistical data only being reported to the North East School District Board of School Directors and school administrators/counselors.

**Informed Consent for Testing:**

At the beginning of each school year, and other times as needed, parents will be given the opportunity to enroll their child(ren) from grades 6-12 into the Voluntary Drug Testing Program. The parent/guardian and student(s) will complete and sign the **North East School District Voluntary Drug Testing Informed Consent Agreement**. This agreement will remain in effect until the student(s) graduates from high school or until the parent/guardian requests in writing to the Superintendent of Schools that their child(ren) be removed from the Voluntary Drug Testing Program.

**Urine Drug Testing Frequency:**

All students enrolled in the Voluntary Drug Testing Program will be assigned to random testing pool groups; in schools with students in grades 6-12. Up to 10% of students in each school's pool group will be randomly selected for testing. This may occur on a weekly basis anytime during the academic year. If a student refuses to submit to urine drug testing once randomly selected, the parent/guardian will be immediately notified. (Testing occurs approximately three times a year.)

**Confidentiality of Results:** All drug test results are considered confidential information and will be handled accordingly. Drug test results will be reported only to the parent/guardian with negative results notified by letter and positive findings reported first by phone followed by

letter. If evidence of illicit/controlled/illegal substances (drugs) use is found, the MRO will notify parents/guardians of local treatment options and given the opportunity to become involved with the appropriate referral to the student support team. The North East School District Board of School Directors and administrators/counselors will only be provided quarterly and annual reports showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. Results of drug testing shall not be disclosed to any party or authority to the extent allowed under the law.

- **Non-Punitive Nature of Policy** - No student will be penalized academically, co-curricularly, or extra-curricularly for testing positive for illicit/controlled/illegal substances (drugs). The results of drug tests pursuant to this policy will only be made known to the parent/guardian and therefore cannot be documented in any student's academic records.

#### **NORTH EAST SCHOOL DISTRICT IS A TOBACCO-FREE ENVIRONMENT**

The North East Board of School Directors believes that tobacco in the school and work environment is not conducive to good health. As an educational organization, the school district should provide both effective and educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers of others smoking, the board declares all school property operated by the board, and all spaces within them, to be officially designated a tobacco free environment. Staff, students, and members of the public are expected to observe this restriction at all times.

#### **School Tobacco Control:**

**Act 145 of 1996**, includes language prohibiting students from possessing or using tobacco products on school property. School districts will be granted the authority to initiate prosecution for any such offense. Upon conviction, the student will be found guilty of a summary offense and subject to a fine up to \$50 plus court costs. Fines collected under the bill's provisions will benefit the student's school district. However, the court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense will not be reportable as a criminal act.

#### **ANIMAL EXPERIMENTATION, PUPIL'S RIGHT OF REFUSAL**

Section 15-1523 of the Pennsylvania School Code gives all students in public and nonpublic schools the right to respectfully refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any part thereof as part of their course of instruction. Students will be assigned alternative work to fulfill the course requirements.

#### **LEAVING SCHOOL DURING THE DAY**

If a parent or legal guardian wishes to have a child excused school early, the parent of guardian must send a written note requesting the student be excused. The parent or guardian must call for a child at the school office. If a parent of guardian calls for a child at any time, he/she should report to the school office instead of going directly to the child's classroom. Children will be released into the custody of their parents or legal guardians only from the principal's office. This is done to guarantee the safety of the child.

#### **USE OF SCHOOL FACILITIES AFTER HOURS**

The North East School District encourages the use of school facilities by the public when they are not in use for their primary purpose, educating students. Information regarding application procedures, fee structure, and regulations governing the use of public schools is available in the main administration office or through the building principal.