

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT IN DISTRICT

ADOPTED: November 16, 2005

REVISED: December 4, 2006

200. ENROLLMENT IN DISTRICT	
<p>1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41, 12.1</p>	<p>The Board shall enroll school age students eligible to attend district schools, in accordance with Board policy, laws and regulations.</p>
<p>2. Definitions SC 1301 Title 22 Sec. 11.12</p> <p>SC 1302 Title 22 Sec. 11.11</p>	<p>School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.</p> <p>District of residence shall be defined as the school district in which a student's parents/guardians reside.</p>
<p>3. Guidelines</p> <p>SC 1301, 1302 Title 22 Sec. 11.11, 12.1</p> <p>Title 22 Sec. 11.11</p> <p>SC 1301, 1302, 1303a Title 22 Sec. 11.11 Pol. 203</p> <p>Pol. 251</p>	<p><u>Enrollment Requirements</u></p> <p>A school age student shall be entitled to attend the schools of the district of residence.</p> <p>The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.</p> <p>The district shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, and immunizations required by law.</p> <p>The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p>

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Title 22 Sec. 11.11	The district shall not inquire about the immigration status of a student as part of the enrollment process.
Pol. 202	Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy, by the Superintendent.
Title 22 Sec. 11.11 Pol. 138	The district shall administer a home language survey to all students enrolling in district schools for the first time.
Title 22 Sec. 11.11	<p><u>Residency Eligibility</u></p> <p>When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.</p> <p>If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year.</p> <p>If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 202, 203, 251</p>

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: January 19, 1995

REVISED: November 16, 2005

201. ADMISSION OF STUDENTS	
<p>1. Authority SC 1301 Title 22 Sec. 11.12, 11.41</p>	<p>The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.</p>
<p>2. Guidelines SC 1304, 1326 Title 22 Sec. 11.15 SC 1304 Title 22 Sec. 11.16 Title 22 Sec. 11.16 Title 22 Sec. 11.14</p>	<p><u>First Grade</u></p> <p>Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term, except that a child who is eight (8) years of age may begin school at any time during the school year.</p> <p>A child is eligible for admission to first grade if s/he is not less than five (5) years and seven (7) months old before September 1, nor more than six (6) years and no months old before the first day of the school term.</p> <p>The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the school psychologist, and approval of the Superintendent.</p> <p>The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.</p> <p><u>Kindergarten</u></p> <p>A child is eligible for admission to kindergarten if s/he is not less than four (4) years and no months old before the first day of the school term.</p>
<p>3. Delegation of Responsibility Pol. 200, 203</p>	<p>The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and state mandated immunizations at the time of enrollment.</p>

201. ADMISSION OF STUDENTS - Pg. 2

References:

School Code – 24 P.S. Sec. 503, 1301, 1304, 1326

State Board of Education Regulations – 22 PA Code Sec. 4.41, 11.12, 11.14,
11.15, 11.16, 11.41

Board Policy – 200, 203

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF
NONRESIDENT STUDENTS

ADOPTED: May 22, 1996

REVISED: November 19, 2003,
November 16, 2005

202. ELIGIBILITY OF NONRESIDENT STUDENTS	
1. Purpose SC 501, 502	The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.
2. Authority SC 1301, 1316 Pol. 200	The Board may permit the admission of nonresident students in accordance with the terms of this policy.
SC 1302 Title 22 Sec. 11.19	The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.
SC 1302 Pol. 906	The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid. If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board Policy 906, Public Complaints.
SC 1316, 2561 Pol. 607	The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries. Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.

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<p>3. Guidelines</p> <p>SC 1305</p> <p>SC 1306, 1307, 1308, 1309, 1310 Title 22 Sec. 11.18</p> <p>SC 1316</p> <p>SC 1316</p>	<p><u>Nonresident Children Placed In The District</u></p> <p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident children, provided that the Board reserves the right prior to such placement and within two (2) weeks of the written request of the potential custodian of the child to the Superintendent to deny the child's admission when conditions exist which should exempt this district from the responsibility of admitting the nonresident custodial child.</p> <p><u>Residents Of Institutions</u></p> <p>A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.</p> <p><u>Future Residents</u></p> <p>A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy may be enrolled with payment of tuition at a reduced rate.</p> <p>If the student does not become a resident of the district by the end of the period for which reduced rate tuition is charged, full tuition shall be required until residency is established.</p> <p><u>Former Residents</u></p> <p>Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the semester with payment of tuition at a reduced rate.</p> <p><u>Children Of Employees</u></p> <p>The Board shall accept students at a reduced tuition rate who are children of contracted, permanent professional employees.</p> <p><u>Other Nonresident Students</u></p> <p>The district may accept full-time students in grades K to 12, subject to the administrative guidelines established by the district.</p>
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<p>SC 1302 Title 22 Sec. 11.19</p> <p>4. Delegation of Responsibility</p> <p>Pol. 103</p>	<p>A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.</p> <p>The Superintendent or designee shall develop procedures for the enrollment of nonresident students which:</p> <ol style="list-style-type: none">1. Admit such students only on proper application and submission of required documentation by the parent/guardian.2. Verify claims of residency.3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics. <p>The Superintendent shall recommend to the Board for its approval the admission of qualified applicants.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 1301, 1302, 1305, 1306, 1306.2, 1309, 1310, 1316, 2503, 2561</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19, 11.41</p> <p>Board Policy – 103, 200, 607, 906</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS
TITLE: HIV INFECTION
ADOPTED: April 21, 1994
REVISED: November 16, 2005

	203.1. HIV INFECTION
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p>HIV infection - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>AIDS - Acquired Immune Deficiency Syndrome.</p> <p>CDCP - United States Public Health Service Centers for Disease Control and Prevention.</p> <p>Infected students - refers to students diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority	<p>This policy shall apply to all students in all programs conducted by the school district.</p> <p>The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</p>
35 P.S. 7601 et seq	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for handling and releasing all information concerning infected students.</p> <p>Each case shall be considered on an individual basis by the Superintendent or designee and designated team.</p>

<p>SC 1329, 1330</p>	<p>An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</p> <p>At least every six (6) months, the Screening Team shall review each case to determine current status and make revisions, if necessary, in the original decisions.</p> <p><u>Confidentiality</u></p>
<p>35 P.S. 7607</p>	<p>District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p>
<p>SC 1409</p>	<p>All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.</p>
	<p><u>Infection Control</u></p> <p>Employees shall treat all bodily fluids as hazardous and shall follow universal precautions for any exposure to bodily fluids.</p> <p>The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>The district shall periodically conduct inservice training for all district staff.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p> <p><u>Prevention Education</u></p>
<p>Title 22 Sec. 4.29</p>	<p>The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV infection. Prevention education shall be taught at every level, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.</p>
<p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p>	<p>Prior to HIV/AIDS instruction, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.</p>

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<p>Title 22 Sec. 4.4, 4.29 Pol. 105.2</p>	<p>A student shall be excused from HIV/AIDS education when the instruction conflicts with the religious beliefs or principles of the student or parent/ guardian, upon the written request of the parent/guardian.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1329, 1330, 1409</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. 7601 et seq</p> <p>Board Policy – 105.1, 105.2</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: COMMUNICABLE DISEASES
AND IMMUNIZATION

ADOPTED: November 16, 2005

REVISED:

<p>1. Authority SC 1303a Title 28 Sec. 23.81 et seq</p> <p>2. Guidelines</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83</p> <p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.84</p> <p>SC 1303a</p>	<p style="text-align: center;">203. COMMUNICABLE DISEASES AND IMMUNIZATION</p> <p>In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and guidelines be followed.</p> <p><u>Immunization</u></p> <p>All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.</p> <p>No student shall be admitted to or permitted to attend district schools who has not been immunized in accordance with state regulations, unless provisionally admitted or exempted for medical or religious reasons by the Superintendent.</p> <p>A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.</p> <p>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the head nurse.</p> <p>The Superintendent shall:</p> <p>1. Annually review state standards for immunization and direct accordingly the responsible district personnel.</p>
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203. COMMUNICABLE DISEASES AND IMMUNIZATION - Pg. 2

<p>SC 1303a Title 28 Sec. 23.83, 23.84, 23.85 Pol. 201</p>	<p>2. Inform parents/guardians prior to a student's entry to school for the first time of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.</p> <p>3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and may be conducted in cooperation with local health agencies.</p>
<p>SC 1402 Pol. 209</p>	<p><u>Health Records</u></p> <p>A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, and regular and special examinations.</p>
<p>SC 1409</p>	<p>All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.</p>
<p>Title 28 Sec. 23.85</p>	<p>As part of the health record, a certificate of immunization shall be maintained for each student enrolled, as required by the Pennsylvania Department of Health.</p>
<p>Title 28 Sec. 27.71, 27.72</p>	<p><u>Attendance</u></p> <p>The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.</p>
<p>Title 28 Sec. 27.2, 27.23</p>	<p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p>
<p>Title 22 Sec. 4.29</p>	<p><u>Education</u></p> <p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.</p>
<p>Title 22 Sec. 4.4, 4.29</p>	<p>Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in such instruction.</p>

References:

School Code – 24 P.S. Sec. 1303a, 1402, 1409

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20

State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq, 27.2,
27.23, 27.71, 27.72

Board Policy – 105.1, 105.2, 200, 201, 209

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: August 15, 1996

REVISED: February 11, 2004
 July 13, 2005
 December 4, 2006
 July 18, 2007

AVELLA AREA SCHOOL DISTRICT

<p>1. Purpose SC 1301 Title 22 Sec. 11.12, 12.1 Pol. 200</p> <p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The purpose of this policy is to support the mission of the district by:</p> <ol style="list-style-type: none"> 1. Providing an educational program based on the premise that students are present and participating in planned learning activities under the supervision of professional school personnel. 2. Helping students develop a sense of responsibility, self-discipline and good work habits. 3. Maintaining close communication and cooperation between home and school in order to encourage and sustain regular school attendance. 4. Improving a student's opportunity for academic, social and career accomplishments. <p>The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p> <p>Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"> 1. Student illness: Five (5) or more consecutive days require a doctor's excuse within five (5) school days after returning.
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<p>Title 22 Sec. 11.26</p> <p>Pol. 233</p> <p>Title 22 Sec. 11.21</p> <p>SC 1329 Title 22 Sec. 11.41</p>	<ol style="list-style-type: none"> 2. Death in the family. 3. Vacations and nonschool educational trips that are preapproved by the administration. Students who are required to present medical documentation for absences may still have an approved vacation, but such days will be counted as unexcused. 4. Quarantine. 5. Suspension. 6. Observance of a bona fide religious holiday. 7. Required court appearances. 8. Recovery from accident. 9. Emergencies approved by the administration. 10. State-approved excuses (example: attendance at State Farm Show). 11. College or technical school visits. Visits shall not be counted as absences as long as they comply with the following: <ol style="list-style-type: none"> a. Juniors are allotted two (2) visits and seniors are allotted three (3) visits. b. The secondary guidance counselor has forms which must be taken with the student on an approved visit and signed by an admission counselor. c. If the visit requires additional time for travel, students shall submit the request to the administration for approval. <p>Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.</p> <p>Unexcused absences shall include any that are not listed in this policy as an excused absence, including absence due to bus suspension. Unexcused absences are also considered illegal for any student under the age of seventeen (17).</p>
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<p>SC 1332, 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1327, 1329 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 117, 118</p>	<p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.</p>
<p>SC 1330</p>	<p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ol style="list-style-type: none"> 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

<p>Title 22 Sec. 11.5, 11.32</p>	<p>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.</p>
<p>SC 1327</p>	<p>3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p>
<p>SC 1330</p>	<p>4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>The Board may excuse the following students from the requirements of attendance at district schools:</p>	
<p>Title 22 Sec. 11.22</p>	<p>1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Intermediate Unit No. 1 or the Department of Education.</p>
<p><u>Educational Tours And Trips</u></p>	
<p>Title 22 Sec. 11.26</p>	<p>The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:</p>
<ol style="list-style-type: none"> 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student's participation has been approved by the Superintendent or designee. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent. 	

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p> <p>SC 510, 1318</p>	<p>The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.</p> <p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. 4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences. 5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 6. Ensure that students legally absent have an opportunity to make up work. 7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice. <p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p>
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The Committee shall take into account:

1. Extenuating circumstances.
2. Number of unexcused and excused absences and tardies.
3. Completed and uncompleted assignments, tests, and current grades.
4. Recommendations from the student's classroom teachers.

Excellent Attendance

Elementary – Elementary students who have perfect attendance for a nine (9) week grading period will be recognized at a Board meeting and will receive a certificate.

Secondary – Secondary students who have no more than a combined total of six (6) excused absences, unexcused absences, excused and unexcused tardies, or excused and unexcused early dismissals, and who have an A or B average for the year in each course, may be exempt from an end-of-the-year final exam, on a class-by-class basis. Mid-term exams will be required of all students.

Perfect Attendance – Perfect attendance means the student misses no school time. Excused tardies and excused early dismissals are counted. The student can have no tardies, no early dismissals, and no absences. Bus problems that may cause tardies will not count.

References:

School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546

State Board of Education Regulations – 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Board Policy – 115, 117, 118, 200, 233

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSTGRADUATE STUDENTS

ADOPTED: November 16, 2005

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">205. POSTGRADUATE STUDENTS</p> <p>The Board shall assume no responsibility for making its regular educational program available to district residents who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other district.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN
DISTRICT

ADOPTED: November 16, 2005

REVISED:

206. ASSIGNMENT WITHIN DISTRICT	
1. Purpose	The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.
2. Authority SC 1310 Pol. 103	The Board shall determine periodically the school attendance areas of the district and expects the students within each area to attend the designated school. In assigning students to schools within this district, no discrimination shall occur.
3. Delegation of Responsibility	<p>The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by consideration of safe student transportation and travel, financial and administrative efficiency, and effectiveness of the instructional program.</p> <p>The Superintendent or designee may assign a student to a school other than that designated for the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.</p> <p>The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.</p> <p>The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the administration of the school.</p>
4. Guidelines	<p>Every effort shall be made to continue a student in the elementary school initially assigned.</p> <p>Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.</p> <p>Wherever possible, consideration will be given to a parental request for attendance at a given school.</p>

206. ASSIGNMENT WITHIN DISTRICT - Pg. 2

School Code
1310

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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONFIDENTIAL
COMMUNICATIONS OF
STUDENTS

ADOPTED: November 16, 2005

REVISED:

207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS	
1. Purpose	The Board recognizes that certain written and oral communications between students and school personnel must be confidential.
2. Authority	The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.
3. Guidelines Title 22 Sec. 12.12	Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.
Title 22 Sec. 12.12 42 P.S. Sec. 5945, 8337	Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.
4. Delegation of Responsibility	In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities. In qualifying circumstances, the building principal may reveal confidential information to a student's parent or legal guardian and other appropriate authorities, including law enforcement personnel.

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: November 16, 2005

REVISED:

AVELLA AREA SCHOOL DISTRICT

208. WITHDRAWAL FROM SCHOOL	
1. Purpose SC 1326 Title 22 Sec. 11.13	The Board affirms that even though statute requires attendance of a student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.
2. Authority Title 22 Sec. 11.4	<p>The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.</p> <p>The withdrawal of students attending college full-time shall be approved.</p>
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures to govern a student's withdrawal from school.
4. Guidelines	<p>Counseling services shall be made available to any student who wishes to withdraw.</p> <p>Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.</p> <p>Students shall be informed about the tests for General Educational Development.</p> <p>The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.</p>

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HEALTH EXAMINATIONS/
SCREENINGS

ADOPTED: November 16, 2005

REVISED: December 4, 2006
November 14, 2007

209. HEALTH EXAMINATIONS/SCREENINGS	
<p>1. Authority SC 1401, 1402, 1403 Title 22 Sec. 12.41</p>	<p>In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p>
<p>2. Guidelines SC 1402, 1407 Title 22 Sec. 12.41</p>	<p>Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.</p>
<p>SC 1403, 1407 Title 22 Sec. 12.41</p>	<p>Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.</p>
<p>SC 1407</p>	<p>A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.</p> <p>The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.</p>
<p>SC 1402 Title 22 Sec. 12.41 Title 28 Sec. 23.1 et seq</p>	<p>The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.</p>
<p>SC 1409 Pol. 216</p>	<p>The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.</p>

<p>SC 1419 Title 28 Sec. 23.45</p>	<p>A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.</p>
<p>SC 1402, 1406 Title 22 Sec. 12.41</p>	<p>Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.</p>
<p>SC 1405 Title 28 Sec. 23.2 20 U.S.C. Sec. 1232h</p>	<p>Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.</p>
<p>3. Delegation of Responsibility SC 1402</p>	<p>The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.</p>
<p>SC 1409</p>	<p>The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.</p>
<p>SC 1406</p>	<p>The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).</p>

References:

School Code – 24 P.S. Sec. 1401-1419

State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1

State Department of Health Regulations – 28 PA Code Sec. 23.1 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 1232h

Board Policy – 216

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HEAD LICE

ADOPTED: January, 10, 1990

REVISED: November 19, 2003, July 13, 2005

209.1. HEAD LICE	
1. Purpose	<p>The Board is committed to maintaining a healthy environment for students and staff. To fulfill that commitment, the Board establishes this policy to provide guidelines for the prevention and control of head lice in students.</p>
2. Guidelines	<p>At any time during the school year, the school nurse may examine a student for head lice.</p> <p>Any student found to have nits or lice shall be excluded from the classroom and sent home. It shall be the responsibility of the parent/guardian to provide transportation for the student.</p> <p>A letter of exclusion and a copy of the district's guidelines for treating head lice infestation will accompany the student home.</p> <p>The school nurse will examine the student's siblings and other close contacts. The school nurse will re-examine the student, siblings and close contacts one (1) week after the initial discovery of infestation. The students' classroom(s) will receive additional disinfectant attention from the custodians during that week.</p> <p>A copy of this policy will be sent home with all students at the beginning of each school year.</p> <p>This condition will not be used as a means to avoid school attendance. District officials will take appropriate action if abuse occurs.</p> <p><u>Readmission</u></p> <p>After treatment has been completed and all head lice and nits have been removed from the head, the student must be accompanied to school by a parent/guardian.</p> <p>The student shall not attend classes or ride the bus until examined by the school nurse.</p>

<p>3. Delegation of Responsibility</p>	<p>To ensure that a nurse will be available to examine the student, the parent/guardian shall call the appropriate school for an appointment. If upon examination the student is found to have nits or lice, the student will be denied admission.</p> <p>After the student has been cleared to return to classes, the nurse will continue to check for head lice or nits because of the risk of reinfestation. The student will be checked as often as deemed necessary by the nurse.</p> <p>It shall be the primary responsibility of the parent/guardian to check their child for head lice. If a parent/guardian finds that their child has head lice or nits, the parent/guardian should notify the school nurse.</p>
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SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: December 16, 2003

REVISED: April 19, 2001
 October 10, 2001
 November 16, 2005
 December 4, 2006

AVELLA AREA SCHOOL DISTRICT

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.
3. Authority SC 510 Title 22 Sec. 12.41	<p>Before any medication may be administered to or by any student during school hours, the Board shall require:</p> <ol style="list-style-type: none"> 1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication. 2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.</p> <p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.</p>

<p>5. Guidelines</p>	<p>Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:</p> <ol style="list-style-type: none">1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.2. Review pertinent information with the student and/or parent/guardian, specifically:<ol style="list-style-type: none">a. Reason for taking this medication.b. How often and length of time.c. What will happen if medication is not taken or is taken incorrectly.d. Physician comments about the medication.3. Determine the student's ability to self-administer medication and the need for care and supervision.4. Observe and evaluate the student's ability to self-administer during the initial administration.5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:<ol style="list-style-type: none">a. Name of student.b. Name of medication.c. Medication dosage.d. Time of administration.e. Route of administration.
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f. Signature of student and the monitor of self-administration.

g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

References:

School Code – 24 P.S. Sec. 510, 1402

State Board of Education Regulations – 22 PA Code Sec. 12.41

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSSESSION/USE OF ASTHMA
INHALERS

ADOPTED: February 16, 2005

REVISED: December 4, 2006

210.1. POSSESSION/USE OF ASTHMA INHALERS	
<p>1. Authority</p> <p style="padding-left: 40px;">SC 1414.1</p>	<p>The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.</p> <p>Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.</p>
<p>2. Definitions</p> <p style="padding-left: 40px;">SC 1401</p>	<p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.</p>
<p>3. Guidelines</p> <p style="padding-left: 40px;">SC 1414.1 Title 22 Sec. 12.41</p>	<p>Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant. 2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication. 3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states: <ol style="list-style-type: none"> a. Name of the drug. b. Prescribed dosage. c. Times medication is to be taken.

210.1. POSSESSION/USE OF ASTHMA INHALERS - Pg. 2

	<ul style="list-style-type: none">d. Length of time medication is prescribed.e. Diagnosis or reason medication is needed, unless confidential.f. Potential serious reaction or side effects of medication.g. Emergency response.h. If child is qualified and able to self-administer the medication. <p>The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.</p> <p>The student shall notify the school nurse immediately following each use of an asthma inhaler.</p> <p>Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.</p> <p>SC 1401 The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.</p> <p>SC 1414.1 A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.</p> <p>To self-administer medication, the student must be able to:</p> <ul style="list-style-type: none">1. Respond to and visually recognize his/her name.2. Identify his/her medication.3. Demonstrate the proper technique for self-administering medication.4. Sign his/her medication sheet to acknowledge having taken the medication.5. Demonstrate a cooperative attitude in all aspects of self-administration.
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<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.</p> <p>The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.</p> <p>When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:</p> <ol style="list-style-type: none">1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.3. Determine the student's ability to self-administer medication and the need for care and supervision.4. Maintain an individual medication log for all students possessing asthma inhalers. <p>References:</p> <p>School Code – 24 P.S. Sec. 1401, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.41</p>
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Avella Area School District
1000 Avella Road
Avella, PA 15312

Authorization For Prescription And Nonprescription
Medication During School Hours

Name: _____

Date: _____ Age: _____ Grade: _____

_____ (full name of student) must receive the following medication during school hours in order to maintain sufficient health to participate in the school program.

Name of Medication: _____

Prescribed Dosage: _____

Time Schedule: _____

Length of Time (Days/Weeks): _____

Reason for Medication: _____

Possible Side Effects: _____

Instructions for Use: _____

If Inhaler or Epi-Pen, is the student to carry? YES NO

*(If the student is to carry one, it is strongly recommended that an extra be given to the school nurse.)

Is the student capable of self-administering the Epi-Pen or inhaler? _____

Is there to be any curtailment of activity? _____

List any other medications child is taking: _____

I do hereby release, discharge and hold harmless the Avella Area School District, its agents and employees, from any and all liability and claim whatsoever for the administration of the above medication to my child/ward should s/he develop an allergic or other reaction from the medication. I understand that if my child is carrying and self-administering an inhaler, the school bears no responsibility for ensuring that the medication is taken.

PARENT/GUARDIAN SIGNATURE

PHYSICIAN'S SIGNATURE

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ACCIDENT
INSURANCE

ADOPTED: April 21, 1994

REVISED: November 16, 2005
September 20, 2006

211. STUDENT ACCIDENT INSURANCE	
1. Purpose	The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.
2. Authority SC 511	The Board will maintain insurance coverage by a qualified insurer, for injury resulting from accidents while participating in interscholastic programs.
3. Delegation of Responsibility	The Superintendent or designee shall be responsible to: <ol style="list-style-type: none">1. Annually prepare specifications and secure suitable coverage through the district's insurance broker for recommendation and Board approval.2. Notify all students and parents/guardians of students who may be eligible for insurance.3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.
School Code 511	

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

ADOPTED: January 16, 1997

REVISED: August 21, 1997,
November 16, 2005

212. REPORTING STUDENT PROGRESS	
1. Purpose Pol. 216	The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.
2. Authority	The Board directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes academic progress reports, report cards, and parent/guardian conferences and student conferences with teachers.
3. Delegation of Responsibility	The Superintendent or designee, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents/guardians.
4. Guidelines	<p>Various methods of reporting appropriate to grade level and curriculum content shall be utilized.</p> <p>Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.</p> <p>Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents/guardians.</p> <p>Report cards shall be issued at intervals of not less than nine (9) weeks.</p> <p>Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.</p> <p><u>Student Conferences</u></p> <p>Teachers are urged to confer with individual students regarding assessments of their progress, subject area difficulties, classroom deportment, etc. which may result in better teacher/student rapport, mutual respect and understanding, and better student progress.</p>

Parent/Guardian Conferences

Parent/Guardian conferences are encouraged, since they add a personal element to the home/school relationship which can be used for the benefit of the students.

The district views parent/guardian conferences as part of the teachers' responsibility and expects that all teachers will participate in planned conference programs, honor parent/guardian requests for conferences, and initiated conferences whenever necessary to help students.

Details for scheduling conferences vary with levels of instruction and may be outlined in student handbooks.

Report Cards

Report cards shall be designed to be clear and relevant to parents/guardians. In addition to objective information about grades and levels of achievement, they should include constructive comments and clarifications for exceptionally high or low grades, significant changes in grades, etc. Teachers are urged to contribute to the value of report cards by exercising care and good judgment and by commenting whenever applicable.

Midterm Reports

Midterm reports may be issued near the middle of each marking period when teachers feel it is necessary for parents/guardians to be advised of the student's progress.

AVELLA AREA SCHOOL DISTRICT
UNLAWFUL HARASSMENT COMPLAINT FORM

Your Name: _____

Date: _____

School: _____

Who was harassed? _____

Who was responsible for the harassment? _____

Describe the harassment: _____

(Attach additional pages if necessary)

Date(s), time(s), and place(s) the harassment occurred: _____

Were there other individuals involved in the harassment? _____

If so, name the individual(s) and what their role was: _____

Did anyone witness the harassment? _____

If so, name the witnesses: _____

What was your reaction to the harassment? _____

Describe any prior incidents: _____

(Attach additional pages if necessary)

This complaint is based upon my honest belief that _____
has harassed me or another person. I hereby certify that the information I have provided in this
complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

(Date)

Received By

(Date)

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: November 16, 2005

REVISED: July 19, 2006

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>Pol. 216</p> <p>4. Delegation of Responsibility</p>	<p style="text-align: center;">214. CLASS RANK</p> <p>The Board acknowledges the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents/guardians and others of their relative academic placement among their peers.</p> <p>The Board authorizes a system of class rank, by grade point average, for students in grades 9-12. All students shall be ranked together.</p> <p>Class rank shall be computed by the final grade in all subjects for which credit is awarded through the midpoint of the final semester.</p> <p>Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.</p> <p>A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.</p> <p><u>Weighted Grades</u></p> <p>In recognition of the heavier burden of certain work, the letter grades of weighted courses shall be assigned higher weight factors.</p> <p>The Superintendent or designee shall develop procedures for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.</p>
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PA Code
Title 22
Sec. 4.24

Board Policy
216

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PROMOTION AND RETENTION

ADOPTED: July 13, 2005

REVISED:

215. PROMOTION AND RETENTION	
<p>1. Purpose</p>	<p>The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.</p>
<p>2. Authority SC 1531, 1532 Title 22 Sec. 4.42</p> <p>SC 1532 Pol. 213</p>	<p>The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.</p> <p>A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 4.12, 4.13</p> <p>SC 1532</p>	<p>The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>The recommendation of the classroom teacher shall be required for promotion or retention of a student.</p> <p>The building principal shall be assigned the final responsibility for determining the promotion or retention of each student. Parents/Guardians who disagree with a recommendation for retention may follow the chain of command in attempting to reverse the decision. If the student is subsequently promoted against the recommendation of the principal, then the parents/guardians bear the responsibility for the student's achievement.</p>

215. PROMOTION AND RETENTION - Pg. 2

<p>4. Guidelines</p> <p>Pol. 212, 213</p> <p>Pol. 213</p> <p>Pol. 217</p> <p>School Code 1531, 1532, 1611, 1613</p> <p>PA Code Title 22 Sec. 4.12, 4.13, 4.42</p> <p>Board Policy 212, 213, 217</p>	<p>In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.</p> <p>Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.</p> <p>The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.</p> <p>Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: March 20, 1979

REVISED: April 21, 1994
July 13, 2005
December 4, 2006

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority SC 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99</p>	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law.</p>
<p>3. Delegation of Responsibility</p> <p>SC 1532 Pol. 213, 215</p>	<p>The Superintendent or designee shall be responsible for implementing and monitoring the adopted student records plan which meets all legal requirements.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p> <p>District staff shall compile only those educational records mandated by federal and state laws and regulations.</p> <p>In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>

<p>4. Guidelines</p> <p>SC 1305-A</p> <p>Pol. 250</p> <p>Title 22 Sec. 12.31</p>	<p>The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"> 1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights, annually and upon enrollment. 2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees. 3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district. 4. Establishing guidelines for disclosure of information and data in student records. 5. Maintaining a record of access and release of information for each student's records. 6. Assuring appropriate retention and security of student records. 7. Transferring education records and appropriate disciplinary records to other school districts. <p>Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.</p> <p>Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Board Policy – 213, 215, 250</p>
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SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE RECORDS

ADOPTED: November 16, 2005

REVISED:

AVELLA AREA SCHOOL DISTRICT

216.1. SUPPLEMENTAL DISCIPLINE RECORDS	
<p>1. Authority Title 42 Sec. 6341 SC 1304-A</p>	<p>The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p>
<p>2. Guidelines Title 42 Sec. 6341</p>	<p><u>Adjudicated Students</u></p> <p>Through the juvenile probation department, the court shall report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>
<p>SC 1304-A</p>	<p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p> <p>Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p>

216.1. SUPPLEMENTAL DISCIPLINE RECORDS - Pg. 2

<p>SC 1305-A Pol. 216</p> <p>School Code 1304-A, 1305-A</p> <p>PA Code Title 42 Sec. 6341</p> <p>20 U.S.C. Sec. 1232g</p> <p>20 U.S.C. Sec. 7165</p> <p>Board Policy 216</p>	<p>This registration statement shall be maintained as part of the student's disciplinary record.</p> <p>When a student transfers to this district, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p>
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STUDENT RECORDS
NOTIFICATION OF RIGHTS
PARENTS/GUARDIANS/ELIGIBLE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the district's receipt of a request for access.

A parent/guardian or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent/guardian or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

If the district decides not to amend the record as requested, the principal will notify the parent/guardian or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents/guardians prior to the disclosure of information and will provide the parent/guardian with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent/guardian.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions.
- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent/guardian or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian or eligible student.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by _____ of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION
REQUIREMENTS

ADOPTED: November 16, 2005

REVISED: July 19, 2006
September 20, 2006
December 4, 2006

217. GRADUATION REQUIREMENTS	
1. Purpose	The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies.
2. Authority Title 22 Sec. 4.24, 4.52	The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and satisfactory results of district and/or state assessments aligned with academic standards.
SC 1611, 1613 Title 22 Sec. 4.13, 4.24 Pol. 100	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan.
SC 1614 Title 22 Sec. 11.27 Pol. 113	The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Plan (IEP).
Pol. 102, 127	A list of all graduating students shall be submitted to the Board for its information and release to the public. A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards. The Board requires that each candidate for graduation shall have earned twenty-six (26) credits.

<p>Title 22 Sec. 11.4, 11.8</p>	<p>The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p>
<p>Title 22 Sec. 11.5, 11.8</p>	<p>A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.</p>
<p>4. Guidelines Pol. 213, 216</p>	<p>Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.</p> <p>Students shall be informed of graduation requirements they are required to complete.</p> <p>Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.</p> <p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p> <p><u>Diplomas For Eligible Veterans</u></p>
<p>SC 1611</p>	<p>In order to honor and recognize eligible veterans who left high school prior to graduation to serve in World War II or the Korean War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1611, 1613, 1614</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.24, 4.52, 11.4, 11.5, 11.8, 11.27</p> <p>Board Policy – 100, 102, 113, 127, 213, 216</p>

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: August 28, 1990

REVISED: August 21, 1997
 September 17, 2003
 July 13, 2005
 December 4, 2006

AVELLA AREA SCHOOL DISTRICT

218. STUDENT DISCIPLINE	
<p>1. Purpose</p>	<p>The Board acknowledges that student conduct is closely related to learning. An effective instructional program requires a safe and orderly school environment; the effectiveness of the educational program is, in part, reflected in the behavior of the students.</p>
<p>2. Authority SC 510 Title 22 Sec. 12.3</p>	<p>The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules shall govern the conduct and deportment of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school on the bus.</p>
<p>SC 510 Title 22 Sec. 12.3, 12.4 Pol. 103</p>	<p>The Board has the authority to make reasonable, necessary and nondiscriminatory rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A Board has only those powers which are enumerated in the laws of the state, or which may reasonably be implied or are necessary for the orderly operation of the school.</p> <p>It is the intent of the Board not to make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. The rules must pass the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.</p>
<p>Title 22 Sec. 12.3, 12.4 Pol. 103</p>	<p>The Board shall adopt a Code of Student Conduct to govern student behavior and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.</p>
<p>Title 22 Sec. 12.2 Pol. 235</p>	<p>Each student must adhere to Board policies and the Code of Student Conduct governing school discipline.</p>

<p>Pol. 122, 123</p> <p>3. Guidelines Pol. 233</p> <p>Pol. 220</p> <p>Pol. 233</p>	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none">1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.5. The conduct involves the theft or vandalism of school property. <p>Any student disciplined by a district employee shall have the right to notice of the infraction.</p> <p>When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed.</p> <p>Suspensions and expulsions shall be carried out in accordance with Policy 233.</p> <p><u>Behavioral Probation</u></p> <p>Throughout the school year, a student could be involved in behavior that hinders his/her performance and that of others. As a result of such action, the student may be placed on behavioral probation.</p> <p>A student may be placed on probation as a result of review by the building principal. This probation will be for a definite time during which critical examination and evaluation of the student's progress takes place.</p>
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	<p>During the probationary period, a student may lose the privilege of participating in all extracurricular activities and attending any special school function. Parents/Guardians will be notified that the student is placed on behavioral probation, including the length of the period, the terms of probation, and the possibility of suspension or possible expulsion if further violation of school rules during probation is continued.</p> <p><u>Plagiarism</u></p> <p>Plagiarism is the act of presenting someone else's ideas as your own without crediting the source.</p> <p>The district will not tolerate plagiarism, and teachers and administrators will not accept from any student plagiarized material. Students guilty of plagiarism will receive a failing grade for the project/composition/research. Plagiarism includes the use of pictures, graphs, etc. without crediting the source.</p> <p><u>Corporal Punishment</u></p> <p>Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.</p> <p>Corporal punishment is prohibited.</p> <p>In situations where a parent/guardian or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p> <p>The Superintendent or designee shall promulgate reasonable and necessary rules and regulations to implement Board policy governing student conduct.</p> <p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.</p>
<p>Title 22 Sec. 12.16</p>	
<p>Title 22 Sec. 12.5</p>	
<p>Title 22 Sec. 12.5</p>	
<p>4. Delegation of Responsibility</p>	
<p>Title 22 Sec. 12.3 Pol. 235</p>	

	<p>The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.</p>
<p>SC 1317</p>	<p>The building principal or designee shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.</p>
	<p>Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p> <p>In order for this policy to be effective, each staff member must thoroughly understand the structure and must accept responsibility for making the system work. Responsibilities of the staff shall be to:</p> <ol style="list-style-type: none"> 1. Promote a climate of mutual respect and dignity, which will result in a positive self-image on the part of the student. 2. Demonstrate ethical behavior in relationships with students, parents/guardians, staff and administrators. 3. Plan and conduct a program of instruction which will encourage each student to learn. 4. Develop a close relationship relative to the performance of the student by working with the student, as well as maintaining contact with the parents/guardians. 5. Be aware of all rules and regulations governing student conduct. Review the rules with the students and expect nothing less within the classroom, in the hallways and cafeteria, going to and from school and in all school-related activities. 6. Apply good judgment in order not to punish a group for the actions of an individual. 7. Observe changing behavior patterns, address students about their behavior, and make appropriate referrals as needed.

8. Distinguish between student misconduct which should be handled by the staff member who has direct supervision over the student and that which requires assistance of an administrator. Assistance is immediately appropriate when a student jeopardizes his/her own safety, the safety of other students or of the staff.

References:

School Code – 24 P.S. Sec. 510, 1317, 1318

State Board of Education Regulations – 22 PA Code Sec. 12.1 et seq., 403.1

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114

Board Policy – 103, 122, 123, 220, 233, 235

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: January 16, 1997

REVISED: August 21, 1997,
November 16, 2005
January 18, 2006

<p>1. Purpose</p> <p>2. Definitions SC 1317.2</p>	<p style="text-align: center;">218.1. WEAPONS</p> <p>The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.</p> <p>Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku (nun-chuck stick), brass or metal knuckles, firearm, shotgun, rifle, pellet gun, BB gun, look-a-like gun or other look-alike weapon, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>Firearm – any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device. The term does not include an antique firearm.</p> <p>Destructive device – any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than four (4) ounces, missile having an explosive incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described in this policy.</p> <p>Weapon does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for art class, and the like, or any device or object which has been given prior approval by the building principal in connection with any educational program. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.</p>
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	<p>Possessing – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
<p>3. Authority SC 1317.2</p>	<p>The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity.</p>
<p>SC 1317.2 Pol. 233</p>	<p>The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.</p>
<p>4. Delegation of Responsibility 20 U.S.C. Sec. 1400 et seq</p>	<p>In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.</p>
<p>SC 1317.2</p>	<p>The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.</p>
<p>SC 1317.2</p>	<p>The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.</p>
<p>SC 1303-A</p>	<p>The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.</p>
<p>SC 1303-A</p>	<p>Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
<p>5. Guidelines</p>	<p>Students, staff and parents/guardians shall be informed at least annually concerning this policy.</p>
<p>SC 1317.2</p>	<p>A weapon possessed and used in conjunction with a lawful supervised course shall be permitted, provided that special conditions or procedures prescribed by the Superintendent are followed.</p>

<p>SC 1317.2</p> <p>School Code 1303-A, 1317.2</p> <p>PA Code Title 22 Sec. 403.1</p> <p>18 U.S.C. Sec. 921, 922</p> <p>20 U.S.C. Sec. 1400 et seq</p> <p>20 U.S.C. Sec. 7151</p> <p>Board Policy 233</p>	<p>Weapons under the control of law enforcement personnel are permitted.</p> <p><u>Transfer Students</u></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TERRORISTIC THREATS/ACTS

ADOPTED: June 17, 1999

REVISED: November 16, 2005

218.2. TERRORISTIC THREATS/ACTS	
<p>1. Purpose</p>	<p>The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.</p>
<p>2. Definitions 18 Pa. C.S.A. Sec. 2706</p> <p>18 Pa. C.S.A. Sec. 3301-4101 Sec. 2301-3201</p>	<p>Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.</p> <p>Terroristic act - shall mean an offense against property or involving danger to another person.</p>
<p>3. Authority</p>	<p>The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.</p>
<p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 12.2</p>	<p>The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</p> <p>The Superintendent or designee shall be responsible for developing administrative regulations to implement this policy.</p> <p>Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p>The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.</p>

<p>5. Guidelines</p> <p>Pol. 233</p> <p>20 U.S.C. Sec. 1400 et seq</p>	<p>When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:</p> <ol style="list-style-type: none">1. The building principal may immediately suspend the student.2. The building principal shall promptly report the incident to the Superintendent.3. Based on further investigation, the Superintendent may report the student to law enforcement officials.4. The building principal may inform any person directly referenced or affected by a terroristic threat.5. The Superintendent may recommend expulsion of the student to the Board. <p>If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.</p> <p>If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school the student shall be subject to random searches.</p> <p>In the case of students with disabilities, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: November 16, 2005

REVISED:

219. STUDENT COMPLAINT PROCESS	
1. Purpose	The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. Authority	The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> 1. Specific nature of the complaint and a brief statement of relevant facts. 2. Manner and extent to which the student believes s/he has been adversely affected. 3. Relief sought by the student. 4. Reasons why the student feels entitled to the relief sought. <p>The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.</p>

219. STUDENT COMPLAINT PROCESS - Pg. 2

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

At each step the school authority hearing the complaint may call in the student's parent/guardian.

The student may seek the help of a parent/guardian at any step.

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT EXPRESSION/
DISTRIBUTION AND POSTING
OF MATERIALS

ADOPTED: November 16, 2005

REVISED: December 4, 2006

<p>1. Purpose Title 22 Sec. 12.9</p> <p>2. Definitions</p>	<p style="text-align: center;">220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS</p> <p>The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.</p> <p>This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.</p> <p>Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.</p> <p>Expression - verbal, written or symbolic representation or communication.</p> <p>Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.</p>
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<p>3. Authority Title 22 Sec. 12.9</p> <p>SC 511 Title 22 Sec. 12.2, 12.9</p> <p>SC 510 Title 22 Sec. 12.9</p> <p>Title 22 Sec. 12.2</p>	<p>Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student web sites; through other district-owned technology and the like.</p> <p>Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.</p> <p><u>Unprotected Student Expression</u></p> <p>The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:</p> <ol style="list-style-type: none"> 1. Libel of any specific person or persons. 2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students. 3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
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<p>Title 22 Sec. 12.9</p>	<ol style="list-style-type: none">4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression. <p>Spontaneous student expression which is otherwise protected speech is not prohibited by this section.</p> <p><u>Discipline For Engaging In Unprotected Expression</u></p> <p>The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.</p> <p><u>Distribution Of Nonschool Materials</u></p> <p>The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.</p> <p>If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.</p> <p>If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.</p>
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<p>Pol. 219</p> <p>4. Delegation of Responsibility</p>	<p>Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.</p> <p>Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.</p> <p><u>Posting Of Nonschool Materials</u></p> <p>If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.</p> <p>Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.</p> <p><u>Review Of Student Expression</u></p> <p>School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.</p> <p>Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.</p> <p>The review for unprotected expression shall be reasonable and not calculated to delay distribution.</p> <p>Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.</p> <p>The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.</p>
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<p>Pol. 218</p>	<p>Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.</p> <p>This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9</p> <p>Board Policy – 218, 219</p>
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SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: May 22, 1996

REVISED: August 8, 2001
 November 16, 2005
 May 17, 2006
 December 4, 2006

AVELLA AREA SCHOOL DISTRICT

221. DRESS AND GROOMING	
1. Purpose	All students are expected to meet community standards and school policies with regard to health, cleanliness, appearance, and safety.
2. Authority SC 1317.3	The Board has the authority to impose limitations on students' dress in school in accordance with the district's dress code, which shall be disseminated in student and parent handbooks.
Title 22 Sec. 12.11	The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.
Pol. 220	When student dress may constitute student expression, Policy 220 shall apply.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	The building principal or designee shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming.
Title 22 Sec. 12.11	The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
Pol. 325, 425, 525	Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

<p>4. Guidelines</p>	<p>The following dress code provisions apply to every school day:</p> <ol style="list-style-type: none">1. Hats, caps, bandanas, or hoods are not to be worn in the building. Coats and outside jackets cannot be worn without permission.2. Shoes, sandals, sneakers, or boots must be worn in school. Slippers or sandals that resemble slippers shall not be worn in school.3. Tank tops, see-through clothing, low necklines or backlines, halters, and shirts which display bare midriffs will not be permitted. Sleeveless shirts are permitted only if the garment provides full back, shoulder, and underarm coverage as follows:<ol style="list-style-type: none">a. Shoulders on sleeveless shirts must be at least three (3) inches wide.b. Backlines must not be any lower than four (4) inches from center of the neck.c. Necklines must not be any lower than three (3) inches from the clavicle (collarbone).d. Sleeveless shirts must meet at the armpit.<p>If exposed in any inappropriate way, the student will be in violation of the code, and will be expected to change. Example: if, while bent over, there is a visible view of undergarments.</p>4. Guidelines for shorts, skirts, skorts, and dresses are as follows:<ol style="list-style-type: none">a. All shorts, skirts, skorts and dresses are to be fingertip length or longer, this standard also applies to slits in skirts or dresses.b. No see-through shorts, spandex, swim shorts, or frayed shorts are to be worn.c. No long underwear shall be worn under shorts.5. T-shirts having inappropriate designs; lettering ads for cigarettes, tobacco, drugs, or alcohol; offensive language; and sexual innuendos are prohibited.
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6. Guidelines for pants are as follows:
 - a. Baggy pants must be secured with a belt and all pants, skirts, shorts, etc., must be worn above the hips. The midriff, lower back, chest, sides of the upper body, and/or undergarments may not be exposed.
 - b. To avoid accidental tripping or falls, pant legs are not permitted to be worn below the student's footwear.
 - c. No pants with straps or other free-swinging attachments may be worn.
 - d. No pants with holes may be worn. Pants with holes must be fixed with stitching or a patch. They cannot be safety pinned or taped together.
 - e. No pajama pants may be worn to school.
 - f. Sweatpants must also be appropriate.
 7. Sunglasses are not permitted to be worn in school. Prescription sunglasses are only permitted in school with a doctor's excuse.
 8. Outer garments such as coats and jackets shall be placed in the locker or classroom facilities provided and must not be worn in the classroom at any time. If a heating problem arises, teacher's discretion will be used.
 9. No gang paraphernalia or colors or symbols.
 10. No spiked jewelry. Examples: bracelets, necklaces.
 11. Students representing the school at extracurricular activities should wear clothes appropriate for the occasion. This includes all extracurricular activities in school, out-of-school, and on school grounds.
 12. No visible body piercing other than the ears can be worn for safety reasons. All other piercings must be covered by clothing. Band-Aids, bandages, ace bandages, etc., are not acceptable as coverage. Pierced jewelry in the tongue is not permitted.
- Administration's prerogative will be used in any questionable situation that may arise and is not covered in the policy above.

<p>Pol. 204</p>	<p>If a student is in questionable attire, the student will be asked to change into appropriate attire and a warning is issued at that time, and a record of these warnings will be kept. A warning will be issued for the first offense only. If a student refuses, s/he will be sent home and this absence will be counted as an unexcused absence and will count towards exams. Upon the second dress code offense, the student will receive detention. Upon the third offense, the student will be reported to the Discipline Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.11</p> <p>Board Policy – 204, 220, 325, 425, 525</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: August 19, 1999

REVISED: November 20, 2001,
November 16, 2005

222. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p>
<p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p>	<p>For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.</p>
<p>3. Authority 20 U.S.C. Sec. 7181 et seq Title 22 Sec. 12.3 35 P.S. 1223.5</p>	<p>The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.</p>
<p>4. Delegation of Responsibility</p>	<p>The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.</p>
<p>5. Guidelines SC 1303-A</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in handbooks, newsletters, posted notices, and other efficient methods.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The Superintendent or designee shall develop procedures to implement this policy.</p> <p>Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>Violation of this policy will result in disciplinary action.</p> <p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p>

PA Code
Title 22
Sec. 12.3, Sec. 403.1

18 Pa. C.S.A.
Sec. 6306.1

School Code
510, 1303-A

35 P.S. 1223.5

20 U.S.C.
Sec. 7181 et seq

20 U.S.C.
Sec. 7114

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MOTOR VEHICLES

ADOPTED: July 28, 1992

REVISED: July 13, 2005

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>School Code 510, 1519</p>	<p style="text-align: center;">223. USE OF MOTOR VEHICLES</p> <p>The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.</p> <p>The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students are licensed drivers and have followed established procedures and obtained the required permit.</p> <p>The Board prohibits the use of mini-bikes, motorcycles, go-karts, quads, and skateboards on school property.</p> <p>The Board shall not be responsible for motor vehicles that are lost, stolen, or damaged.</p> <p>The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.</p> <p>The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: July 13, 2005

REVISED:

224. CARE OF SCHOOL PROPERTY	
<p>1. Purpose</p>	<p>The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.</p>
<p>2. Authority</p> <p>SC 777 Pol. 218, 233</p> <p>SC 1338</p>	<p>The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.</p> <p>It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures, both civil and by school discipline policies. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.</p> <p>The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.</p>
<p>3. Delegation of Responsibility SC 109, 801</p> <p>School Code 109, 777, 801, 1338</p> <p>Board Policy 218, 233</p>	<p>The Superintendent or designee shall develop procedures to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.</p> <p>The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.</p> <p>Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.</p>

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: RELATIONS WITH LAW
ENFORCEMENT AGENCIES

ADOPTED: November 16, 2005

REVISED:

<p>1. Purpose Pol. 204</p> <p>2. Authority</p> <p>3. Delegation of Responsibility SC 1303-A</p> <p>4. Guidelines</p>	<p style="text-align: center;">225. RELATIONS WITH LAW ENFORCEMENT AGENCIES</p> <p>The Board recognizes that compulsory attendance laws impose on the Board the custodianship of district students while they are present in the schools.</p> <p>It shall be the policy of the Board that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.</p> <p>The district shall encourage programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a respectful attitude toward law enforcement officials.</p> <p>The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that establishes guidelines for when law officials will be called to school and the actions that will follow.</p> <p><u>Credentials</u></p> <p>Prior to cooperating with any police officer's inquiry, the principal must request that the officer exhibit his/her credentials, assuming s/he is not already established as a duly authorized representative of the law. If the individual cannot comply with the request, the principal should immediately contact the local police.</p> <p><u>Interrogations</u></p> <p>The principal should honor requests by law enforcement officers to interrogate or question a student. The principal should first inquire as to whether or not the police officer could arrange to question the student during nonschool hours and off school property. If the officer is still desirous of questioning the student immediately, the following procedure should be followed:</p> <ol style="list-style-type: none"> 1. The principal shall inform the Superintendent. 2. The principal shall attempt to notify a parent/guardian that the law enforcement officer is or will be questioning the student.
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3. If a parent/guardian refuses to give his/her consent, then the law enforcement officer shall be so informed. If the officer still insists on interrogating the student, then the student shall be summoned to the office.
4. The principal should have the student brought to the office in as quiet and unostentatious manner as possible.
5. The principal shall inform the student that the police officer wishes to speak to him/her. The principal or a representative will remain in the room throughout the proceedings. Under no circumstances should the principal take an active part of any questioning.

Arrests

A police officer may arrest a student if the officer witnesses a crime or is in hot pursuit of a student who has committed a crime. An officer may also take a student into custody from a school building pursuant to an arrest warrant.

The principal should cooperate with police officers in the same manner as an interrogation.

When the police request permission to arrest a student at school, the principal shall inform the Superintendent and request and inspect the arrest warrant.

The principal shall advise the officer that s/he must attempt to notify a parent/guardian and arrange to have the student brought to his/her office in as quiet and unostentatious manner as possible.

No student shall be released to police authorities without proper warrant and appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the principal.

Recordkeeping

A record of any police appearance at school should be fully made, documented and a copy forwarded to central administration.

School Code
1303-A

Board Policy
204

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS
 TITLE: LOCKER SEARCHES
 ADOPTED: April 18, 1996
 REVISED: November 19, 2003
 July 13, 2005
 December 4, 2006
 August 19, 2009

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>Title 22 Sec. 12.14</p>	<p style="text-align: center;">226. LOCKER SEARCHES</p> <p>The Board recognizes the need for safe, in-school storage of books, clothing, school materials, and other personal property. The Board is also cognizant of the fact that lockers provided for student use may be improperly used as depositories for objects, substances, or other evidence of activity that is unlawful and/or violates district policies, or which constitutes a threat to the health, safety, or welfare of the students or other occupants of the school building. ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF THE AVELLA AREA SCHOOL DISTRICT. LOCKER SEARCHES MAY AT TIMES BE CONDUCTED, WITHOUT PRIOR NOTICE, WITH OR WITHOUT CAUSE, UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.</p> <p>The Superintendent shall develop such procedures as are necessary to the implementation of this policy.</p> <p>The following guidelines are set forth with respect to locker searches:</p> <ol style="list-style-type: none"> 1. A building administrator may visually and physically inspect a student's locker where there exist reasonable grounds to suspect the student in question has violated the law or the rules, regulations, or policies of the Avella Area School District, and the locker is being used for the storage of objects, substances or other evidence of such activities or contain items which constitute a threat to the health, safety, or welfare of the student or other occupants of the school building or the building itself. The building administrator conducting the search should use reasonable efforts to secure the presence of another adult staff member, to witness the search, before conducting the search. 2. Prior to the search of his/her locker, the student shall be notified of the possibility that the locker will be searched and given the opportunity to be present. The student shall also be notified of the law or rule, regulation or policy of the district which the student is suspected of violating and the basis for said suspicion.
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3. Following the search of his/her locker, the student shall be notified in writing that the locker was searched. The student shall also again be notified of the law or rule, regulation, or policy of the district which the student was suspected of violating, and the basis for said suspicion.
4. The student shall be given an opportunity to address the grounds used by the administrator to search the locker.
5. In the event that more than one student has been assigned to a locker which is the subject of a search, each student so assigned shall also be informed in writing of the search. Such notification shall be given notwithstanding the absence of reason to suspect that such other student has violated the law or the rules, regulations, or policies of the Avella Area School District and that the locker was being used by such student for the storage of evidence of such violation.
6. Notwithstanding any other provision of this policy to the contrary, a building administrator who reasonably suspects that the contents of a student locker create an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities may be endangered by the delay inherent in compliance with the procedures set forth herein, may open and search the locker in question as expeditiously as deemed necessary for preservation of the health and welfare of the school population and without prior notification to the student.
7. The building administrator shall open a student's locker for inspection pursuant to the request of a law enforcement official only under one (1) of the following circumstances:
 - a. The law enforcement official has presented a duly authorized warrant to search the locker assigned to the student.
 - b. The student involved knowingly, intelligently, and voluntarily consents to the search of the locker assigned to him/her by the law enforcement official.
8. The building administrator shall be responsible for the safekeeping and/or proper disposal of any substance, object, or material found to be unlawfully or improperly stored in a student's locker. In those cases where a locker has been made available for inspection upon the request of a law enforcement official, the law enforcement official involved shall be responsible for the safekeeping and/or proper disposal of any unlawful substance, object, or material found within the student's locker during the course of the search.

9. Evidence of a violation of the law, or the rules, regulations or policies of the Avella Area School District which has been seized during a search of the student's locker, may be used as evidence against the student in any subsequent disciplinary proceedings, in accordance with the Avella Area School District Student Discipline Policy.
10. Following the search of a student's locker, the building administrator shall submit a written report to the Superintendent indicating:
 - a. The date, time, and place of the search.
 - b. The name of the student(s) and the school official present.
 - c. A statement concerning the information which provided reasonable suspicion for the search.
 - d. A statement of the student's explanation, if any, when confronted with the administrator's suspicions and/or the items removed from the locker.
 - e. A statement concerning whether or not the student was present and if the student elected to voluntarily open the locker.
 - f. The result of the search.
11. All school officials involved in the manner with the search of a student's locker shall respect and maintain the privacy and confidentiality of each student whose locker is searched. Except as otherwise required by law or this policy, no school official in any way involved shall reveal or discuss any information regarding any locker search.
12. Lockers may be opened at any time when there is evidence that they are dirty or unsanitary.
13. All locks will be cut and removed at the end of the school year if left on the locker. Any materials found in the locker will be removed or destroyed.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

Board Policy – 225, 226.1, 226.2

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT SEARCHES

ADOPTED: August 19, 2009

REVISED:

	<p style="text-align: center;">226.1. STUDENT SEARCHES</p> <p>1. Purpose While the Board recognizes that the United States Constitution affords all students freedom from unreasonable searches and seizures, the Board's obligation to maintain a safe, healthy and productive educational environment may at times require that a student be subjected to a search, under the terms and conditions set forth in this policy.</p> <p>2. Definitions For the purposes of this policy, the following definitions will apply:</p> <p>Student Search will include a search of a handbag, gym bag or other similar item.</p> <p>Outerwear will include jackets/coats/sweaters/sweatshirts worn by a student over another article of clothing, such as a shirt/blouse/sweater/dress/suit, normally intended for wear because of temperature changes and normally intended to be removed inside a building. Outerwear shall also include hats and gloves.</p> <p>A pat down search, which may be <i>conducted only in an emergency situation</i>, will mean the patting down with hands of the arms, legs, torso, hair, and head area of a student by a duly authorized school official, without the removal of any clothing by the student except a hat or gloves, and will include the reaching inside of the pockets, if any, of outerwear. A "pat down search" will also encompass the right to have a student empty all of his/her pockets and to turn such pockets inside out.</p> <p>Pol. 237 Confiscate means to take into the possession of the district administration, but shall not be construed to prohibit a district employee who is not an administrator from physically removing an electronic device from a student, if the employee observes the student violating district Policy No. 237 ("Electronic Devices.") Any employee observing such a violation must deliver the electronic device as soon as reasonably possible to the building principal for confiscation by the principal.</p> <p>Pol. 237 Electronic device is defined in district Policy No. 237 to mean a cellular telephone, personal digital assistant (PDA), or telephone paging device (beeper) as those terms are defined within Policy No. 237.</p>
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<p>3. Delegation of Responsibility</p>	<p>A search of an electronic device will include any of the following actions by any district employee, including any administrator, with respect to a student's electronic device, including a cellular telephone, personal digital assistant (PDA), or telephone paging device (beeper): reading any text message(s), instant message(s), telephone number or other information that is/are present on the screen of the electronic device at the time it is removed from a student's possession by a district employee or at the time it is confiscated by a district administrator; accessing and reading stored text messages and instant messages, whether the same are stored as sent or received messages; accessing and listening to stored voice mail messages, whether the same are stored as sent or received messages; intercepting any telephone call, voice mail message, text message, instant message or page as the same is being transmitted or received; accessing and reading any directory information stored in the electronic device, including telephone numbers, addresses, e-mail addresses, and the like; accessing and reading a record of calls, messages or pages placed, received and/or missed.</p> <p>A duly authorized school official will mean a school employee designated by the Superintendent to conduct searches in accordance with this policy.</p> <p>An emergency situation will mean any situation in which it reasonably appears that the health or safety of the student in question, other students, or school personnel will be endangered by the delay inherent in compliance with the search procedures set forth herein, and/or in notifying, and waiting for the arrival of, law enforcement officials or the student's parents, as a result of the student's alleged possession of a drug/look-alike drug/drug paraphernalia and/or alcohol, or a weapon, as defined in school district policy and including bombs, and/or as a result of reasonable suspicion on the part of any district employee that a student is using an electronic device to plan or engage in any activity causing imminent threat of serious bodily harm to the student in question, another student or other students, or school personnel, including but not limited to use of weapons, including bombs, to inflict such harm.</p> <p>The Superintendent shall designate a sufficient number of administrative and professional staff members to conduct student searches pursuant to this policy, as considered necessary to the implementation of this policy. Prior to conducting any search pursuant to this policy, any such staff member shall have received and completed appropriate training provided by the Pennsylvania State Police Department. The Superintendent shall prepare and maintain current at all times, a written record of those staff members designated and trained to conduct student searches pursuant to this policy, and the date of their designation and training.</p>
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4. Guidelines

The following guidelines are set forth with respect to searches:

Any employee or student of the district who reasonably suspects that a student has violated the law or the policies, regulations and/or rules of the district, shall notify the proper building principal or his/her designate, of his/her suspicions and the basis for said suspicions.

No student enrolled in the Avella Area School District may be subjected to any form of search unless, prior to the initiation of the search, there exist reasonable grounds to suspect that the student in question has violated the law or the rules, regulations or policies of the Avella Area School District, and the student is presently in possession of evidence of such violation. Reasonable grounds for suspicion may be based on personal observation by a school employee, an observation by an informant whose reliability school officials have no reason to doubt, or on properly developed information from a school official or informant. Properly developed information requires school officials to inquire into the details of the information received, and the time and manner of its acquisition. Pat-down searches and searches of electronic devices require reasonable suspicion that an emergency situation exists, in addition to reasonable suspicion of violation of the law or district policy.

No district employee may conduct a search of an electronic device except in an **emergency situation**, as defined in Section 2, of this policy. A district employee, including the employee who takes possession of a student's electronic device and/or the district administrator who confiscates the electronic device, may perform a search of the electronic device only if such employee(s) reasonably believe(s) that the student's use of the electronic device constitutes an emergency situation; however, the scope of such a search must be limited to the purpose of averting the immediate danger to the student in question, another student or other students, or school personnel.

Except in emergency situations, all student searches (other than pat-down searches and searches of electronic devices) must be conducted by a duly authorized school official of the same sex as the student, and in the presence of another duly authorized school official of the same sex as the student, whose sole function will be to witness the search. With the exception of a parent/guardian or other interested adult of the same sex as the student, no other person shall be present during a search of a student. In emergency situations, a search (other than a pat-down search and a search of an electronic device) shall be conducted in a reasonable manner, which provides the student with the greatest degree of privacy appropriate under the circumstances.

Except in emergency situations, all student searches (other than pat-down searches and searches of electronic devices) shall take place in a secure, private location, to afford the student the highest degree of privacy possible. In emergency situations, a search (other than a pat-down search and a search of an electronic device) shall be conducted in a reasonable manner, which provides the student with the greatest degree of privacy appropriate under the circumstances.

All pat down searches shall take place in a secure, private location, and shall be conducted by a duly authorized school official of the same sex of the student, in the presence of another duly authorized school official of the same sex as the student, whose sole function shall be to witness the search.

Each student reasonably suspected of possessing evidence of his/her violation of the law or a regulation, rule or policy of the district shall initially be asked to voluntarily disclose the suspected item. Only upon the failure to voluntarily disclose said item, or to provide a reasonable explanation for such failure may a search of a student be conducted.

Except in emergency situations, the student's parent/guardian will be notified of the proposed search prior to the search being conducted, and advised of his/her right to be present during the search, provided s/he arrives at the school prior to the scheduled dismissal time for the student that day. If the student's parents/guardians can not be reached within a reasonable time, the search shall proceed. If the student's parent/guardian is reached, and expresses an interest in being present during the search, the search will be delayed, pending the arrival of the student's parent/guardian, PROVIDED, HOWEVER, that if the parent/guardian has not arrived prior to the time scheduled for dismissal of the student on the day in question, the search may nonetheless proceed at the time of the student's dismissal.

All school officials involved in any manner with a search of a student shall respect and maintain the privacy and confidentiality of each student searched, regardless of the nature and extent of the search, and its disposition. Consequently, except as otherwise required by law, court order or this policy, no school official in any way involved shall reveal or discuss any information regarding any student search, PROVIDED HOWEVER, that the Superintendent (or his designee, in his absence) shall be orally notified of the search and its disposition within one (1) hour, followed by a confidential written report within the following three (3) school days.

Parents/Guardians will be promptly notified of all searches involving their children.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

Board Policy – 225, 226, 226.2, 237

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: MOTOR VEHICLE SEARCHES

ADOPTED: August 19, 2009

REVISED:

226.2. MOTOR VEHICLE SEARCHES	
1. Purpose	<p>The Board has authorized the use of motor vehicles by certain high school students on school premises, subject to rules, regulations, and policies, established by the school district administration. The Board also recognizes that motor vehicles may be utilized by students in the possession, sale, and/or transportation of illegal substances, devices and objects, or may be used as depositories of objects, substances, or evidence of activities in violation of the law or rules, regulations, or policies of the Avella Area School District, or which constitute a threat to the health, safety, or welfare of the students of the Avella Area School District. The Board's obligation to maintain a safe, healthy, and productive educational environment may at all times require the search of motor vehicles driven by students on to school premises, under the terms and conditions set forth herein.</p>
2. Definitions	<p>A plain-view inspection will mean a visual inspection of the exterior and/or interior of a motor vehicle, effectuated without the opening of any doors, windows, hoods, or trunk lids.</p> <p>A physical inspection will mean a thorough search of the interior compartments, trunk and/or engine of a motor vehicle, effectuated by the opening of any windows, doors, hoods, or trunk lids, and may involve a physical entry into the vehicle.</p> <p>A student motor vehicle will mean any motor vehicle driven by an Avella Area student on to school premises, regardless of the actual legal ownership of the vehicle.</p>
3. Delegation of Responsibility	<p>The Superintendent shall prescribe a consent form consistent with the requirements set forth in paragraph 1 below.</p> <p>The Superintendent shall develop such additional procedures as are necessary to the implementation of this policy.</p>

<p>4. Guidelines</p>	<p>The following guidelines are set forth with respect to student motor vehicle searches:</p> <ol style="list-style-type: none">1. No student at the Avella Area School District shall operate a motor vehicle upon school premises without a valid driver's license, and prior written permission from the school district administration. A prerequisite to the granting of such permission to a student shall be the execution by the student and his/her parent or legal guardian, of a written consent form, authorizing a search of the vehicle by the building administrator or designate in accordance with the terms of this policy.2. The school district administration and security may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises.3. The school district administration and security may conduct a physical inspection of a student motor vehicle while the vehicle is on school premises, when there exist reasonable grounds to suspect that the student in question has violated the law, or the rules, regulations, or policies of the Avella Area School District, and that the vehicle is being used for the storage of objects, substances, or other evidence of such activities or contains items which constitute a threat to the health, safety, or welfare of the student or other students of the school district. In conducting such a physical inspection, the school district administrator/security shall use reasonable care to avoid damaging the vehicle.4. Prior to a physical inspection of a student motor vehicle, the student shall, where possible, be notified of the possibility of the physical inspection. The student shall also be notified of the law or rule, regulation or policy of the district which the student is suspected of violating, and the basis for said suspicion.5. In those cases where the student receives prior notice, the student shall be given an opportunity to address the grounds used by the administration to search the vehicle and/or to voluntarily open or unlock the vehicle. The student shall also be informed that:<ol style="list-style-type: none">a. Failure to voluntarily unlock any part of the vehicle as requested shall result in notification of his/her parent or legal guardian.b. Failure to voluntarily unlock any part of the vehicle as requested shall result in notification of law enforcement officials.c. Failure to voluntarily unlock any part of the vehicle shall result in revocation of permission to operate a motor vehicle on school premises.
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6. If, following the student's explanation, and/or the failure to voluntarily open or unlock the motor vehicle in the presence of the school district administration/security, a physical inspection of the motor vehicle remains advisable, the building administrator shall conduct a physical inspection of the vehicle, as deemed herein. The student involved shall be informed of the right to be present during the physical inspection of the motor vehicle.
7. Notwithstanding any other provision of this policy to the contrary, a building administrator who reasonably suspects that the contents of a student motor vehicle create an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities, may be endangered by the delay inherent in compliance with the notification procedures set forth herein, may open and physically inspect the motor vehicle in question as expeditiously as deemed necessary to preservation of the health and welfare of the school population.
8. The building administrator shall be responsible for the safekeeping and/or proper disposal of any substance, object, or material found to be unlawfully or improperly placed in a student motor vehicle.
9. Evidence of a violation of the law, or the rules, regulations, or policies of the Avella Area School District which has been seized during a physical inspection of a student motor vehicle, may be used as evidence against the student in any subsequent disciplinary proceedings, in accordance with the Avella Area School District Student Discipline Policy.
10. Following the physical inspection of a student motor vehicle, the building administrator shall submit a written report to the Superintendent indicating:
 - a. The date, time, and place of the physical inspection.
 - b. The name of the student and the school official involved.
 - c. The name of the student's parent or legal guardian, address, and telephone number.
 - d. A statement concerning the information which provided reasonable suspicion for the physical inspection.
 - e. A statement of the student's explanation, if any, when confronted with the suspicions.

- f. A statement concerning whether or not the student elected to voluntarily unlock any locked part of the vehicle as requested.
- g. A statement concerning whether or not the student chose to be present during the physical inspection.
- h. The result of the physical inspection.
- i. The owner or reputed owner of the vehicle and whether said owner or reputed owner was contacted.

11. The student's parent or legal guardian shall timely be provided with a written statement indicating the information set forth within item ten (10) above.

12. All school officials involved in any manner with a physical inspection of a student motor vehicle shall respect and maintain the privacy and confidentiality of the student. Except as otherwise required by law or this policy, no school official in any way involved shall reveal or discuss any information regarding any physical inspection of a student motor vehicle.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

Board Policy – 225, 226, 226.1

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES/
PARAPHERNALIA

ADOPTED: July 13, 2005

REVISED:

<p>1. Purpose</p> <p>2. Definitions 35 P.S. 780-101 et seq 42 P.S. 8337 21 U.S.C. Sec. 812</p> <p>Pol. 210</p>	<p style="text-align: center;">227. CONTROLLED SUBSTANCES/PARAPHERNALIA</p> <p>This policy is an effort by the district to respond effectively to the potential and current use and abuse of controlled substances by members of the school population.</p> <p>The district will work through curriculum and classroom activities, administrative, faculty, and Student Assistance Program Team efforts, and disciplinary procedures to prevent and intervene in the misuse and abuse of controlled substances by members of the school population.</p> <p>For purposes of this policy, controlled substances shall include all:</p> <ol style="list-style-type: none"> 1. Controlled substances prohibited by federal and state law, including any alcoholic beverage, malt beverage, and/or narcotics, hallucinogenic drugs, amphetamines, barbiturates, marijuana and derivatives thereof. 2. Look-alike drugs. 3. Anabolic steroids. 4. Drug paraphernalia. 5. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products. 6. Prescription medication or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. <p>For purposes of this policy, drug paraphernalia shall include any equipment, material, device or container designed for use in growing, manufacturing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting, or inhaling a controlled substance.</p>
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227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 2

<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p> <p>Pol. 218</p> <p>Pol. 122, 123</p> <p>4. Delegation of Responsibility</p> <p>42 P.S. 8337 Pol. 218, 233</p>	<p>For purposes of this policy, distribution shall include the giving, sharing, selling or delivering of a controlled substance in any amount.</p> <p>For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.</p> <p>The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school on the bus.</p> <p>The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"> 1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities. 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school. 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct. 5. The conduct involves the theft or vandalism of school property. <p>The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:</p> <ol style="list-style-type: none"> 1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
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<p>SC 1303-A</p> <p>5. Guidelines</p> <p>35 P.S. Sec. 807.1</p> <p>35 P.S. Sec. 807.2 Pol. 233</p> <p>35 P.S. Sec. 807.3</p>	<ol style="list-style-type: none"> 2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances. 3. Provide education concerning the dangers of abusing controlled substances. 4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances. <p>Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p> <p>No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.</p> <p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.</p> <p>Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p> <p>The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:</p> <ol style="list-style-type: none"> 1. For a first violation, suspension from school athletics for the remainder of the season. 2. For a second violation, suspension from school athletics for the remainder of the season and for the following season. 3. For a third violation, permanent suspension from school athletics.
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No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

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

References:

Controlled Substances Act – 21 U.S.C. Sec. 801 et seq

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S.
780-101 et seq

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol
Abuse – 42 Pa. C.S.A. 8337

Steroids – 35 P.S. Sec. 807.2

School Code – 24 P.S. Sec. 510, 511, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 12.3; 22 PA Code
Sec. 403.1

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114, 7161

Board Policy – 122, 123, 210, 218, 233

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRUG TESTING

ADOPTED: September 18, 1997

REVISED: November 16, 2005

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">227.1. DRUG TESTING</p> <p>The district considers extracurricular and athletic participation to be a privilege and to be voluntary to every student. Students volunteering to participate are expected to accept the responsibility granted them by this privilege.</p> <p>As a representative of the district, students involved in extracurricular activities and interscholastic athletics are examined by the public, become role models for young children, as well as peers, and are special representatives of the community. They have chosen to accept this role and with it, the responsibility of a drug and alcohol free lifestyle.</p> <p>Administrators, teachers and coaches recognize that drugs have a deleterious effect on motivation, memory, judgment, reaction time, coordination, and performance. These concerns, in conjunction with the health and safety factors of students, have constituted the development of this policy. To this degree, this policy is viewed as a viable drug free prevention program. The program is not punitive. It is designed to create a safe, drug free environment for students and to assist those students taking drugs to receive help in locating programs which can provide assistance.</p> <p>Both the parent and/or guardian and the student must consent to random urine testing.</p> <p>The urine sample collected from the student will be evaluated by a laboratory of the district's choosing. All costs associated with the testing shall be paid by the district.</p> <p>Students who have been or who are taking prescription medication must provide verification (either by copy of the prescription or by doctor's authorization) to the appropriate district employee upon request. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy.</p> <p>All test results will be provided to the district within forty-eight (48) hours of the test administration time. The building principal will receive a confidential report of the test results.</p>
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The building principal will promptly notify the parents/guardians of the student upon receipt of the test results.

If the sample tests positive, a second test is administered within forty-eight (48) hours to confirm the results. The second test is completed utilizing the original urine sample. If the second urine test is negative, no further action is taken. The building principal will provide written notice to the parents/guardians of those students who test negative.

If the student's urine test is positive, the student shall be disqualified from further participation as outlined in this policy.

If the second test is positive, the student's parents/guardians shall be notified, and the building principal shall convene a meeting with the student and his/her parents/guardians. Students who test positive for drugs will complete the following:

1. The building principal or his/her designee will hold a parent conference to make the parent/guardian aware of the results of the testing.
2. The student must participate in the student assistance program. The student will be required to participate in a drug/alcohol assessment with a certified drug and alcohol evaluator. Failure to comply with the evaluator's recommendations will result in dismissal from the activity.
3. The student with a first offense will be suspended from participation (competition) for a period of fifty percent (50%) of the contests based on the regular season of that activity. If there is not fifty percent (50%) of that season remaining, the percentage of the suspension not served shall be recalculated and applied toward the next season or activity in which the student participates.
4. The student will be required to be retested before the start of another season in which they will be a team participant. The student must test negative prior to his/her return to the activity.
5. The student who retests and is found to have a positive test, qualifying as a second offense, will be suspended from participation, practice and competition for one (1) calendar year from the date of the offense. The student must test negative prior to his/her return to the activity.
6. The student who has three (3) offenses will be barred from all activity for the remainder of his/her years in the district.

	<p>Students will be randomly selected to participate in the screening. Should any student at any time refuse to submit a urine sample for testing, this shall result in the student's disqualification and be treated as an offense. The student will not be permitted to participate until s/he submits to a drug test and tests negative. The student will comply with the suspension guidelines as described in this policy.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: November 16, 2005

REVISED:

228. STUDENT GOVERNMENT	
1. Purpose	<p>The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.</p> <p>The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals.</p>
2. Authority SC 511	<p>The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.</p> <p>The Board will recognize the Student Council as the official voice of the student body.</p> <p>The charter, constitution or bylaws of the organization for student government shall be approved by the Board.</p>
SC 511	<p>The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.</p>
3. Guidelines	<p>The Student Council will be actively involved in all aspects of school life and will be instrumental in planning for school activities as well as school and community service projects.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall establish rules and regulations to implement this policy which:</p>
SC 511 Pol. 618	<ol style="list-style-type: none"> 1. Assure that all students have equal access to the student government and an equal opportunity to vote and hold office. 2. Require fiscal accountability and adherence to Board policy for all financial aspects of student government activity.

<p>School Code 511</p> <p>Board Policy 618</p>	<p>3. Require that decisions made and actions taken by the student government organization, in accordance with and within the scope of its constitution, shall not be voided or vetoed by any staff member.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: October 21, 1975

REVISED: November 16, 2005

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority</p> <p>4. Delegation of Responsibility SC 511</p> <p>Pol. 618</p>	<p style="text-align: center;">229. STUDENT FUNDRAISING</p> <p>The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.</p> <p>For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services.</p> <p>The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.</p> <p>Collection of money by approved school organizations may be permitted by the building principal.</p> <p>Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.</p> <p>The Superintendent or designee shall establish rules and regulations to implement this policy which:</p> <ol style="list-style-type: none"> 1. Limit the number of fundraisers in a year for any group. 2. Specify times and places in which funds may be collected. 3. Describe permitted methods of solicitation that do not place undue pressure on students or patrons. 4. Limit the kind and amount of advertising for solicitation. <p>The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.</p> <p>Funds solicited shall be controlled by Policy 618.</p>
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229. STUDENT FUNDRAISING - Pg. 2

School Code
511

Board Policy
618

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY STUDENTS

ADOPTED: November 16, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>Pol. 204</p> <p>School Code 510</p> <p>Board Policy 204</p>	<p style="text-align: center;">230. PUBLIC PERFORMANCES BY STUDENTS</p> <p>The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.</p> <p>The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.</p> <p>All requests for public performances by student groups require the approval of the Board.</p> <p>The Superintendent or designee shall develop procedures to implement this policy.</p> <p>Parental permission shall be sought and received before students may participate in any public performance.</p> <p>No student shall be compelled to participate in a public performance or be penalized in any way for failure to do so.</p> <p>When public performances are scheduled as a regular part of a planned course of instruction taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance.</p> <p>No district student, group of students, or employees may receive compensation for a public performance of students organized as school representatives.</p> <p>The interests of students shall be protected and guarded against exploitation.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: November 16, 2005

REVISED:

231. SOCIAL EVENTS AND CLASS TRIPS	
1. Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511 SC 517	<p>The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.</p> <p>Class trips and social events that take place outside of school facilities require approval by the Board.</p>
3. Guidelines SC 510	<p>As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.</p> <p>Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.</p>
4. Delegation of Responsibility SC 511	<p>The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following:</p> <ol style="list-style-type: none"> 1. Designation of a staff member who shall be the Board employee responsible for the event. 2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event. 3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.
School Code 510, 511, 517	

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT INVOLVEMENT IN
DECISION-MAKING

ADOPTED: November 16, 2005

REVISED:

	232. STUDENT INVOLVEMENT IN DECISION-MAKING
1. Purpose	The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as part of their educational development, students should be provided experiences and decision-making roles to prepare them for the future and students are a valuable resource whose contributions can aid and benefit the programs of the schools.
2. Authority	<p>The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.</p> <p>Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures to implement this policy which:</p> <ol style="list-style-type: none">1. Provide for submission, consideration, and response to constructive student suggestions.2. Designate the manner by which students shall be selected for participation in school matters.3. Ensure that student participation is fairly representational of the whole student body.

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: November 16, 2005

REVISED: December 4, 2006

233. SUSPENSION AND EXPULSION	
<p>1. Purpose Title 22 Sec. 12.6, 14.143 34 CFR Part 300</p>	<p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.</p>
<p>2. Authority SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p>The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.</p> <p>Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.</p>
<p>3. Guidelines</p> <p>SC 1318 Title 22 Sec. 12.6</p> <p>Title 22 Sec. 12.8</p>	<p><u>Exclusion From School - Suspension</u></p> <p>The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.</p> <p>When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.</p>

<p>Title 22 Sec. 12.8</p>	<p>Informal hearings under this provision shall be conducted by the building principal.</p> <p><u>Purpose Of Informal Hearing</u></p> <p>The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.</p>
<p>Title 22 Sec. 12.8</p>	<p><u>Due Process Requirements For Informal Hearing</u></p> <ol style="list-style-type: none"> 1. The student and parent/guardian shall be given written notice of the reasons for the suspension. 2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing. 3. The student may question any witnesses present at the informal hearing. 4. The student may speak and produce witnesses who may speak at the informal hearing. 5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.
<p>Title 22 Sec. 12.7</p>	<p><u>Exclusion From Class - In-School Suspension</u></p> <p>No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.</p>
<p>Title 22 Sec. 12.8</p>	<p>Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.</p> <p>The district shall provide for the student's education during the period of in-school suspension.</p>

<p>SC 1318 Title 22 Sec. 12.6, 12.8</p> <p>2 Pa. C.S.A. Sec. 101 et seq</p> <p>Title 22 Sec. 12.8</p>	<p><u>Expulsion</u></p> <p>Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.</p> <p><u>Expulsion Hearings</u></p> <p>A formal hearing shall be required in all expulsion actions.</p> <p>The formal hearing shall observe the due process requirements of:</p> <ol style="list-style-type: none">1. Notification of the charges in writing by certified mail to the student's parent/guardian.2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.3. The hearing shall be private unless the student or parent/guardian requests a public hearing.4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.7. The right to testify and present witnesses on the student's behalf.8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
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<p>2 Pa. C.S.A. Sec. 101</p> <p>Title 22 Sec. 12.6 Pol. 204</p> <p>Title 22 Sec. 12.6</p>	<p>9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:</p> <ul style="list-style-type: none">a. The need for laboratory reports from law enforcement agencies.b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury. <p>10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.</p> <p><u>Adjudication</u></p> <p>A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.</p> <p><u>Attendance/School Work During Suspension And Prior To Expulsion</u></p> <p>Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.</p> <p>Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.</p> <p>If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.</p> <p>Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.</p> <p><u>Attendance/School Work After Expulsion</u></p> <p>Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.</p>
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	<p>The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.</p> <p><u>Students With Disabilities</u></p> <p>Pol. 113, 113.1 A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.</p> <p>4. Delegation of Responsibility The Superintendent or designee shall develop rules and regulations to implement this policy which include:</p> <p>Pol. 218</p> <ol style="list-style-type: none"> 1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline. 2. Procedures that ensure due process when a student is being deprived of the right to attend school. <p>Pol. 216</p> <ol style="list-style-type: none"> 3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records. 4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code. 5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.
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References:

School Code – 24 P.S. Sec. 1318

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8, 14.143

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq.

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 113, 113.1, 204, 216, 218

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PREGNANT/MARRIED
STUDENTS

ADOPTED: November 16, 2005

REVISED: December 4, 2006

234. PREGNANT/MARRIED STUDENTS	
1. Purpose SC 1326 Title 22 Sec. 12.1	A student who is eligible to attend district schools and is married and/or pregnant shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.
2. Authority	The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.
3. Guidelines	<p>A student who is married must declare his/her marital status at the time of marriage or at the time of enrollment in the school.</p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program of homebound instruction.</p> <p>A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.</p>
4. Delegation of Responsibility	The Superintendent or designee shall develop procedures for implementing this policy which includes cooperation with community resources to assist students.

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1326</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RIGHTS/SURVEYS

ADOPTED: November 16, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510 Title 22 Sec. 12.3</p> <p>3. Guidelines Title 22 Sec. 12.2</p> <p>Pol. 105.1</p>	<p style="text-align: center;">235. STUDENT RIGHTS/SURVEYS</p> <p>This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.</p> <p>The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.</p> <p>Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.</p> <p>Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others; obedience to properly constituted school authority; and compliance with the policies, rules and regulations of this district.</p> <p>No student has the right to interfere with the education of his/her fellow students. Students share with the administrators and district staff a responsibility to maintain an atmosphere within the school that is conducive to wholesome learning and living.</p> <p>A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by parents/guardians.</p> <p><u>Instructional Materials</u></p> <p>Parents/Guardians shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, or other supplementary instructional material, used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments.</p>
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<p>20 U.S.C. Sec. 1232h</p> <p>20 U.S.C. Sec. 1232h Title 22 Sec. 4.4</p>	<p><u>Surveys/Evaluations</u></p> <p>All surveys and instruments used to collect information from students shall relate to the district's educational objectives.</p> <p>Parents/Guardians shall have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.</p> <p>No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:</p> <ol style="list-style-type: none">1. Political affiliations or beliefs of student or parents/guardians.2. Mental and psychological problems of the student or family.3. Sexual behavior or attitudes.4. Illegal, antisocial, self-incriminating or demeaning behavior.5. Critical appraisals of other individuals with whom respondents have close family relationships.6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.7. Religious practices, affiliations, or beliefs of the student or parents/guardians.8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program. <p>However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent/guardian have been notified of their right to inspect all related materials and to opt the student out of participation.</p> <p>The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.</p>
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<p>20 U.S.C. Sec. 1232h</p> <p>4. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 1232h</p> <p>5. Definition</p> <p>School Code 510</p> <p>PA Code Title 22 Sec. 4.4, 12.2, 12.3</p> <p>PA Code Title 22 Sec. 403.1</p> <p>20 U.S.C. Sec. 1232h</p> <p>Board Policy 105.1</p>	<p><u>Collection Of Information For Marketing</u></p> <p>Parents/Guardians have the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.</p> <p>The Superintendent or designee shall develop and promulgate procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.</p> <p>The Superintendent or designee shall annually notify parents/guardians concerning:</p> <ol style="list-style-type: none"> 1. Contents of this policy and its availability. 2. Approximate dates that any surveys requesting personal information may be scheduled. 3. Procedures to request access to survey instruments prior to administration. 4. Procedures for opting students out of participation in surveys. <p>Personal information means individually identifiable information including a student's or parent's/guardian's name, address, telephone number, or social security number.</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: July 13, 2005

REVISED:

237. ELECTRONIC DEVICES	
<p>1. Authority SC 1317.1</p>	<p>The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.</p>
<p>SC 510</p>	<p>The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities.</p>
<p>18 Pa. C.S.A. Sec. 5703</p>	<p>The Board prohibits use of cellular telephones or other electronic devices that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities.</p>
<p>Pol. 815</p>	<p>In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.</p> <p>The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.</p>
<p>Pol. 113</p>	<p>Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).</p>
<p>3. Guidelines Pol. 218, 233</p>	<p>Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.</p> <p>The confiscated item shall not be returned until a conference has been held with a parent/guardian.</p>

SC 1317.1	<p><u>Telephone Pagers/Beepers</u></p> <p>With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:</p> <ol style="list-style-type: none">1. A student who is a member of a volunteer fire company, ambulance or rescue squad.2. A student who has a need for such a device due to the medical condition of an immediate family member.3. Other reasons determined appropriate by the building principal. <p><u>Laptop Computers/Personal Digital Assistants</u></p> <p>Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.</p> <p>References:</p> <p>Pennsylvania Wiretapping and Electronic Surveillance Act – 18 Pa. C.S.A. Sec. 5703</p> <p>School Code – 24 P.S. Sec. 510, 1317.1</p> <p>Board Policy – 113, 218, 233, 815</p>
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE
STUDENTS

ADOPTED: November 16, 2005

REVISED:

239. FOREIGN EXCHANGE STUDENTS	
1. Purpose	In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.
2. Authority 8 U.S.C. Sec. 1101	<p>The Board shall accept foreign exchange students who meet the established guidelines for admission to district schools.</p> <p>The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.</p> <p>The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.</p> <p>The Board reserves the right to limit the number of foreign exchange students admitted to the schools.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee preceding the school year of attendance.</p>
4. Guidelines Pol. 203	Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

<p>PA Code Title 22 Sec. 4.74</p> <p>8 U.S.C. Sec. 1101</p> <p>Board Policy 203</p>	<p>Admission of foreign exchange students shall be subject to the following guidelines:</p> <ol style="list-style-type: none">1. Students shall be at least sixteen (16) years of age and shall be sufficiently fluent in English.2. Students may not be a graduate of their native school system.3. Students will be considered for admittance on a space available basis.4. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.5. Exchange students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met.6. Exchange students are not eligible to receive a high school diploma but may be awarded an honorary diploma.
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT WELLNESS

ADOPTED: June 28, 2006

REVISED:

246. STUDENT WELLNESS	
<p>1. Purpose</p>	<p>Avella Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.</p>
<p>2. Authority P.L. 108-265 Sec. 204</p>	<p>To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:</p> <ol style="list-style-type: none"> 1. A comprehensive nutrition program consistent with federal and state requirements. 2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines. 3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day. 4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.
<p>3. Delegation of Responsibility Pol. 808</p>	<p>The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p> <p>Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.</p>

<p>P.L. 108-265 Sec. 204</p> <p>4. Guidelines</p>	<p>The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include:</p> <ol style="list-style-type: none"> 1. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines. 2. Listing of activities and programs conducted to promote nutrition and physical activity. 3. Recommendations for policy and/or program revisions. <p>An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Food Service Director.</p> <p><u>Wellness Committee</u></p> <p>The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public and teacher.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p> <p>The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.</p> <p><u>Nutrition Education</u></p> <p>Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p> <p>Nutrition education lessons and activities shall be age-appropriate.</p> <p>Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.</p>
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Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Students and the community shall have access to physical activity facilities outside school hours.

Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Other School Based Activities

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

Drinking water shall be available at all meal periods and throughout the school day.

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition professionals who meet criteria established by the district shall administer the school meals program.

Professional development shall be provided for district nutrition staff by the FSMC.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means.

Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

Nutrition Guidelines

The following standards apply to all foods offered as a la carte except for NSLP entrees that may be sold a la carte.

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

All competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a two (2) year plan.

All competitive foods available to students in district schools shall comply with the established nutrition guidelines, as listed in the guidelines.

Safe Routes To School

The district shall cooperate with local municipalities, public safety agency, police departments, and community organizations to develop and maintain safe routes to school.

References:

Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: April 21, 2004

REVISED: July 13, 2005

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Authority SC 510, 511 Pol. 122, 123</p>	<p style="text-align: center;">247. HAZING</p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.</p> <p>For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p> <p>The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p> <p>The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p>
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<p>4. Delegation of Responsibility</p>	<p>The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.</p> <p>The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.</p>
<p>5. Guidelines</p>	<p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. 2. The principal or designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. 3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate. 4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. <p>If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>Board Policy – 122, 123</p>

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: June 26, 1996

REVISED: February 19, 2003, July 13, 2005

<p>248. UNLAWFUL HARASSMENT</p>	
<p>1. Purpose</p>	<p>The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.</p>
<p>2. Authority Title IX 42 U.S.C. Sec. 1681 43 P.S. Sec. 951 et seq 29 CFR Sec. 1606.8 (a)</p>	<p>The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.</p>
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board directs the Superintendent to assume the responsibility of coordinating all implementing activities as the district's Compliance Officer.</p> <p>The Compliance Officer shall annually inform students, staff, parents/guardians, independent contractors, vendors, volunteers, and the public that unlawful harassment of students will not be tolerated, by means of distribution of written policy, publication in handbooks, presentation at an assembly, training sessions, and/or posting of notice/signs. This correspondence shall include the position, name, office address, and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and staff concerning all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p>

<p>5. Guidelines</p>	<p>Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure. 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident. Students shall be informed that they may choose to report harassment complaints to the building principal or to teachers, counselors, nurses, and/or administrators.</p> <p>All employees who suspect that a student has been subject to conduct that constitutes a violation of this policy or who receive harassment complaints from a student or third party shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>A student or third party shall report a complaint of harassment, orally or in writing, within thirty (30) calendar days of the occurrence, to the building principal or designated employee, who shall inform the student or third party of his/her rights and of the complaint process.</p>
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A complainant has the right to be accompanied by a third party during all steps of this procedure. S/He has the right to present witnesses and other evidence that is pertinent to the complaint.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to conduct an impartial, thorough and confidential investigation of the alleged harassment, investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

Within ten (10) calendar days after receipt of the complaint, the building principal shall prepare a written report, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, the Compliance Officer, and others directly involved, as appropriate.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws. Disciplinary action may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

The Compliance Officer will ensure that the resolution of the complaint has been implemented.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.
3. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Board at its next regular Board meeting by notifying the Board Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer's decision.
4. The Board shall conduct a review and issue a decision within thirty (30) days following the Board meeting at which the complaint was presented.

AVELLA AREA SCHOOL DISTRICT
UNLAWFUL HARASSMENT COMPLAINT FORM

Your Name: _____

Date: _____

School: _____

Who was harassed? _____

Who was responsible for the harassment? _____

Describe the harassment: _____

(Attach additional pages if necessary)

Date(s), time(s), and place(s) the harassment occurred: _____

Were there other individuals involved in the harassment? _____

If so, name the individual(s) and what their role was: _____

Did anyone witness the harassment? _____

If so, name the witnesses: _____

What was your reaction to the harassment? _____

Describe any prior incidents: _____

(Attach additional pages if necessary)

This complaint is based upon my honest belief that _____
has harassed me or another person. I hereby certify that the information I have provided in this
complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

(Date)

Received By

(Date)

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ANTI-BULLYING

ADOPTED: January 21, 2009

REVISED:

249. ANTI-BULLYING	
1. Purpose	The Avella Area School District recognizes that a student’s ability to learn, and the district’s ability to safely educate its students, is adversely affected by bullying. The school district seeks to avoid these adverse affects and maintain the safety of the school environment.
2. Definition Pol. 248	Bullying - the willful and repeated use by one student of his/her power, size, age and/or superior position, physically, verbally and/or psychologically, with the intent to harm another student, and/or the encouragement or condoning of any such behavior. Bullying creates an imbalance of power between the student-victim and the perpetrator, and the repeated and willful targeting of the student-victim adversely impacts upon his/her ability to properly participate in or fully benefit from the school district’s educational program.
3. Guidelines	<p>It shall be a violation of this policy for any student to engage in, encourage and/or condone, or communicate any form of bullying. It shall also be a violation of this policy for any employee, approved volunteer or chaperone of the school district to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district provided transportation.</p> <p>School district employees are required to report alleged violations of this policy to the building principal or the Superintendent in accordance with the procedures set forth herein.</p> <p>The administration is directed to evaluate the need, if any, for district-wide or building-level bullying prevention programs, and to report its findings to the Board of School Directors with appropriate recommendations.</p> <p>The administration is directed to continue to assess, and to make recommendations to the Board of School Directors, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.</p>

Dissemination Of Policy

This anti-bullying policy will be disseminated annually to all school staff, students, and parents/guardians. It will be distributed each year to all students with a copy of the Student Handbook, or will be incorporated into the handbook. Building administrators will develop a procedure for discussing the policy with students in individual buildings. The policy will also be posted on the district web page and published at a minimum of once each year in the district newsletter. Copies of the anti-bullying policy shall be posted in all classrooms and information on the anti-bullying policy will also be incorporated in training programs for all new school employees, as well as being referenced in the staff handbooks.

In addition, the administration will develop procedures for training all chaperones and sponsors on the policy.

General Procedures Relating To Complaint

Each student shall be advised that the fact that s/he alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes s/he is being retaliated against for filing a complaint under this policy, or the student's parent/guardian believes that his/her child is being retaliated against for filing a complaint under this policy, s/he shall report the retaliations in the same manner as indicated below.

The principal of the building to which the alleged victim is assigned will investigate all complaints, provided however, that if the complaint alleges that the perpetrator of the bullying is an administrator or supervisor employed at the school district and it is alleged that the administrator or supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the Superintendent or his/her designee shall investigate the complaint.

Investigation Procedure

Separate interviews of the complainant and the alleged bully will be conducted and all information will be documented in written form on Form A. Each of the involved individuals will be asked to sign an acknowledgement of the statements provided during the interview. At the time of the interview, a copy of this policy will be provided to the individuals involved and the policy and complaint procedure will be reviewed with each individual.

During the interviews each individual will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and to provide input as to the possible resolution of the situation. Each student may have his/her parent/guardian present during the interview and parental involvement in this process will be encouraged.

If the building principal/Superintendent determines that measures are required during the period of investigation to alleviate the potential bullying, such a separation of the alleged victim and the alleged bully or close monitoring of the alleged bully, such measures shall be taken until the investigation is completed.

A fact-finding investigation will be conducted and a written record of the fact-finding investigation including witness interviews, findings of the investigation and recommended action shall be set forth on Form B.

The results of the fact-finding investigation, including any recommended action will be shared with the complainant and with the accused bully.

If the building principal has conducted the investigation, s/he shall report his/her findings to the Superintendent. The Superintendent may consult with the solicitor or special counsel as appropriate, in instances where disciplinary action is contemplated.

If the investigation results in a finding that a student has engaged in bullying in violation of this policy, the building principal shall determine the appropriate discipline to be imposed, which may include, but not be limited to suspension from school, or a recommendation to the Superintendent that the student be expelled from school following a hearing before the Board. In determining the level of discipline to be imposed, the building principal shall consider:

1. The prior disciplinary record of the student-perpetrator.
2. The relative ages and maturity levels of the students.
3. The nature and frequency of the inappropriate conduct by the student-perpetrator toward the student-victim.
4. The degree of harm experienced by the student-victim.
5. The extent, if any, to which the student-perpetrator encouraged or involved other students of the bullying of the student-victim.
6. Any other circumstances or factors deemed relevant on this issue.

References:

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

Board Policy – 218, 233, 248

**INCIDENT REPORT
ANTI-BULLYING POLICY**

1. Name of Complainant _____
2. Date(s)/Time(s) of Alleged Incident(s) _____
3. a. Notification of Complainant's Parent(s)/Guardian(s) _____
Date _____
- b. Notification of Accused's Parent(s)/Guardian(s) _____
Date _____
4. Location of Alleged Incident(s) _____
5. Accused Party _____
6. Witnesses to the Alleged Incident _____

7. Description of Incident _____

- Additional pages attached () yes () no
8. Other pertinent history and/or information _____

- Additional pages attached () yes () no
9. Were the Civil Authorities notified? () yes () no
10. Do you wish to have a conciliatory meeting? () yes () no*
- * If no, fact-finding will take place.

Signature of Complainant

Date

* Attach incident report to fact-finding sheet, when appropriate.

**FACT-FINDING FORM
ANTI-BULLYING**

1. Accused party notified of the complaint _____
Date
2. Accused party provided an opportunity to respond () yes () no
* If no, why not?

* Additional statement attached. () yes () no
3. Witness Interviewed _____
Statement _____
* Additional statement attached. () yes () no
4. Witness Interviewed _____
Statement _____
* Additional statement attached. () yes () no
5. Witness Interviewed _____
Statement _____
* Additional statement attached. () yes () no
6. Summary of Findings _____

7. Recommended Action by Investigator _____

8. Fact-finding results and recommended action shared with:
- a. Parents(s)/Guardian(s) of the Accused _____
Date
- b. Complainant _____
Date
- c. Complainant _____ Reviewed policy () yes () no
Signature*
- d. Accused Party _____ Reviewed policy () yes () no
Signature*

* Signature does not necessarily connote agreement with the results and/or recommendation, but only that the information (exclusive of disciplinary action taken toward the accused) was provided.

AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED: November 16, 2005

REVISED:

250. STUDENT RECRUITMENT	
1. Authority 51 P.S. 20221 et seq 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p>
2. Guidelines	<p>Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.</p> <p>The district shall annually notify parents/guardians of their right to request student information not be released to representatives of postsecondary institutions and military recruiters without their written consent.</p>
3. Delegation of Responsibility	<p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p> <p>The building principal reserves the right to deny access to students when such will materially and substantially interfere with the proper and orderly operation of the school.</p> <p>The Superintendent or designee shall annually notify parents/guardians about this policy and the notice shall include:</p> <ol style="list-style-type: none">1. Notice that the school routinely discloses names, addresses and telephone numbers of students to recruiters, subject to a parent's/guardian's request not to disclose such information without written consent.

<p>PA Code Title 22 Sec. 403.1</p> <p>51 P.S. 20221 et seq</p> <p>10 U.S.C. Sec. 503</p> <p>20 U.S.C. Sec. 7908</p>	<ol style="list-style-type: none">2. Explanation of the parent's/guardian's right to request that information not be disclosed without prior written consent.3. Procedures for how the parent/guardian can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.
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AVELLA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HOMELESS STUDENTS

ADOPTED: November 16, 2005

REVISED:

<p>1. Authority 42 U.S.C. Sec. 11431 et seq SC 1306 Title 22 Sec. 11.18</p> <p>2. Definitions 42 U.S.C. Sec. 11434a</p>	<p style="text-align: center;">251. HOMELESS STUDENTS</p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.</p> <p>Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:</p> <ol style="list-style-type: none"> 1. Sharing the housing of other persons due to loss of housing or economic hardship. 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations. 3. Living in emergency, transitional or domestic violence shelters. 4. Abandoned in hospitals. 5. Awaiting foster care placement. 6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings. 7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings. 8. Living as migratory children in conditions described in previous examples.
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<p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 11432</p>	<p>9. Living as run-away children.</p> <p>10. Abandoned or forced out of homes by parents/guardians or caretakers.</p> <p>11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.</p> <p>School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.</p> <p>The Board designates the Superintendent to serve as the district's liaison for homeless students and families.</p> <p>The district's liaison shall coordinate with:</p> <ol style="list-style-type: none"> 1. Local service agencies that provide services to homeless children and youth and families. 2. Other school districts on issues of records transfer and transportation. 3. State and local housing agencies responsible for comprehensive housing affordability strategies. <p>The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.</p>
<p>4. Guidelines</p> <p>42 U.S.C. Sec. 11431</p> <p>42 U.S.C. Sec. 11432</p>	<p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p><u>Enrollment/Placement</u></p> <p>To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.</p>

<p>Pol. 200, 201, 203, 204, 209, 216</p>	<p>The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.</p> <p>If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.</p> <p>If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.</p> <p><u>Services</u></p>
<p>42 U.S.C. Sec. 11432 SC 1306</p>	<p>Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.</p> <p><u>Transportation</u></p>
<p>42 U.S.C. Sec. 11432 SC 1306</p>	<p>The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.</p> <p>If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.</p>
<p>School Code 1306</p> <p>PA Code Title 22 Sec. 11.18, Sec. 403.1</p>	

20 U.S.C.
Sec. 6301

42 U.S.C.
Sec. 11432 et seq

34 CFR
Part 99

67 Fed. Reg.
10698

PA Education for
Homeless Children
and Youth State Plan

Board Policy
200, 201, 203,
204, 209, 216,
810