

**STUDENT HANDBOOK
TABLE OF CONTENTS**

SCHOOL DISTRICT POLICIES	
Asthma Policy	03
District Honor Code	04
Discipline Policy	07
Drug and Alcohol Policy	11
Emergency Preparedness Plan	18
Homework Policy	23
Internet/Computer Policy	24
Prescription/Non- Prescription Drug Policy	30
Non-Discrimination Policy	30
Screening, Evaluation and Placement Procedures	31
Smoking and Tobacco Use Policy	32
Transportation Policy	32
Unlawful Harassment Policy	35
Weapons Policy	40
STUDENTS	
Activities/ Clubs	44
Announcements	45
Attendance	45
Assemblies	47
Bell Schedule	48
Building Visitation	49
Cafeteria	49
Child Abuse	50
Class Rank	50
College Coursework	51
Dress Code	51
Driving Policy	52
Early Dismissals/ Sign-outs	53
Elections	53
Emergency School Closing	54
Final Grade Determination	54
Grade Point Averages	55
Guidance Services	56
Hall Traffic Regulations	56
Homebound Instruction	56
Honor Roll	56
Interscholastic Sports	57
Library	57
Lockers	58
Lost and Found	58
Make Up Work	59
National Honor Society	59
Nurse	61,
Parties	61
Passes	61
Promotion and Graduation Requirements	61

Protected Handicapped Students
Radios and CD Players, Etc
School Phone Number
Student Assistance Program (SAP) Philosophy
Student Insurance
Telephone
Work Release
Use of Books/ Equipment

POSSESSION/USE OF ASTHMA INHALERS

The Jefferson-Morgan School 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.

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.

To self administer medication, the must be able to:

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

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.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

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 individual medication log for all students possessing asthma inhalers.

JEFFERSON MORGAN SCHOOL DISTRICT HONOR CODE

Jefferson Morgan School District believes that honesty and trust are cornerstones of academic learning. This policy reflects the district's desire to foster a learning environment based on academic integrity.

I. Academic Dishonesty encompasses, but is not limited to:

- Copying or duplicating assignments that will be turned in as an "original"
- Using programmed materials in electronic materials
- Exchanging answers with others when prohibited
- Using another student's assignment and submitting it as your own
- Giving an assignment to someone else for the purpose of submitting it as their own
- Copying from another student or allowing the copying of an individual assignment
- Passing test or quiz information during a class period or from one class period to members of another class period with the same teacher
- Presenting the works or the opinions of someone else as your own without proper acknowledgement (plagiarism)
- Unauthorized use of study aids, cheat sheets, notes, books, or formulas. This includes preprogrammed information on calculators, computers or cell phones and the use of text messaging during class time.
- Purchasing papers online
- Not following additional specific guidelines for academic honesty as established by department, class or teacher
- Unauthorized acquisition, use and/or distribution of test materials or answer sheets*
- Unauthorized use of teacher computer files and grading programs*

(* Designates Automatic Third Offense Violation)

Cheating is defined as dishonest violation of rules or giving or receiving information in academic, extracurricular or other school works, so as to give or gain advantage (*The American Heritage Dictionary*).

Plagiarism is defined as the presentation of the words or ideas of another as one's own (*The Merriam Webster Dictionary*).

The following actions will be taken in regard to students in violation of this policy:

These offenses are cumulative grades 9 — 12.

First Offense

- Automatic "0" on assignment or test.
- Teacher must document incident on Disciplinary Report.

- Teacher notifies parent/guardian of incident.
- Parent conference is scheduled.
- Referral is placed in student's disciplinary file.
- Notification of offense to club sponsors, coaches, etc.

Second Offense

- Automatic "0" on assignment or test.
- Teacher must document incident on Disciplinary Report.
- Most recent marking period grade is reduced by 25% (for that class only).
- Teacher notifies parent/guardian of incident.
- Parent conference is scheduled.
- Referral is placed in student's disciplinary file.
- Notification of offense to club sponsors, coaches, etc.
- Disqualification from school sponsored awards.

Third Offense

- Automatic "0" on assignment or test.
- Teacher must document incident on Disciplinary Report.
- Most recent marking period grade is reduced by 50% (for that class only).
- Teacher notifies parent/guardian of incident.
- Parent conference is scheduled.
- Referral is placed in student's disciplinary file.
- Notification of offense to club sponsors, coaches, etc.
- Disqualification from school sponsored awards.
Ineligible for Honor Roll.
- Student is removed from any and all elected or appointed leadership positions for the remainder of the school year.
- Student is removed from extracurricular activities for a period of 90 school days.

Student Appeal Process

Any student who wishes to appeal these penalties may do so within 10 days of the date of notification.

- Student must submit written notice of appeal to High School Principal within 10 days. •
Three member of the High School Design Team will listen to student's appeal. One of these members will be an administrator.

IV. Student Responsibilities

- Maintain and support the academic integrity of the school •
Understand the school wide Honor Code

- Clarify with the instructor any questions concerning the Honor Code
- Avoid situations which might contribute to violation of the Honor Code
- Ensure that other students do not make inappropriate use of their work

IV. Teacher Responsibilities

- Maintain and support the academic integrity of the school
 - Understand the school wide Honor Code
 - Clarify any questions concerning the Honor Code
 - Trust students unless given a reason to think otherwise
 - Create and share specific guidelines for students to follow
 - Take immediate action when violations are determined
 - Report the action on a discipline referral form
 - Contact the student's parent
- Review guidelines after a violation has occurred and discuss why the violation was inappropriate

V. Parent/Guardian Responsibilities

- -Support the academic integrity of the school
- Be knowledgeable of the school wide Honor Code
- Support the imposition of penalties if the honor code is violated

VI. Administrator Responsibilities

- Maintain and support the academic integrity of the school
- Make available to all students, teachers and parents a copy of the school's Honor Code
- Administer fair consequences for Honor Code violations
- Maintain records of Honor Code violations

JEFFERSON-MORGAN SCHOOL DISTRICT DISCIPLINE PROCEDURE

PURPOSE:

The responsibility of the total school community is to create and maintain an atmosphere that is conducive to teaching, learning, and living. Everyone in the educational process has the right to expect that the environment will be safe, pleasant and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require an interaction based upon mutual respect and cooperation. The emphasis should be on courtesy, consideration and the fulfillment of all necessary obligations at all times.

AUTHORITY:

The Board shall require each student of this district to adhere to the rules set forth in the code of student discipline and to submit to such disciplinary measures as are appropriately assigned to the infraction of those rules. The rules govern student conduct **in school and during the time spent in travel to and from school.** Such rules shall require that students conform to reasonable rules, standards of socially acceptable behavior, respect the rights, person and property of others and preserve the degree of order necessary to the educational program in which they are engaged and obey constituted authority and respond to those who hold that authority.

STUDENT RIGHTS:

Having legal rights as person and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions and the right to be free from discrimination. As part of the educational community, they have the right to be treated with dignity and the right to contribute to the educational process.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work and obedience to school rules and regulations. No student has the right to interfere with the education of another student. Most of all students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living. The responsibility of each student is to respect the right of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases.
3. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.

5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of school property.
8. Attend school daily, except when excused, and be on time attending all classes and functions.
9. Make all necessary arrangement for making up work when absent from school.
10. Pursue and complete courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers and publication.
12. Refrain from using disrespectful, indecent or obscene gestures or language.

. DETENTION, SUSPENSION, AND EXPULSION POLICY

The Jefferson-Morgan School District is mindful that classroom disruptions affect the quality of education for all students. Knowledge cannot thrive in a disruptive or disorderly school.

The Disciplinary Council will meet on a regular basis to review disciplinary problems. The Council will be composed of a building principal, one faculty member and one faculty member rotated bi-annually.

Students who violate the discipline policy may be excluded from the regular school program by means of detention, suspension, or expulsion.

Detention is a period before or after school confinement serving as the first step in the discipline process.

Detention will be held from 7:15 AM to 7:40AM and from 2:50 PM to 3:35 PM. Students are to report to the front doors at 7:12 AM and report directly to the AM detention room upon entering the building. Students choosing to serve AM detention will be assigned two consecutive mornings. Failure to attend two consecutive AM detentions will result in enforcement of the Behavior Management Plan. Students must report to PM detention immediately following dismissal at 2:45 PM. Students will be given a prior day notice to arrange for transportation at the conclusion of detention. Students are responsible for notifying their parents/guardians when they have been assigned detention. Transportation to and from detention is the responsibility of the parents/guardians. A faculty member will supervise morning and afternoon detention. Failure to report to detention will result in assignment to the Behavior Management Classroom the following day.

Suspension is exclusion from school for a period of one to ten consecutive days.

The principal may suspend any pupil for disobedience or misconduct for a period of one to ten days.

No students may be suspended without notice of the reasons for which he/she is being suspended and an opportunity to be heard in his/her own behalf before a school official.

Parents/guardians will be notified following the suspension action taken by the school.

When the suspension exceeds three (3) school days, an informal hearing will be held with a school official, student, and parent/guardians.

Suspension may not be made to run consecutively beyond the ten (10) day period. The students shall have responsibility to make-up exams after the termination of the suspension. Class work may be requested at the time of the suspension to be completed during the suspension.

Students may not attend or participate in any school-sponsored activities during the suspension.

Behavior management class is the exclusion from regularly scheduled classes for a period of one (1) to ten (10) days.

No student will be assigned to the behavior management class without notice.

When the student is assigned to the behavior management room for longer than three (3) days, an informal hearing will be held with a school official, student, and parents/guardians.

Expulsion is the exclusion from school by the Board of Education for a period exceeding ten (10) days and may be permanent expulsion from the school rolls of the district for any student whose misconduct and disobedience is such as to warrant this sanction.

No student shall be expelled without an opportunity for a formal hearing before the Board of Education.

Parents/guardians who are unable to provide an education for their child shall submit a written statement within thirty (30) days stating that they are unable to do so. If the approved educational program is not complied with, the school district may take action to ensure the student will receive a proper education.

DISCIPLINE POLICY LEVELS

The Jefferson-Morgan School District has approved a Discipline Policy that categorizes most offenses into levels of seriousness. This simply makes it easier to understand how different discipline incidents are viewed. **Note:** The administration reserves the right to determine the seriousness of each individual incident and place it under the appropriate level. It is further stipulated that any of the following levels could lead to a waiver of suspension, behavior management, or detention with a recommendation by the principal for permanent expulsion should that action be deemed necessary.

BEHAVIOR MANAGEMENT GUIDE

Level One

Inappropriate behaviors will include, but not be limited to:

Class cut, disregard for authority, disrespectful attitude, disruptive behavior, inappropriate display of affection, profanity, **tardy for class and/or school.**

Consequence: One day of detention.

A student may have three "Level One" incidents. **Upon a fourth discipline sheet for a Level One incident, that incident becomes a Level II discipline.**

Detentions will be assigned the following AM or PM. **If a student does not show up for the assigned detention, then assignment to the Behavior Management Classroom will result the following day.**

Level Two

Inappropriate behaviors will include, but not limited to:

Harassment, theft, bus violations, internet/computer policy violations.

Consequence: One day in Behavior Management Classroom

A student may have two "Level Two" incidents, the **second** of which would result in **three days of Behavior Management Classroom.** Parents will be notified. Charges may be filed.

Possession/use of tobacco

Consequence: Three days of Behavior Management Classroom; parents will be notified; charges may be filed

Level Three

Inappropriate behaviors will include, but not limited to:

Fighting, harassment and terrorist threats, leaving school building without permission, profanity directed toward staff.

Consequence: Three days of Out of School Suspension. Parent will be notified. Charges may be filed.

A second occurrence of a level three behavior will result in a "Level Four" consequence.

Discipline on this level may be altered by the building principal if sufficient evidence is presented.

Level Four

Inappropriate behaviors will include, but not limited to:

Possession/use of drugs or alcohol, physical assault on an employee or student, possession/use of fire crackers, smoke bombs and other incendiary devices, possession/use of weapons and dangerous instruments, willful destruction of school property

Consequence: Four to ten days of Out of School Suspension, with the possible recommendation to the Board for Expulsion. Parents will be notified and a conference will be required. Charges may be filed.

DRUG/ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES

PREFACE

This policy, including the rules, regulations and guidelines, is a coordinated effort by the Jefferson-Morgan School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population.

Every school in the United States will be free of drugs, violence and the unauthorized presence of firearms and alcohol, and will offer a disciplined environment conducive to learning.

SCHOOL DISTRICT MISSION STATEMENT

The primary responsibility of the Jefferson-Morgan School District is the education of its students. Students have the right to a safe, secure, and peaceful school environment. Students and staff are protected from harm and supported by a climate conducive to learning. Collaboration between members of the entire school, parents and the community is critical to this prevention effort.

STATEMENT OF POLICY

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Jefferson-Morgan School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood altering substances by the entire student population.

As an extension of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood altering substances and alcohol related situations:

No person may possess, use, produce, sell, and in the procurement of alcohol, narcotics, drugs, mood altering substances or distribute alcohol, drugs, or other substances, nor use or possess paraphernalia for the purpose of drug use, at any time, in school buildings, on school property and grounds in school-sponsored vehicles or at school-sponsored events at other sites.

The terms `alcohol, drugs and other substances (such as gases, solvents, butane, propane, adhesives); marijuana or its derivatives; cocaine/crack; LSD or other hallucinogenic drugs; barbiturates; PCP; amphetamines and amphetamine-like compounds; heroin; methadone; scheduled narcotics; steroids; herbal/natural euphorants; look-alike products; and any substances commonly referred to as "designer drugs."

The inappropriate and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the

supervision of school personnel, with written orders from a physician. Federal, state, and local laws shall apply.

RULES AND REGULATIONS

Any student violating the statement of Policy shall be subjected to discipline pursuant to the provision and procedures outlined in the Board Policies. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule and regulation enumerated herein.

SCHOOL GUIDELINES

As an integral part of the Jefferson-Morgan School District Drug and Alcohol Prevention Program these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol related incidents; The Jefferson-Morgan School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.

AUTHORITY

The Board reserves the right to use any prudent measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rules or regulation enumerated in the Jefferson-Morgan School District and Alcohol Procedural Guidelines, including but not limited to suspension and expulsion.

All staff members, administrators and members of the Board of Education involved in such circumstances are obligated to guard the confidentiality of the student.

ADDENDUM to Jefferson-Morgan School District Drug and Alcohol Policy

At the elementary level, every attempt will be made to be consistent with the Drug and Alcohol Policy/Guidelines of Conduct. However, not all options, as described guidelines are available, or appropriate, for elementary students. Due to the wide range of individual differences related to ages and circumstances, elementary students will be subject to options established by the elementary administrators working in concert with counselors, psychologist, Instructional Support Teams and other resources as needed.

DEFINITION OF TERMS

DISTRIBUTING

deliver, sell, pass, share or give *any* alcohol, drug or mood altering substances, as defined by this policy, from one person to another or to aid therein

DRUG/ALCOHOL ASSESSMENT

consists of verbal interview with client, interview with parent, written information from client and parent, other evaluative clinical assessment tools, urine screen (optional)

includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol or mood altering substances. Examples include but are not limited to roach clips, pipes, rolling paper and bowls.

DRUG PARAPHERNALIA

any situation in which it reasonably appears that the health or safety of the student in question, other students or school personnel or facilities will be endangered by the delay inherent in compliance with the notification requirements set forth herein

LICENSED DRUG/ALCOHOL FACILITY

a hospital, *facility* or agency, licensed by the Pennsylvania Department of Health, to provide drug and alcohol related services for assessment and treatment of the disease of chemical dependency.

LOOK-A-LIKE

any substance that resembles or is made to resemble a controlled and/or illegal substance.

STUDENT SUPPORT

a multi-disciplinary team composed of school personnel (teachers, staff, administrators and counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, dependency, and will play a role in identification and referral process of students coming to their attention through the process outlined in this policy.

POSSESSION

possess or hold, without any attempt to distribute any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

WELLNESS ASSESSMENT school nurse will take vital signs/monitor, conduct routine neurological examination, observe, and note general appearance.

PERTINANT LAWS/REGUALTIONS/LEGAL AUTHORITY

School Code

PA Code (Title 22)

Immunity Bill (ACT 67 of 1984, 42PA C.S.A. Section 8337)

ACT 63 - "Pennsylvania Drug and Alcohol Control Act," Act of April 15, 1972 (P.L. 221, No. 63)
71 P.S. 16901. 101 et. seq.

ACT 64 - "The Controlled Substance, Drug, Device, and Cosmetic Act," Act of April 14, 1972 (P.L. 233, No. 64), 35 P.S. 780-101 et, seq.

ADDITIONAL REFERNECES AND RESOURCES

Public School Code - Act of March 11, 1949 (P.L. 30 as amended), 24 P.S. 101 et. seq.

Section 510: Rules and Regulations

Section 1317: Authority of Teacher Over Pupils

Section 1318: Suspension and Expulsion of Pupils

Section 1409: Confidentiality and Transference and Removal of Health Records

Pennsylvania Code. Title 22 Education. Chapter 12. Students "Regulations on Student Rights and Responsibilities."

Pennsylvania Criminal Code. Section 6308. "Purchase, Consumption, Possession or Transportation of Intoxicating Beverages by Minors."

The Federal Family Education Rights and Privacy Act ("Buckley Amendment") 20 U.S.C. 1232 (g) and Regulations at 45 CFS 99-11

Act 93 of 1989. (SB454), "Use of Anabolic Steroids by Athletes"

Search and Seizure

Administration of Medications

SITUATIONAL CATEGORY 1

The possible drug use of a student is of concern; however, there is NO EVIDENCE of violation of law or school regulations. This situation may involve:

- a. The student who is suspected of using drugs but does not show extreme behavioral changes.
- b. The student who contacts a professional staff member in regard to the drug use of self, a friend, or another student.

DISCIPLINE/REHABILITATION

- 1 Informal hearing
2. SAFE Referral
3. An intervention conference will be held if the SAFE team feels it is warranted by the data.
4. Administration actions as deemed necessary: Behavior Management or three to ten days of Out of School Suspension with the possible recommendation for expulsion. Parents will be notified and a conference will be required.

SITUATIONAL CATEGORY - 2

A student is caught possessing ^{prescription} or over-the-counter medications that have not been registered with the nurse according to district policy.

DISCIPLINE/REHABILITATION

Administration actions as deemed necessary: Behavior Management or three to ten days of Out of School Suspension with the possible recommendation for expulsion. Parents will be notified and a conference will be required.

SITUATIONAL CATEGORY - 3

A student possesses drug-related paraphernalia

DISCIPLINE/REHABILITATION

1. Informal hearing
2. Three to ten days of Out of School Suspension, with the possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required. Charges may be filed. Recommendation for assessment by a licensed drug and alcohol facility. All costs and responsibilities are to be assumed by parent/guardian. Release of Information Form must be signed to verify that drug and alcohol assessment and recommendation have been followed. Assessment must be completed within 10 days.
3. Referral to SAFE team
4. Failure to comply with #3
 - a. Formal School Board hearing for expulsion from school

- b. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

SITUATIONAL CATEGORY - 4

A student is found to be in possession, use, or under the influence of drugs, mood altering substance or alcohol.

DISCIPLINE/REHABILITATION

1. Informal hearing
2. Three to ten days of Out of School suspension, with the possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required. Charges may be filed. Recommendation for assessment by a licensed drug and alcohol facility. All costs and responsibilities are to be assumed by parent/guardian. Release of Information Form must be signed to verify that drug and alcohol assessment and recommendation have been followed. Assessment must be completed within 10 days.
3. Referral to SAFE team
4. Failure to comply with#3
 - a. Formal School Board hearing for expulsion from school
 - b. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.

SITUATIONAL CATEGORY - 5

A student is found to be in possession, use, or under the influence of drugs, mood-altering substance, or alcohol when attending any school-sponsored function.

DISCIPLINE/REHABILITATION

The student will be sent home immediately at parental/guardian expense, or detained until a parent/guardian can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the administration's investigation.

SITUATIONAL CATEGORY - 6

A student is distributing a drug, mood altering substance, or alcohol.

DISCIPLINE/REHABILITATION

1. Informal hearing
2. Three to ten days of Out of School suspension, with the possible recommendation to the Board for expulsion. Parents will be notified and a conference will be required. Charges may be filed. Recommendation for assessment by a licensed drug and alcohol facility. All costs and responsibilities are to be assumed by parent/guardian. Release of Information Form must be signed to verify that drug and alcohol assessment and recommendations have been followed. Assessment must be completed within 10 days.

3. Referral to SAFE team
4. Failure to comply with #3
 - a. Formal School Board hearing for expulsion from school.
 - b. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.

IN MOST DRUG AND ALCOHOL RELATED INCIDENTS THE POLICE WILL BE NOTIFIED. THE SCHOOL DISTRICT RESERVES THE RIGHT TO FILE THE APPROPRIATE CHARGES AS DEEMED NECESSARY BY THE INCIDENT.

CONFIDENTIALITY

Information will be limited to those with the need to know

DISPOSITION OF SUBSTANCE

Analysis will be made if evidence is found. Cost of analysis of substances will be the responsibility of parent/guardian.

EMERGENCY PREPAREDNESS PROCEDURES

This plan establishes procedures to be followed which will minimize the effects of the several emergencies listed below. The procedures are intended primarily as a ready reference for all staff to be carefully studied and practiced prior to the occurrence of an emergency.

The emergencies outlined in the plan are: Bomb threat
Civil disobedience
Explosion and/or Threat of explosion
Irrational behavior
Intruders in the building
Weapons on school property/Weapons assault
Threats - Student to student; Student to staff

RESPONSIBILITIES

PRINCIPAL/ASSISTANT PRINCIPAL

Assume overall direction of all emergency procedures based on procedures and actions outline in the Plan.
Exercise good judgment, based upon the facts available in any emergency situation, is of paramount importance.
Contact superintendent, emergency personnel and police.

This plan should not be considered as a restriction to the judgmental prerogatives.

OFFICE STAFF (HIGH SCHOOL SECRETARY AND ELEMENTARY SECRETARY)

Provide assistance to the principal by handling telephones; assist with health emergencies as needed; act as messengers; etc.

TEACHERS

Supervise students in their charge.
Direct students in the emergency procedure in accordance with signals, warning, written notification or intercom orders.
Take roll when class is relocated to an outside or inside assembly area or at another location.
Report missing students to the principal immediately.
Send students in need of first aid to school nurse or person trained in first aid.
Acquire first aid for those unable to be moved.

INSTRUCTIONAL ASSISTANTS, AIDES-

Assist teacher

MAINTENANCE SUPERVISOR/CUSTODIAL STAFF

Lock all exterior doors DAILY. (High school 8:00 A.M.;
Elementary 8:45 A.M.)

FRONT DOORS (ONE SET) ARE TO BE USED BY THE PUBLIC

Examine buildings and plants for damage; provide damage control.

Keep principal informed of condition of school.

Assist as directed by the principal.

BUS DRIVERS

Supervise the care of children if emergency occurs while children are in the bus.

Transfer students to new location when directed.

Transport individuals in need of medical attention.

NURSE

Administer first aid.

Supervise administration of first aid by those trained in it.

Organize first aid and medical supplies.

ALL OTHER EMPLOYEES

Report to the principal for direction.

EMERGENCY ACTIONS

1. Student and professional staff are to **evacuate the building if the following situations occur:**

Bomb threat

Explosion and/or threat of explosion

Fire

PROCEDURES:

The fire alarm system will be activated and/or an announcement

"EVACUATE THE BUILDING"; will be made via the intercom

An announcement "ALL CLEAR" will be made when the determination has been made that the building is secure.

2. DIRECTED TRANSPORTATION/EVACUATION PROCEDURE if the following situations occur:

Bomb threat

Explosion and/or threat of explosion

Fire

PROCEDURES:

An announcement "**DIRECTED TRANSPORTATION/EVACUATION**" will be made via the intercom when the determination has been made that the school site must be cleared immediately.

The Principal/Assistant Principal announces the TRANSPORTATION/EVACUATION AREA.

Buses will be available and students and staff will be taken to an off-school site.

Teachers must maintain students, taking role immediately. Students must remain under the supervision of their respective teachers during this evacuation procedure.

Staff will be provided information as soon as possible. Students are to be supervised and are not to leave the site.

3. Students and professional staff are to SECURE BUILDING if the following situations occur:

Irrational behavior/Extreme violence

Gun fire/Weapons assault

Intruders in the building

PROCEDURES:

An announcement "**SECURE THE BUILDING**" will be made via the intercom.

Students, for whatever reason, who may not be in their assigned classroom, should immediately upon hearing the "Secure the building" announcement, return to their assigned class.

Teachers are to notify office of students not in the classroom when the announcement is made.

Teachers and other staff are to immediately lock doors and have students lie on the floor. If possible, while students are getting on the floor, close any blinds (if it appears safe to do so.)

Teachers and students are to remain on the floor until a staff member they recognize assures them it is safe to unlock doors.

The ALL CLEAR signal will be given via the intercom, if possible. Otherwise, teachers are to keep doors locked until a staff member gives them an ALL CLEAR signal.

4. Procedures for CIVIL DISOBEDIENCE/STUDENT DISORDER if the following situations occur:

Assemblage on school premises

Unauthorized persons on school property whose purpose and conduct is antagonistic,

PROCEDURES

The major purpose is to keep the school personnel and students from undue exposure to danger. Every effort will be made to keep students within their classroom.

Custodians will proceed to check security of all exterior doors, including restrooms and remove any trash containers and other burnable items from public access.

Teachers and custodians will be directed to close and lock the classroom doors.

Teachers are to keep their students in locked classrooms until notified otherwise. Students are to be maintained during this time.

The announcement "ALL CLEAR" will be given when the situation appears safe.

5. PHYSICAL AND VERBAL THREAT PROCEDURES

STUDENT TO STUDENT; STUDENT TO STAFF

Each will be investigated on its merit; appropriate follow-up action will be instituted following the School Discipline Code.

The district has a **ZERO TOLERANCE** on life threatening statements if the following situations occur:

Threat - Student to Student

Teacher refers student to office.

Principal notifies parent/guardian by phone with a follow-up certified letter.

Appropriate district initiatives - Student Assistant Program (high school) and Instructional Support Team (elementary) will be notified for recommendation and services.

Threat - Student to Staff

Teacher reports incident to office.

Principal escorts student to office. Student is not to be left alone.

Principal investigates incident.

Appropriate district initiatives - Student Assistant Program (high School) and Instructional Support Team (elementary) will be notified for recommendation and services.

STAFF INFORMATION

Staff will be informed of the emergency situation as soon as possible. Staff should be familiar with the Emergency Plan and the Action Plan that is expected to be implemented.

PUBLIC RELATIONS

The Superintendent/designee will be responsible for informing the media of all emergency situations. The Superintendent/designee will be the official spokesperson for the district. District personnel are to refer the media to the Superintendent who shall inform the Board of School Directors as soon as possible of the emergency.

PARENT/GUARDIAN NOTIFICATION

The school nurse/office personnel will use the school EMERGENCY CARD to notify parents/guardians of medical emergencies.

In our ongoing efforts to develop and maintain the safety of our students in the Jefferson-Morgan School District, please be advised of the following emergency plan: Five (5) church buildings will be used for the purpose of dispensing accurate information and pick-up stations during an emergency evacuation of our Middle School/High School and/or Elementary buildings. Should it be necessary to evacuate these buildings, students will be bused to the following sites:

Jefferson Baptist Church, Pine Street, Jefferson

(724-883-4088 or 724-883-3752) for elementary students in grades K-3. The

second pick-up site for the elementary grade students will be the Jefferson

Methodist Church, Jefferson (724-883-2161 or 724-883-2165) for elementary

students in grades 4-6. The Jefferson Church of the Nazarene, Jefferson (724-

883-3456) will be the site for grades 7-9 for the Middle School/High School

students. The final information pick-up site for grades 10-12 for the Senior High

School students will be the Central Football Complex located at the Jefferson-

Morgan Football field (724-883-4235). A member of the school staff will be

assigned to each area.

Each information pick-up station will be in contact with a command center for accurate communication and dissemination of information.

It is critically important should there be an emergency which necessitates an evacuation that **YOU DO NOT COME TO THE MIDDLE SCHOOL/HIGH SCHOOL OR ELEMENTARY SCHOOLS TO PICK UP YOUR CHILD/CHILDREN**. No students will be permitted to leave the premises in their own vehicle or with other students.

HOMEWORK POLICY

We believe that homework is an important part of each child's education. It gives the parent the opportunity to become aware of a child's daily performance throughout the school year and to see what the child is studying in his/her daily class work.

Homework teaches students to be independent learners. It also gives students experience in following directions, raising additional questions for study and developing responsibility and self-discipline.

Homework assignments should be well planned by the classroom teacher and provide meaningful opportunities for learning enhancement or skill practice. Well-designed assignments relate directly to class work and extend students' learning beyond the classroom. Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt comments and criticism when the work is completed.

It is the responsibility of each teacher to establish rules and guidelines for homework in his/her classroom. These rules should be stated and consistent from the first day of school. Teachers should have these guidelines written and given to students during the first week of classes. Students should take them home and have a parent sign a form stating they have read and discussed the policy with the child.

High school teachers should limit daily homework to what can reasonably be completed within 150 minutes of homework per week, with an average maximum of 30 minutes of homework per night. It is understood that due to differences in material being covered that sometimes the amount of work will exceed the average, but that there will also be days that the work will be required would be less.

JEFFERSON-MORGAN SCHOOL DISTRICT INTERNET/COMPUTER POLICY

PURPOSE

Access to unique resources and the opportunity for collaborative work is now available in the Jefferson-Morgan School District through the use of technological/telecommunications systems. All such must be in support of education and research and consistent with the goals and policies of the District; therefore, the technological/telecommunications systems will be used to support the District's curriculum, the educational community, projects, communications and research for students, faculty, and staff.

The Jefferson-Morgan School District Acceptable Use Policy is designed to provide information and guidelines for utilizing the District's technological/telecommunications systems. In order to assure the understanding of this Acceptable Use Policy regarding the Internet, Local Area Networks (LANs), computers, and related technological/telecommunications systems use in the Jefferson-Morgan School District, the student, parent, and a sponsoring teacher must read and sign this document.

AUTHORITY

Jefferson-Morgan School District reserves the right to record the use of the technological/telecommunications systems and monitor the server space utilizations by District users while respecting their privacy rights. In addition, the District reserves the right to remove a user account from their networks to prevent unauthorized use of illegal activity.

Technological/telecommunications systems operation in the District will be approved by the Superintendent and Board of Education, and monitored by the building principal.

The classroom teacher and/or librarian will administer individual terminal control.

GUIDELINES/PROCEDURES

All use of the District's technological/telecommunications systems are intended to be used for educational purposes and to carry out the legitimate business of the District. Appropriate use of these resources includes instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the District.

The policy shall apply to all users - District students, faculty, and staff - of all technological/telecommunications systems which are entered via equipment and access lines located at the Jefferson-Morgan School District, or who obtain their access privileges through association with this district.

Only the authorized owner of the account will use network accounts for its authorized owner of the account for its authorized purpose. All communications and information assessable

via the technological/telecommunications systems should be assumed to be private property and shall not be disclosed. User shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc., which is protected under the copyright laws will not be transmitted nor stored without the express written permission of the copyright owner.

PRIVILEGES AND RIGHTS

Access to the Jefferson-Morgan networks is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. As a user of the technological offerings available in the District, one has the privilege of intellectual freedom, privacy, equal access and safety.

RESPONSIBILITIES OR PROHIBITIONS

With the rights and privileges of membership in the network community come certain responsibilities. Users must familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges. Each user has full responsibility for his/her account. All violations of this policy that can be traced to an individual will be treated as the sole responsibility of said individual. Under no condition should a user give his/her password to another user or share his/her account.

It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the Internet and local area networks. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the Internet.

Every student who receives an account will discuss with a faculty member, the proper usage of the systems and ramifications if improper usage. Based upon the acceptable use guidelines outline in this document, a designated district-wide review committee will deem what is appropriate use of the systems and take appropriate action for improper usage.

The use of the Jefferson-Morgan School District's technological/telecommunications systems, which includes the Internet and local area networks for illegal, inappropriate or unethical purposes by students, staff or faculty members, is prohibited. More specifically

Use of the networks to facilitate illegal activity is prohibited

Use of the networks for commercial or for-profit purposes is prohibited.

Use of the networks for non-work or non-school related communications is prohibited.

Use of the networks for product advertisement or political lobbying is prohibited.

Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system is prohibited.

Hate mail, harassment, discriminatory remarks, and other antisocial communications on the networks are prohibited.

Use of the networks to access obscene or pornographic material is prohibited. Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.

Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.

Use of the networks to misrepresent other users on the networks is prohibited.

Use of the school technology or the networks for fraudulent copying, communication or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.

Loading or use of unauthorized games, programs, files or other electronic media is prohibited.

The networks shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Services. Therefore, to tamper, interfere, intercept, or use electronic mail for criminal purposes is prohibited.

CONSEQUENCES FOR INAPPROPRIATE USE

The technological/telecommunications systems user, student, staff, faculty members, etc., shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions outlined in this document will be subject to the loss of network privileges. Other appropriate disciplinary procedures may take place as needed in accordance with the Collective Bargaining Agreement.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of State and Federal Laws and violators will be reported to the appropriate legal authorities for possible prosecution.

CONSEQUENCES FOR VIOLATION OF INTERNET/COMPUTER POLICIES

First offense- Loss of Internet/Computer privileges for 30 days

Second offense- Loss of Internet/Computer privileges for 90 days

Third offense- Loss of Internet/Computer privileges for one school year

Internet access, one of the many technological services available at Jefferson-Morgan School District, is now available through the elementary and high school libraries. While the Internet provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the Internet, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the District requires parent permission for student World Wide Web access.

In order to insure adequate resources for all users, the Jefferson-Morgan School District reserves the right to log network (s) use and monitor fileserver space and bandwidth while respecting the privacy of the user accounts. Users must delete e-mail messages on a daily basis to conserve fileserver space.

Jefferson-Morgan School District makes no warranties of any kind, whether express or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information obtained through Jefferson-Morgan School District networks is at the user's own risk. Jefferson-Morgan School District specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications system.

**APPLICATION FOR INTERNET, ETC., ACCESS: (PLEASE PRINT)
STUDENT APPLICATION**

User's Full Name _____

Home Address _____

Home Phone _____ Parent's Work Phone _____

I am a student at Jefferson-Morgan School District and will graduate in _____

Required Signatures (Student Use): Sign and return this form to your sponsoring teacher.

I understand and will abide by the terms and conditions for Internet, Local Area Networks (LANS), Computers, and Related Technological/Telecommunications Equipment access at Jefferson-Morgan School District. I further understand that any violation of the regulations as outlined in the preceding pages is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

User Signature _____ Date _____

Parent/Guardian (If user is under the age of 18, a parent/guardian must read and sign this agreement)

As the parent or guardian of this student, I have read the terms and conditions for Internet, Local Area Networks (LANS), Computers, and related Technological/Telecommunications Equipment access. I understand that this access is for educational purposes; however, I must recognize it is impossible to restrict access to all controversial materials and I will not hold Jefferson-Morgan School District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child uses the Internet, Local Area Networks, etc., outside of school-sponsored activities. I hereby give permission for my child to use the World Wide Web and certify that the information contained on this form is correct.

Parent/Guardian (Please Print)

Signature _____ Date _____

Sponsoring Teacher (Must be signed if the applicant is a student)

I have read the terms and conditions for Internet, Local Area Networks, etc., access and agree to discuss this agreement with the student. Because the student may use the networks for individual work in the context of another class, I cannot be held responsible for the student's use of the networks. As the sponsoring teacher I do agree to instruct the student on acceptable use of the networks and proper network etiquette.

Teacher's Name (Please Print)

Signature _____ Date _____

POLICY CONCERNING PRESCRIPTION DRUGS

The basic position of the Jefferson-Morgan School District regarding the administration of medication during the school day is that it should be avoided if at all possible. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent or family physician, to a student during the school day will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Prescribed medications of any type will not be administered except under the direct order of a physician. This order must be in the form of a written order from the child's physician and must include the following information: date, full name of the student, name of medication, prescribed strength and dosage, length of time to be administered, possible side effects, signature of physician and signature of the parent(s)/guardian(s) to provide the school with this written order.

POLICY CONCERNING NON-PRESCRIPTION DRUGS

Professional employees employed by the school district will not administer non-prescription medication, such as cough drops, nose drops, eye drops, aspirin, etc. If it is necessary for a student, a parent or guardian will be completely responsible for student administration of such drugs. In this case, a note of information must be furnished to the school.

NON-DISCRIMINATION POLICY

The Jefferson-Morgan School District is an equal opportunity education institute and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs or employment practices as required by Title W, Title IX, Sections 504 and the Americans with Disabilities Act. For information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by disabled persons, contact Donna Further, Compliance Officer, Jefferson-Morgan School District, Jefferson, Pennsylvania 15344, (724) 883-2310

SCREENING, EVALUATION, AND PLACEMENT PROCEDURES

The Jefferson-Morgan School District uses the following procedures for locating, identifying, and evaluating specified needs of school-aged students requiring special programs or services.

These procedures, as required by law are as follows:

- The district as prescribed by Section 1402 of the School Code routinely conducts screenings of a child's hearing acuity grades K,1,2,3,7, and 11, visual acuity annually, and speech and language skills during Kindergarten registration. **Gross** motor and fine motor skills, academic skills, and social emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parents, and only to school officials who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization which involves written, signed permission by parents. Parents with concerns regarding their child may contact building principals at any time to request a screening or evaluation. Communication with parents and exceptional students will be in English or the native language of the parents. Screening information will be used by the Instructional Support Team within the student's school to meet his/her specific needs or to document the need for further evaluation.
- If it **is** determined that a child needs additional services, the Team will make adjustments relative to such things as the child's learning style, behavior, physical inabilities, and speech problems to be more in keeping with traditional classroom expectancies. Parents will be notified if a child is receiving Instructional Support. If a student does not make progress with IST involvement, parents will be asked to give written permission for necessary individual professional evaluation.
- After all of the evaluations are completed, a Comprehensive Evaluation Report will be compiled with parent involvement and include specific recommendations for the types of intervention necessary' to deal with the child's specific needs.
- Parents will then be invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. An Individual Education Program (IEP) will be developed for specialized services for the student.
- Parents will then be presented a Notice of Recommended Education Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing.

Information about Early Intervention, parent rights, mediation or Due Process Procedures; specific Special Education Services and programs offered by the district; and the district's Educational Records policy are available upon request from the building principal in a child's school. A parent may request that the district initiate a screening or evaluation of the student's specified needs at any time by contacting the building principal. Further information about these procedures may be obtained by calling Mrs. Linda Mancini at 724-883-2310, Ext. 213.

SMOKING AND TOBACCO USE POLICY

Tobacco Free Environment

The Jefferson-Morgan Board of Education recognizes that use of tobacco products during school hours and on school property presents a health and safety hazard which can have serious consequences for both the smoker and non-smoker as well as for the safety and integrity of the district and is, therefore, of concern to the Board. In addition, the negative image of adults working with school children on school property or in school buildings while use of tobacco products is unacceptable to the Board.

Smoking is the use or possession of a cigarette, cigar, pipe or smoking equipment.

Tobacco use is the use or possession of smokeless tobacco in any form, including, but not limited to, chewing tobacco.

PROHIBITION

There will be no smoking or use of tobacco products by *any* student in any school buildings, buses, vans, vehicles and/or grounds owned, leased or controlled by the district. The total ban of tobacco products applies to Jefferson-Morgan Middle School/High School, Jefferson-Morgan Elementary School, Cary Kolat Training Center and Field House and the High School bleachers at Parker Stadium.

Tobacco possession and use by student is prohibited at district activities conducted away from district property, under property, under any circumstances.

Citations will be filed with local magistrate for violators of this policy.

A student convicted of possession or using tobacco in a school building or on a school bus or school property shall be fined up to \$50.00 plus court costs or admitted to alternative adjudications.

TRANSPORTATION POLICY

According to the School Law of Pennsylvania, it is the privilege of every pupil living beyond a distance of two (2) miles from a public school to receive free transportation to school. For many years now, it has been the policy of the Jefferson-Morgan School Board to go beyond meeting the requirements of the state of Pennsylvania in this respect. It is our desire to continue with our previous practices and provide the very best transportation that we can afford to the boys and girls in our school district.

We recognize the rights of all people to receive the benefits offered by the various levels of government, but we also believe that for every right there is also a responsibility. In keeping with this philosophy, we intend to try to protect the rights of all people by defending them against the irresponsible actions of some of the pupils.

The actions listed below are considered by the Board and other officials of this school district to be detrimental to the health, safety, and welfare of other pupils on the same vehicles as well as other users of the highway. All students shall be required to conduct themselves in a manner that will comply in the proper way with the items listed herein:

1. Cleanliness and Safety _ The following is strictly prohibited:

- A. Spitting or throwing trash on the floor of the school bus.
- B. Bringing disagreeable objects or material on the school bus.
- C. Food brought onto a school bus, as part of a lunch shall not be opened, eaten or left on the bus.
- D. Pupils shall never extend their arms or any part of the body from windows.

2. General Conduct -

- A. No one will ever throw or shoot objects of any kind through the air.
- B. Annoying or striking any other student is prohibited.
- C. Drivers shall have the authority to assign seats to any or all pupils and that assignment must be obeyed.
- D. There should be no pushing or disorderly rushing in getting on or off the bus.
- E. No one shall illegally use the emergency door.
- F. Pupils should never move from seat to seat while the bus is in motion.
- G. All pupils shall conduct themselves in the proper manner at a bus stop or on the way to and from there.

3. Language -

- A. Loud or boisterous noise could distract the bus driver.
- B. Any foul, vulgar or profane language shall not be permitted at any time.

4. Smoking -

- A. Smoking on the bus shall be prohibited. In case of an accident, this could be one of the most serious offenses.

5. Destruction or Misuse of Property -

- A. Marking or destroying any part of the bus stop, or any other person's property shall not only be considered misconduct, but destroyed property shall be paid for by the student.

The school bus driver has the same authority on the bus as a teacher has in a classroom, and it shall be the driver's duty to report all misconduct to the principal or the head teacher in charge of the offending student.

Student transportation is a service by the School Board and the State and this service can be denied any student at any time by the action of the school directors or the chief school administrator. These officials of the school district have the authority to deny transportation to *any* child, regardless of age or sex, who shall refuse to comply with the policies established above.

When a student is denied transportation because of misconduct on a school bus, an official notice will be sent to the parents. Following the notice, it will be the responsibility of the parent to provide transportation to and from school. Lack of transportation shall not be considered a lawful excuse. Any unlawful absence from school will be treated in accordance with the provisions of the school law Pennsylvania, Section 1333 of the School Code provides for the arrest, find, and/or imprisonment of parents guilty of violating the compulsory attendance requirements.

STUDENT RESPONSIBILITIES ON THE SCHOOL BUS

For your safety, the safety of others and the safety of the bus driver, students must adhere to the following rules:

1. Obey all directions and requests of the bus driver. The bus driver is in charge of the students and the bus.
2. Remember that your safety, even your life depends upon the driver, never distract or disturb the driver.
3. **Be** on time for your bus in the morning and the afternoon.
4. Ride the bus to which you are assigned. No student will be permitted to ride another bus unless he/she brings a note from the parent/guardian and with permission form the principal. Notes must be presented to the high school office prior to homeroom period. Notes from both parents are necessary for one student to ride the bus to the home of another student.
5. Approach the bus only after it has come to a complete stop.
6. Board the bus one person at a time; do not crowd around the bus or push one another.
7. Take your seat promptly and face the front of the bus at all times; do not stand while the bus is in motion. The driver has the right to assign seats.
8. Be considerate of the driver and other passengers. Keep conversation at a low volume; do not make unnecessary noise. Keep your hands inside the bus at all times. No waving out the windows or throwing objects from the bus,
9. Maintain orderly behavior that promotes the safe operation of the bus. Profanity, smoking, and/or fighting will not only result in the suspension of bus privileges but also in the appropriate disciplinary procedures according to the discipline policy.
10. Get off the bus at your stop. Move away from the bus promptly; go directly to your home.

Remember that riding the school bus is a privilege, not a right. You may lose the privilege for misconduct or violation of regulations.

CONSEQUENCES FOR VIOLATION OF BUS REGULATIONS

First Offense - One day in behavior management

Second Offense - Three days of bus suspension. Parent must provide transportation.

Third Offense - Five days of bus suspension. Parent must provide transportation.

Fourth Offense - Ten days of bus suspension. Parents come to school and conference with the appropriate building principal before student bus privileges are resumed.

Fifth Offense - Possible expulsion from bus.

*All infractions are subject to damage costs and possible expulsion for repeated violations.

UNLAWFUL HARASSMENT

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.

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.

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.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

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:

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

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

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

Examples of 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.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Coordinator of Curriculum and Instruction as the district's Compliance Officer.

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

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

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.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that she/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.

Complaint Procedure — Student/Third Party

Step 1— Reporting

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

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.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

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 investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

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

The building principal shall prepare a written report within (15) days, 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.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

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.

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

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, she/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Any questions, contact Ms. Donna Furnier at 1351 Jefferson Road, Jefferson, PA 15344. Her telephone number is 724-883-2310, Ext. 216. Ms. Furnier's e-mail address is [dfurnier@a jmsd.org](mailto:dfurnier@jmsd.org). Ms. Furnier's office is located in the Business Office Suite in the Middle/High School Building

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on (circle those that apply)

- | | | |
|----------|--------------------|-----------------|
| Race | Color | National Origin |
| Gender | Age | Disability |
| Religion | Sexual Orientation | |

Name of person you believe violated the district's unlawful harassment policy: _____

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary

When and where the incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that has harassed me or another person. I 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

WEAPONS POLICY ' 218.1

INTRODUCTION

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. Pennsylvania Act 26 of 1995 requires local districts to adhere to certain discipline and reported requirements in the event a student is in possession of a weapon. The Federal Gun Free Schools Act provides that no local educational agency may receive federal financial assistance unless it has in affect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who is determined to have brought a firearm or explosive device to school. The Gun Free Schools Act requires that when any local educational agency requests financial assistance, it must assure that the local educational agency has in affect such a policy. Therefore, the Jefferson-Morgan School District has adopted the following Weapons Policy.

PROHIBITION

- A. Students are prohibited from possessing a weapon:.
- (1) in any Jefferson-Morgan School District building;
 - (2) on any grounds of the Jefferson-Morgan School District;
 - (3) in any conveyance (including private) providing transportation to or from the Jefferson-Morgan School District;
 - (4) at *any* school function, activity, or event whether or not held on Jefferson-Morgan School District grounds; or
 - (5) while student is on his/her way to or from school.
- B. Students are also prohibited from possessing a weapon on any other public school districts property. As such, a person who is determined to have possessed a weapon on another public school district's property will not be admitted to Jefferson-Morgan District for a period of one (1) year from the date of the person's resultant expulsion or voluntary withdrawal from the other public school district.

DEFINITIONS

A weapon 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 alike gun, chemical agent such as mace, explosive device and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon includes any object purported by the possession to be such a weapon. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted.

Weapons does not include any device which is authorized by the school for 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 Principal in

connections with any educational program or extra-curricular activity. Any student, however, using such an object on an aggressive threatening and/or intimidating manner shall be considered in possession of a weapon.

Firearms mean the following:

- A. 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 any explosive.
- B. The frame or receiver of any such weapon
- C. Any firearm muffler or firearm silencer.
- D. Any destructive device

The term does not include any antique firearm.

Destructive device means any explosive; incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to any of the devices described above.

A student is in possession of a weapon for purposes of this policy when the weapon is found on the person of the student, in the student's locker or otherwise under his or her control while the student is on school property, on property being used by the school or at any school function or activity, or at any school event held away from the school or while the student is on his/her way to school.

Other school property shall mean any public school ground, school sponsored activity or any conveyance providing transportation to or from a school sponsored activity of a public school district, intermediate unit or area vocational-technical school.

INVESTIGATION PROCEDURES

Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform the principal or other appropriate school official who will immediately conduct an investigation. A student who has knowledge of a weapon being in school or on school property shall be subject to disciplinary proceedings if the student does not timely report the same.

Upon reasonable suspicion that a student possesses a weapon, the principal or his designee will request that the student voluntarily empty his or her pockets, and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.

If the student resists such a voluntary search, the principal or school officials shall immediately summon the local police and request assistance. The parent/guardian of the student shall likewise be notified. Officials and administrators of the District shall cooperate with the police investigation arising out of a possession of a weapon on school property by a

student. Upon the police appearing, however, under circumstances shall the school officials act as the student's informed adult on regard to any Miranda Warnings.

The school official shall also follow the procedures for student locker searches.

REPORTING

All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Superintendent or Principal to local law enforcement officials.

All incidents involving the possession of a weapon prohibited by this policy shall be reported by the Principal to the Superintendent, who shall likewise report to the School Board.

The Superintendent shall report to the Department of Education, Office of Safe Schools, all incidents relating to expulsions for possession of a weapon pursuant to this policy. Reports shall include the following:

1. The age or grade of the student.
2. Name and address of the School District.
3. Circumstances surrounding the incident, including the type of weapon
4. The disciplinary sanction imposed by the District
5. Notification of law enforcement officials
6. Remedial programs used in the disciplinary response
7. Any parental involvement required in the disciplinary sanction
8. Any arrests or convictions and adjudications, if known

PENALTIES

In the event the student is found to have violated this policy, the student may be subjected to suspension and/or expulsion. Such penalties shall be given in conformance with formal and informal due process proceedings required by law.

Except as provided herein, a student in possession of a weapon shall be subject to an expulsion from school for a period of not less than one (1) calendar year as provided by Act 26 of 1995. Such a penalty shall be given in conformance with formal -and informal due process proceedings required by law.

The Superintendent may recommend to the Board of Directors disciplinary action less than a one-year expulsion on a case-by-case basis. The Superintendent shall assess the circumstances of the possession, including but not limited to the type of object confiscated, the intent of the student and the potential threat or danger to the school community for the purpose of making a recommendation on the appropriate discipline in accordance with Act 26 of 1995.

In the event the Superintendent has chosen to not initiate expulsion proceedings, the School Board may direct the Superintendent and administration to schedule a due process hearing.

For instances involving any elementary school student possessing a small folding pocket knife (pen knife), the student shall be suspended from school for a period of three to ten days, and will not be referred to the Board of Directors for expulsion proceedings unless the pocket knife was used to inflict bodily harm or used to threaten or intimidate another person, or the Superintendent otherwise elects to proceed with expulsion.

STUDENTS WITH DISABILITIES

In the event a student with a disability is determined to be in possession of a firearm in violation of this policy, all steps taken to comply with the Individuals with Disabilities Education Act, as amended, and other applicable Federal and State Law and regulations. The student may be removed from school for up to ten (10) days during which time educational services need not be provided. During that time, the IEP team will convene to determine the program and placement of the student into an alternative educational placement for any period of time in excess of the ten days but not to exceed forty-five (45) calendar days. During any period of alternative educational placement due process may be implemented in accordance with Federal and State Law and regulations, and the IEP team may convene to determine if the possession of the firearm was related to the student's disability. The student may be subject to further disciplinary action in accordance with Federal and State Law regulations.

- **ACTIVITIES AND CLUBS**

There are several clubs and organizations active in the Jefferson-Morgan High School. Any student wishing to participate in a club or activity should check with the faculty sponsor to determine the membership requirements.

Rules and Regulations for Activities

1. All dances will conclude before 10:30 PM.
2. Seventh and eighth students from Jefferson-Morgan or any other school district are not permitted to attend senior high formals (Cinderella Ball or Prom).
3. Only 7th, 8th and 9th grade students are permitted to attend the Spring Fling.
4. Dances are not permitted on the night before a school day.
5. Sponsoring organizations are responsible for any damages to the building or equipment during the activity.
6. The office must clear all meetings and activities.
7. All fund raising projects must be approved by the Student Council and the Principal.
8. There will be no more than 2 formals in a school year.
9. A sponsor must be present at all meetings, activities, practices and/or committee meetings of any group or club.
10. Any club wishing to sponsor an activity must complete and submit an activity petition to Student Council.
11. If school facilities are needed for an activity, an "Application for Use of School Property" must be submitted to the principal.
12. No purchasing of materials or advertising of activities shall be permitted until all approvals have been secured.
13. All dances must be held on school property unless specific approval is obtained from the principal.
14. Sale of any item in the school building is subject to the principal's approval.
15. Security must be present at all dances and activities held in the evening.
16. The signature of the President and the Secretary of the club and the sponsor of the club plus the principal and the business manager must be obtained prior to purchasing anything.

Before/After School Regulations

1. Students are not permitted in the High School before 7:15AM (unless serving AM detention)
2. Students are not to remain in the building beyond normal dismissal time unless they are under the direct supervision of a staff member.
3. Practices or meetings of any kind must be scheduled with the principal and must be properly supervised.

4. Students are to remain in the area of the practice/meeting. The activity members are responsible for the area of the building where the meeting, practice, etc. is scheduled. Spills and litter are to be cleaned before the group leaves the area.

ANNOUNCEMENTS

1. Student Council members will make announcements at 7:45 AM during homeroom.
2. The principal must approve all announcements.
3. Students should be attentive during the announcements as many of them are of importance to everyone. Classroom disruptions will be kept to a minimum.
4. Should an event/game be cancelled, an announcement of this will be made either at the end of a class period or at the very beginning of the period.
5. It is the intention of the office to have as few interruptions/disruptions as possible.
6. Immediately following the morning announcements Channel 1 will be viewed by all students.

STUDENT ATTENDANCE

The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils in the public schools. These requirements are found in Sections 13-1326, 13-1327 and 13-1329. A child must attend school regularly from the time he enters, which shall not be later than at age eight years, until the age of seventeen years. The design of the Jefferson-Morgan School District Attendance Policy is to comply with the Pennsylvania School Code and to help families resolve problems that contribute to poor attendance. Attendance is the responsibility of the student and the family. The school district requires that the parents furnish a written explanation of the child's absence from school. The school will telephone homes of students who are not in school that day. Students who know they will be absent for 3 or more days may call the office to request their assignments. Please call before 7:30 AM. (883-2310, ext.210). Assignments will be available after 2 PM on that day.

EXCUSES

1. Upon returning to school after an absence, the student must bring a written excuse signed by the parent or issued by a doctor. The excuse should be given to the homeroom teacher. This is considered excused and therefore legal.
2. If the written excuse is not turned in within 3 days after the absence, the entire absence is considered unexcused and therefore illegal. When the student has a total of 3 unexcused days of absence, the school will file charges with the District Magistrate. Penalties for violation of compulsory attendance requirements are found in the Pennsylvania School Code, Section 13-1333.
3. Jefferson Morgan School District has the capabilities to receive email excuses. An application must be on file in the attendance office. A parent signature is required for this process.

MAKE UP WORK FOR LEGAL ABSENCES

Students who are legally absent are required to make up missed work. Students who are absent the day before a test or the day of the test will be given time to make up the test. However, if the test was announced prior to the student's absence, then the student must take the test as scheduled. The student will have a day for each day absent to make up any work. A suspension is a legal absence.

MAKE UP WORK FOR ILLEGAL ABSENCES

Students who are illegally absent from school or class will not be permitted to make up work and will receive a zero (0) for missed work.

EXCESSIVE ABSENCE

Unless the child is under a doctor's care for a long-term illness, notice will be sent home after 10 days of cumulative absence. From that point on, a doctor's excuse will be required for each successive absence, and a parent excuse or no excuse will be considered illegal. (Section 113-410 School Administrator's Handbook dated March 20, 1970)

The 10 days of cumulative absence will not include the following:

1. Illness as certified by a written explanation signed by a licensed practitioner of the healing arts.
2. Death in the family.
3. Impassable roads.
4. Religious holidays as certified by a written explanation signed by the student's minister.
5. Administrative reasons such as approved field trips or special programs.

Penalties for students who have missed 10 or more days and/or 10 or more class periods in a semester or 20 or more days in a year may be:

- a. Allowed the grade but without credit
- b. Subject to repeating a class or all classes
- c. Loss of privilege of participating in the Greene County AVTS.

TARDIES, HALF DAYS, FULL DAYS AND EARLY DISMISSALS

Tardiness is the arrival after the designated starting time of school, but before the first hour of school has concluded (7:42-8:42). Students tardy four times shall be charged with a half day absence. These half days will count toward the 10 days of cumulative absence described above. High school students who drive to school will lose driving privileges for excessive tardiness.

Half-day absences will be charged to students when they arrive after the first hour of the school day (8:45 AM).

Full day absences will be charged to students who arrive after the first three and one half hours *of* the school day. (11:15 AM): A one day absence will be charged to students *who* leave before 11:01 AM.

Early dismissal for students shall not be charged when the dismissal is after 2:15 PM.

A student cannot participate in or attend any function or athletic event if he/she is absent from school that day.

Repeated infractions of the Board policy requiring the attendance of enrolled students may constitute disobedience as to warrant the suspension or expulsion of the student from their regular program.

ASSEMBLIES

Assembly programs will be held throughout the year. These programs are held for the benefit of the student body in the auditorium or gymnasium. Some programs may be suitable for only middle school students and others for *only* senior high students. Students will be called to the assembly programs via the public address system.

Teachers are requested to escort and supervise their students during the assembly program. (Contractual agreement)

Students are to sit in their assigned seating areas during assembly programs.

Consideration for other students should guide each student's behavior. Please cooperate with the following guidelines for assembly conduct:

1. Move to the assembly in an orderly manner.
2. Talking should cease when the program begins.
3. Pay attention during the program.
4. Do not whistle, shout or cause other disturbances.
5. Leave the assembly quietly.

**JEFFERSON MORGAN SENIOR HIGH
BELL SCHEDULE**

7:15- 7:40	AM Detention
7:42- 7:57	Homeroom Period
8:00- 8:42	First Period
8:45- 9:27	Second Period
9:30- 10:12	Third Period
10:15- 10:57	Fourth Period
11:00- 12:30	Fifth Period
	A Lunch 11:00-11:30
	B Lunch 11:30-12:00
	C Lunch 12:00-12:30
12:33- 1:15	Sixth Period
1:18-2:00	Seventh Period
2:03- 2:45	Eighth Period
2:50- 3:20	PM Detention
3:00	Teacher Dismissal

- Students will have three , minutes between periods for change of class time.
- **Teachers are to be at their doors during class change** time.
- Classes that meet during lunchtime must begin at 11:30 or 12:00. There is not a three (3) minute tardy bell.

BUILDING VISITATION

Visitors to the high school must report to the principal's office. Visitors must sign in, secure the principal's permission to be in the building, obtain and wear a visitor's pass. Visitors are permitted in the building only for educational and school related matters. Teachers cannot take time for conferences/visits during instruction time. A conference with a teacher requires a prior appointment. Visitors are not permitted to visit with students at school. Visitors who do not sign in and wear a visitor's pass may be subject to reprimand by the administration and the Board.

Students from other schools are not permitted as visitors, except through permission of the principal.

CAFETERIA

Jefferson-Morgan High School maintains a cafeteria on the ground floor for students and other personnel. The cafeteria also provides eating space for those who carry their lunch. The cafeteria is computerized. Students will need their student ID number/debit card to make purchases in the cafeteria.

All students must report to the cafeteria during their assigned lunch period.

- All students must eat lunch in the cafeteria
- Tables should be left clean with chairs under the table
- Line jumping is not permitted
- All paper must be placed in the trash cans
- Food, drinks, plates, cups, silverware or trays are not to leave the cafeteria.
- Students are to remain in the cafeteria the entire lunch period.
- Chairs are not to be moved from table to table.

The following manners should be observed in the cafeteria:

- Take your time in the cafeteria line.
- Make your choice of food quickly.
- Handle only the food you intend to buy.
- Eat as if you were dining at the home of a friend.
- Be sociable but not boisterous.
- Appropriate behavior is expected at all times.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, age or disability. Persons with disabilities who require alternative means for communication of all program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complainant of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer. You will be notified if your Meal Benefit Application is approved or denied.

CHILD ABUSE

The Board is concerned with the physical and mental well-being of pupils and directs that the District will cooperate in the identification and reporting of suspected child abuse in accordance with the law.

The Superintendent, shall develop procedures for compliance with the statutory requirements that instances of child abuse be reported., Such procedures shall:

- Inform all staff members having contact with students of their legal responsibility to report all cases of abuse, abandonment, cruelty or neglect in physical or mental injury by other than accidental means; designate the building principal, superintendent or school nurse as the staff member who shall report suspected instances of child abuse to the appropriate county child protective services: require prompt attention to such injuries as result from abuse as to protect the health of the. child; provide for the release to the appropriate county child protective services agency the name and age or the child and the name and address of the parent(s) or guardian(s); information regarding the nature and extent of the child's injuries, abuse or maltreatment; and such information which, in the opinion of the Superintendent, has bearing on the suspected child abuse; and advise the staff members of their immunity from liability for making a report of suspected child abuse in good faith.

The Superintendent shall also establish procedures for securing background checks for prospective employees (Act 151 and Act 34)

CLASS RANK

Students, in grades 9 through 12 will be ranked based on their grade point average. Students who receive home schooling instruction at any time during grades 9, 10, 11 or 12 are not eligible for ranking or academic honors. Students leaving Jefferson Morgan as foreign exchange students must supply to Jefferson Morgan, upon their return, letter. grades and/or percentage grades from the foreign school attended in order to be eligible for ranking and academic honors. A student must have accumulated the necessary credits required for graduation by the conclusion of their senior year in order to be eligible for academic honors. Seniors will be ranked at the end of the third nine weeks grading period to determine valedictorian, salutatorian and academic top ten.

For the Classes of 2006 and 2007 a student who has earned an A as a final grade in all courses for 9th, 10th and 11th grades and has earned an A in all courses for each of the first three nine week grading periods in the 12th grade and has taken at least 4 weighted classes shall be named valedictorian. If no students meet these requirements, then the student with the highest grade point average will be named valedictorian.

Beginning with the Class of 2008 the student with the highest grade point average will be named valedictorian and the student with the next highest grade point average will be named salutatorian. In order to be named valedictorian, a student must have taken a minimum of 5

units/credits of weighted classes. Rank will be determined at the end of the third nine week grading period.

COLLEGE COURSEWORK

Courses taken at the college or university level will be used in GPA calculations and will appear on the transcript if the course being taken is replacing a course required for graduation. The grade in said class will be weighted if it is at or above the level of coursework that is weighted by the district. Determination as to whether the grade in a course is to be weighted must be done at the time of the student's enrollment in the class.

Other classes that will be taken at the college or university level after a student has acquired the necessary credits for graduation will not appear on the high school transcript and will not be used in determination of the high school GPA which is used in ranking and academic honors.

DRESS CODE

Students dress will conform to the present contemporary community standards of health, decency, modesty, safety, and optimum learning conditions and good taste. Shorts and skirts should be modest (mid-thigh length- except for uniforms). Pants/shorts are to be worn at the natural waistline. At no time should undergarments be displayed.

Tank tops and halter-tops may be worn if no undergarment is displayed. Bare midriffs are not acceptable. Clothing which advertises, promotes or gives reference to drugs, alcohol, tobacco, sexual, ethnic or racial innuendoes will not be permitted.

Cleanliness must be maintained in all aspects of personal appearance. Students may be required to wear certain types of clothing while participating in physical education classes and other activities such as band, shop or science labs.

Students are not permitted to wear their street clothes for physical education classes.

Hats, headbands or any other types of headwear are not permitted to be worn in the school building during school hours.

Chains, except wallet chains, or any jewelry that may cause injury or constitute a hazard are not permitted.

Coats and outer garments that are worn to school should not be worn inside of the building during school hours.

All students must wear shoes or some type of footwear.

Girls' dresses for May Day, Prom and Cinderella Ball are at the discretion of the parents/guardians.

If you have to ask concerning appropriateness of dress, then do not wear it.

Students violating this Dress Code shall be subject to the following discipline:

- 1st offense- One day of detention
- 2nd offense — One day in Behavior Management
- 3rd offense- Three days in Behavior Management
- 4th offense- One-day OSS and conference with parent/guardian
- 5th offense- Three days OSS and conference With parent/guardian
- 6th offense- Four to ten days OSS and possible recommendation to the School Board for expulsion. Parent/Guardian will be notified and a conference will be required.

In addition in ALL above instances, students will be given written warning and student will be retained in the office or Behavior management room until a proper change of clothing is provided.

STUDENT DRIVING POLICY

1. Students may be permitted to drive their own family vehicle to school and park in the assigned parking areas upon completion of the Student Vehicle Registration Form.
2. Students may be issued a special permit on a daily basis for other reasons approved by the principal (prior approval required).
3. Student drivers are permitted to transport members of their immediate family (siblings) only to and from school (no friends, neighbors, cousins, etc.)
4. The student's keys must be turned in to the office designee upon arrival at school.
5. The parking lot designated as student parking is the area nearest the baseball field. Students parking in unauthorized areas will have their driving privileges suspended for a time ranging from 3 days, two weeks or one year, at the discretion of the administration.
6. Students are not permitted to leave the parking lot at dismissal time until all school buses have left the school property.
7. Students are not permitted to leave the school property without an early dismissal excuse.
8. All laws and regulations for operating a motor vehicle will be obeyed.
9. Student parking permits must be displayed at all times when the vehicle is parked on school property.
10. All student vehicles must be locked at all times
11. Students shall not pass buses while students are loading or unloading. Students shall not drive through load zones during loading or unloading areas for safety reasons.

12. Violation of any of the above regulations/and or any other school regulation may result in a temporary and/or permanent loss of driving privileges and/or school discipline.
13. Violation of student driving and parking regulations may result in the towing of the students vehicle at the student's expense.

**• CONSEQUENCES FOR VIOLATION OF STUDENT DRIVING
POLICY**

**First offense- One week loss of driving privileges
Second offense- Nine weeks loss of driving privileges
Third offense- One school year loss of driving privileges**

EARLY DISMISSALS/SIGN-OUT

Early dismissals may be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than during school hours; however, when emergency demands, the appointment should be made as early or as late in the school day as possible. When an early dismissal is required, a **written request** from the parent including a phone number for verification must be presented in the office before homeroom period on the date of the early dismissal. The student's name will then be listed on the daily bulletin. All students who do not present their written request for an early dismissal before the homeroom period will be required to get an early dismissal slip signed by all of their teachers whose class they will miss before signing out in the office.

All students with an early dismissal must sign out before leaving the building. Parents must report to the high school office to pick up students with early dismissals. Early dismissals should be for emergencies only.

Students, 18 years of age and living at home, must follow the information above. Violation of the early dismissal rule will be cause for disciplinary action/suspension.

Students, 18 years of age and not living at home (emancipated by the court) may sign themselves out with permission from the principal.

ELECTIONS

The Student Council will conduct all elections, unless otherwise delegated.

EMERGENCY SCHOOL -CLOSING- ADJUSTMENTS IN STARTING TIMES

Inclement weather or other emergencies may result in the delay, closing or early dismissal of normal school hours. Announcements regarding any changes will be forwarded to the local radio and television stations. Please listen to any of the following:

WANB	1580 AM/ 103.1FM
KDKA	CHANNEL 2
WTAE	CHANNEL 4
WPXI	CHANNEL! 1

Do not call the school for this information: This ties up our phone lines, which may be needed for emergency purposes.

Please have an emergency plan in place for your children should a delay or an early dismissal occurs. It is impossible to call individual parents or permit students to call home to determine what they should do or where they should go when an emergency occurs.

FINAL GRADE DETERMINATION

The requirements for receiving one unit of credit for a full year course in grades 9 through 12 in the Jefferson-Morgan High School shall be:

1. A minimum average of at least .80 for the four- (4) nine-week grades and the Final Exam Grade and a grade of D or higher in at least three (3) of the five-(5) grades used to determine Final Average.
- OR
2. A minimum average of 1.00 for the four (4) nine week grades and the Final Exam.

The requirements for receiving one half (1/2) unit of credit for a semester course in grades 9 through 12 in the Jefferson-Morgan High School shall be:

1. A minimum average of at least .80* for the two (2) nine week grades counted twice and the Final Exam Grade** and a grade of D or higher in at least one (1) of nine week grade used to determine Final Average.
- OR
2. A minimum average of 1.00* for the two (2) nine week grades counted twice and the Final Exam Grade**.

The requirements for receiving one-fourth (1/4) unit of credit for a nine week course in grades 9 though 12 in the Jefferson-Morgan High School shall be: '

1. A minimum average of at least .80* for the nine-week grade counted four times and the Final Exam Grade** and a grade of D or higher in the nine weeks.

GUIDANCE SERVICES

The Guidance office is located on the upper floor of the high school building. The principle function of this service is to assist each student to develop a realistic image of himself/herself and realize the opportunities available. Among the testing services rendered by the counselor are those determining achievement, interests and aptitude.

Students may refer to the guidance office for information regarding their future plans. The counselor is available at all times for students who may have problems of a personal nature.

HALL TRAFFIC REGULATIONS

Every change of class or dismissal involves a large number of students. Privileges and regulations in the corridors must be considered in terms of welfare of the entire group rather than in terms of the individual student.

Students are reminded to keep to the right at all times.

HOMEBOUND INSTRUCTION

Homebound instruction may be offered as a means of education by the school district if the district is provided with a medical excuse stating the reason for the homebound instruction. This excuse must be renewed by the doctor every nine weeks. This excuse will be provided to the Superintendent of Schools or his designee. If no excuse is provided then those days will be deemed unexcused and a petition will be filed at the local magistrate's office and/or Children and Youth Services.

HONOR ROLL

The Jefferson-Morgan High School will prepare and publish a school honor roll at the end of each nine-week grading period. The requirements for being included on the honor roll are:

1. Honors3.00 Grade Point Average
High Honors3.50 Grade Point Average
Highest Honor4.00 Grade Point Average

A student receiving a D in any subject will not be included on the Honor Roll.

Students receiving an incomplete will not appear on the Honor Roll listing for publication purposes.

INTERSCHOLASTIC SPORTS

Jefferson-Morgan High School offers students the opportunity to participate in the following interscholastic sports:

- Baseball (boys' varsity)
- Basketball (boys' varsity, junior varsity)
- Basketball (girls' varsity, junior varsity)
- Cheerleading (varsity and junior varsity)
- Football (varsity, junior varsity)
- Golf (co-ed)
- Soccer (girls and boys)
- Softball (girls)
- Track (co-ed)
- Volleyball (girls' varsity, junior varsity)
- Wrestling (varsity, junior varsity)

In order to participate in any of these activities a student must have a physical examination, waiver and consent forms signed by a parent and be in compliance with academic and attendance regulations set forth by the PIAA.

LIBRARY

The function of the school library is to aid the student by supplying supplementary material for studies, as well as recreational reading material. The librarian will assist students in finding materials they need.

Books may be checked out for two (2) week periods with the exception of reference books and overnight material. Reference materials may not be taken from the library except with special permission of the librarian. Overnight materials may be checked out at the end of the last period and must be returned prior to the first period of the next school day. The fine for overdue overnight materials is ten (10) cents a book for each period. Numerous magazines and periodicals are available on the library for research and/or enjoyment. Current issues of all magazines must remain in the library; however, back issues may be checked out for overnight use.

General Library Policies

1. Only those students with permits will be admitted to the library.
2. The teacher requiring the research must issue research permits. They must state the nature of the research and be initialed by the class room teacher and principal for admittance to the library.
3. Books are not to be taken from the library until they have been checked out.
4. Students are not to leave the library except with a written pass signed by the librarian or until the dismissal bell rings.
5. Books will not be checked out to a student who has any overdue books until his record has been cleared. Lost books should be reported immediately and payment

made for the appropriate cost of replacement.

6. Books may be returned at any time during the day. They should be placed in the charging desk at the spot marked "Return Books Here".

7. Failure to comply with any of these policies may mean that a student will lose his library privileges.

LOCKERS

An attempt is made to assign a hall locker for books and coats in the vicinity of the student's homeroom. Two (2) people will be assigned to each locker. Locks may be purchased in the High School office for \$2.00. **Do not give the combination to other students.** Students are permitted in their lockers between classes. Locker visitations are not an excuse for tardiness.

It should be remembered that the locker is the property of the Jefferson-Morgan School District. District officials and/or their agents may search a student's locker and seize any illegal material(s). The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains material(s) which may pose a problem to the health, safety and welfare of students, employees or visitors. Furthermore, District authorities shall conduct random canine sniffing of each locker throughout the year, even without probable cause to do so. Any illegal items may be seized by the District authorities and/or law enforcement agencies and used as evidence against the student in a proper forum. Prior to a locker search, the student shall be notified and given an opportunity to be present. An administrator will usually request the presence of another member of the District's staff to be present during the locker search. Students are assigned a locker and are responsible for its contents.

Hanging items of any type and/or writing are not permitted on the inside or the outside of the lockers- this includes stickers.

Book bags may be brought to school, but must be kept in the locker. They may not be carried throughout the day.

Students are totally responsible for all items left in their lockers. Valuables should never be left in the locker. Do not put any materials in someone else's locker.

LOST AND FOUND

The principal's office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to the principal's office as soon as possible. Students looking for lost possessions should check in the principal's office. If lost and found articles are not claimed within a reasonable time, they will be discarded.

-UP WORK

Any student absent from class for legal reasons, including suspension, is required to make up all work missed. However, it is the responsibility of the student to see his/her teachers to obtain the work and help (if needed to make up the work)

If you know you will be absent for three or more days it is possible for homework assignments to be sent home. Please call the high school office by 7:30 AM to make arrangements for your work.

Any student who is truant, cuts class or leaves school without permission will receive a zero for classes missed.

Students shall have one day for each day of absence to make up work.

TESTS- Students absent from class for legal reasons, including suspensions, are required to make up all tests missed. It is the responsibility of the student to see his/her teachers to make up tests. Please note that tests announced in advance of the day of absence shall be taken as scheduled.

NATIONAL HONOR SOCIETY

The National Honor Society is one of the oldest and most prestigious national organizations for high school students and is sponsored by the National Association of Secondary School Principals (NASSP). Chapters exist in three- fourths of the nation's high schools with our chapter being chartered in 1982. The purpose of the NHS is fourfold; (1) to develop an enthusiasm for scholarship, (2) to stimulate a desire to render service, (3) to promote leadership and (4) to develop character.

All chapters are governed by the national NHS constitution. Local needs and conditions are addressed through the chapter bylaws.

At the national level, the National council and NASSP Board of Directors are responsible for administering the affairs of NHS. Locally, the principal reserves the right to approve all activities and decisions of the chapter, except in the case of a dismissal appeal through normal school district appeal channels. The chapter advisor is responsible for the day to day supervision of the chapter. The faculty council establishes implements and reviews selection and dismissal procedures.

Requirements for Membership and Selection Procedure

Membership in the Jefferson-Morgan Chapter of the National Honor Society is open to all sophomores, juniors and seniors who meet the qualifications required by the national

constitution and the sponsoring organization. These qualifications include scholarship, leadership, service and character. Although a school may raise the standards, they cannot be lowered.

A student must have completed a minimum of one semester at this high school to be eligible for membership. Additionally, a student must be a sophomore, junior or senior with a minimum cumulative scholastic average of 3.5 from ninth grade to their present status.

It is important to note that beginning with the class of 2009 the cumulative scholastic average used to determine membership will be raised to 3.7. A cumulative scholastic average of 3.5. will remain in effect for the classes of 2006, 2007 and 2008.

After qualifying scholastically, eligible students will complete a Student Activity Information Form which details areas of leadership and service. Leadership is defined as elected or appointed positions held in school, community or work activities. Students should note positions in which they were directly responsible for directing or motivating others. For example: elected student body, class or club officer; committee chairperson; team captain; newspaper editor; work area manager; or community leader.

Community service is defined as activities inside or outside of school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside of school, Boy or Girl Scouts, or volunteer time at local charity organizations. It is strongly suggested that students participate in activities that occur both during school as well as on their own time.

It is important to note that beginning with the class of 2009 students wishing to become a member of NHS must document 8 hours of service for every grade level they have completed prior to induction. For example, a sophomore member of the class of 2009 who is eligible for induction must have 3.7 G.P.A as well as 16 hours of community service. A junior member of the class of 2009 must have a 3.7 G.P.A as well as 24 hours of community service. A senior member of the class of 2009 must have a 3.7 G.P.A. as well as 32 hours of community service. A service timesheet and additional information on this requirement is available from the NHS advisor.

In order to determine character, faculty members are invited to evaluate students. Faculty members may provide one of three ratings: a positive rating means the student would make a good member; a neutral rating means that not enough information is known about the student; and a negative rating means the student does not meet the character standard. As per the NHS constitution, faculty members do not vote on the selection of members. The actual selection must be made by the five appointed members of the faculty council.

Membership is by invitation only and final selection of members is by majority vote of the faculty council. Students will be notified by mail of selection or non-selection. A formal induction ceremony is held annually. Membership dues are \$5.00 annually.

Once inducted, members must maintain scholastic achievements as well as excel in the areas of character, leadership and service. New Members will receive a handbook outlining chapter bylaws, individual service projects, and other obligations of membership.

Jefferson-Morgan High School's policies are in compliance with the National Guidelines from the governing body, the National Association of Secondary School Principals. Questions should be directed to the Chapter Advisor, Ms. Michelle Fowkes.

NURSE

The nurse's **office** is located on the second floor near the high school office. Before going to the nurse, except in an emergency when first aid is required, a student must be excused by the classroom teacher with a signed pass to report to the high school office. At the discretion of the nurse, the parent **will** be notified and asked to pick up the student. Students are not permitted to call home before consulting with the nurse about the illness.

PARTIES

There are to be no parties during instructional time in the high school. The principal **will** consider requests for parties during activity periods

PASSES

1. If a student wishes to go to the restroom, the nurse's office, the guidance office or Principal's office, the classroom teacher will issue the hall pass.
3. Each teacher should issue one pass per student and only one student dismissed from your room at- a time.
4. Students must sign out when leaving the classroom for any reason.
6. **To complete make up work and/or tests, the pass must originate with the teacher accepting the student, be initialed by the releasing teacher and approved by the principal. These passes must be obtained and signed either in the morning before homeroom or at lunch time.**
7. **VISITING ANOTHER CLASSROOM IS NOT PERMITTED.**
8. A classroom teacher may refuse to honor a pass to another teacher's room.
9. Passes will be issued for emergencies only. Students are urged to use the restroom facilities during the 3 minutes between classes whenever; possible.

PROMOTION AND GRADUATION REQUIREMENTS 2005-2006

1. Ninth grade students must earn at least six (6) credits to be promoted to tenth grade.
2. Tenth grade students must earn a total of twelve (12) credits in ninth and tenth grade to be promoted to eleventh grade.
3. Eleventh grade students must earn a total of nineteen (19) credits in ninth, tenth and eleventh grades or be able to earn a total 27 credits by the end of their senior year to be promoted to twelfth grade.

4. Twelfth grade students must satisfy the following requirements for graduation:

CREDITS	COURSE
4	English (9, 10, 11, 12)
.5	English Electives
4	Mathematics
4	Science
3	Social Studies
1.5	Physical Education
.5	Health
7	Electives
1	Computers
.5	Family and Consumer Sciences
1	Culminating Project
27	Total Credits
28	

Vo Tech Graduation Requirements

CREDITS	COURSE
4	English (9, 10, 11, 12)
3	Math
3	Science
3	Social Science
1.5	Physical Education
.5	Health
1	Computers
.5	Family and Consumer Sciences
9.5	Electives
1	Culminating Project
27	

If a student drops out of Vo Tech for any reason, they will be required to follow the graduation requirements for home school students.

7. Credits toward graduation begin in the ninth grade.
8. Summer school credits will be accepted only from institutions, which have received accreditation from the Commonwealth of Pennsylvania or approved, by the principal.
9. Students can only receive credit for the same course one time. Students who retake a class for which they have already received credit will not receive credit for that course. The grade earned the first time a course is passed will be used in all grade calculations. Ninth grade students may retake their 8th grade Algebra I. Even if they earn a C, they may retake it and it will count. The letter grade/credit earned in 9th grade will be used for ranking and credits toward graduation.

REQUIREMENTS. FOR GRADUATION

Class of 2006	Class of 2008
4 English (9, 10, 11, 12)	4 English (9, 10, 11, 12)
.5 English Electives	.5 English Electives
4 Mathematics	4 Math
4 Science	4 Science
3 Social Studies	3 Social Science
1.5 Physical Education	1.5 Physical Education
.5 Health	.5 Health
7 Electives	7 Electives
1 Computers.	1 Computers
.5 Family and Consumer Science	.5 Family and Consumer Sci
	.5 Careers
1 Culminating Project	1 Culminating project
27 Total	27.5 Total

Class of 2007	Class of 2009
4 English (9,10,11,12)	4 English (9,10,11,12)
.5 English Elective	.5 English Elective
4 Math	4 Math
4 Science	4 Science
3 Social Sciences	3 Social Science
1.5 Physical Education	1.5 Physical Education
.5 Health	.5 Health
7 Electives	7 Electives
1 Computers	1 Computers
.5 Family Consumer Science	.5 Family Consumer Sci
	.5 Careers
1 Culminating Project	1 Culminating Project
27 Total	27.5 Total

PROTECTED .HANDICAPPED STUDENTS

In compliance with state and federal law, the Jefferson-Morgan School District will provide to each protected disabled student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to, provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the child must be of school age with a physical or mental

disability, which substantially limits or prohibits participation, or access to, any aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In order to qualify for services as a "protected handicapped student" the referred person must be of an age which public education is offered in his/her school district, usually 4.7 to 21 years of age.

For further information on the evaluation procedures and provision of services to protected disabled students contact Linda Mancini,
Jefferson Morgan School District
1363 Jefferson Road
PO Box 206
Jefferson PA 15344
724-883-2310, ext. 213.

**RADIOS, CD PLAYERS MP3 PLAYERS, ELECTRONIC DEVICES,
PERSONAL LISTENING- DEVICES, PLAYING CARDS, SPORT
CARDS OR ANY OTHER PLAY ITEMS**

Jefferson-Morgan School District does not permit students to carry these devices on school property: radios, headsets, tape players, electronic games, beepers, pagers, TVs, cell phones, CD players, MP3 players, lap top computers, laser pens, playing cards, sport cards or any electronic device or play item (toys) unless requested by a teacher for a specific assignment and approved by the principal. If a student is caught with such a device it will be confiscated and the student could receive disciplinary action. The school will not be responsible for such devices that are damaged, lost or stolen.

SCHOOL PHONE NUMBERS

The telephone number at the High School/Middle School is 883-2310 (ext. 210)

The school phone is for business purposes only. Students are permitted to use the school phone, only in an emergency, with permission from the principal. Students will not be called from class for phone calls nor will messages be delivered to students except in an emergency. Parents/guardians are requested not to call the school requesting to speak with their child. Emergency messages should be directed to the principal.

STUDENT ASSISTANCE PROGRAM

The goal of the Student Assistance Program is to systematically and professionally respond to young people's problems as they are exhibited in inappropriate behaviors. At Jefferson= Morgan this goal is addressed by the SAFE team (Save Adolescents From Extinction). The "job" of the student is to learn to be a responsible citizen of the school community. When the student is unsuccessful at this "job", the SAFE team can assist the student by intervening, identifying the underlying problems and attempting to solve the problems (or help the student cope with an unsolvable problem)

SAFE intervention often (but not always) discloses a drug and/or alcohol problem. Problems such as student or parent use/abuse, medical, psychological, social, child abuse or learning disability problems may be uncovered. Problem solving may be in-house or may require professional referral.

SAFE serves students and the school community well when it intervenes in student problems early and supports the student through not only recovery but also aftercare.

SAFE OPERATING PROCEDURES

The operating procedure of the SAFE team will consist of:

1. Receive referrals from the following sources but not limited to those sources:
 - a. Teachers
 - b. SAFE team members
 - c. Coaches
 - d. Other school staff
 - e. Peers
 - f. Self
2. Referrals will be addressed at SAFE team meetings. (Team will meet at designated times set by the building administrator.
3. The SAFE team will assign a case manager.
4. Behavior checklist forms will be distributed to the school staff members who have current association with the referred student by the case manager.
5. Information from behavior checklist forms will be tabulated by the case manager and presented to the SAFE team.
6. The SAFE team will review information and a plan of action will be determined.
7. Possible action plan to be suggested-
 - a. Parent interview to be conducted if deemed necessary.
 - b. Behavior and/or academic contracts with student.
 - c. Recommend attendance to insight groups
 - d. Intervention

- e. Recommendation for D/A or Mental Health assessment by licensed agency
- f. Monitor student for a specific period of time
8. Case manager contacts person who made original referral and other staff members who completed behavior checklist to explain the plan of action taken by the SAFE team.
9. A follow up on plan of action to determine its effectiveness by original case manager and SAFE team.

The SAFE team will consist of:
Central Office Administrator
Building Administrator
School Nurse
Guidance Counselor
Three Teachers
Ad Hoc Members
Professional Staff- VISIONS, Comprehensive, Addiction, Prevention Services

All members of the SAFE team must have received training by an approved provider.

CONFIDENTIALITY

All information received and discussed by the SAFE team must remain confidential and cannot be shared outside of SAFE team meetings except as permitted in specific instances where permission has been granted.

STUDENT INSURANCE

Student insurance will be available through the school district. It is required that each student participating in any interscholastic sport and/or extra-curricular activity purchase school insurance and/or have a waiver form signed by the parent/guardian and student. If the student does not have school insurance, a waiver must be signed for each sport and/or activity in which the student participates.

TELEPHONE

A public telephone is available near the auditorium for use by students in emergency situations. Permission to use the public telephone must be given by the principal.

Transportation arrangements should be made in advance. The phone is not to be used for this purpose. All school phones are reserved for business purposes.

Students will not be called out of class to receive telephone calls. Only in an emergency situation will a message be delivered to a student via the principal.

WORK RELEASE

Only seniors may participate in work release. A student may be excused after 1:15 PM provided that all credits required for graduation can be scheduled prior to that time. The student must provide a letter from the parent as well as the employer. The parent letter should state that they are giving permission for the school to allow their child to leave school in order to participate in work release and that the district is no longer liable for their child at that time. The employer letter should state that the student will work at least 4 days per week beginning within %z hour of the student's dismissal time. If the student loses their job they will be placed in classes and required to make-up work missed.

A student will only be afforded one opportunity for work release which must occur during the first three weeks of school.

USE OF BOOKS/EQUIPMENT

Books are loaned to the pupils, and proper care must be taken of them. The pupil is responsible for the books and materials given to him. Teachers must keep a numbered inventory of all books issued to students and collect the same at the conclusion of each year. Books are to be covered at all times. Books should not be left lying about the classroom, hall, gym, and locker room or outside. If books are found they should be taken to the lost and found area in the principal's office.

All furniture, equipment, walls and floors in the classrooms and halls should be used properly and kept clean. Teachers are responsible for the condition of all equipment in their rooms. Desks, heating units, tables are not to be used as a chair. Student desks are to be used appropriately without damage occurring. This means sitting in the chair properly without creating force which could damage the desk.

Every student can help to make homerooms, classrooms, shops and corridors attractive and inviting. If any damage is done, the student will have to pay for the repairs and/or replacement of the books and equipment. Students are not permitted to sit or stand on desks, tables, unit ventilators, etc. at any time.