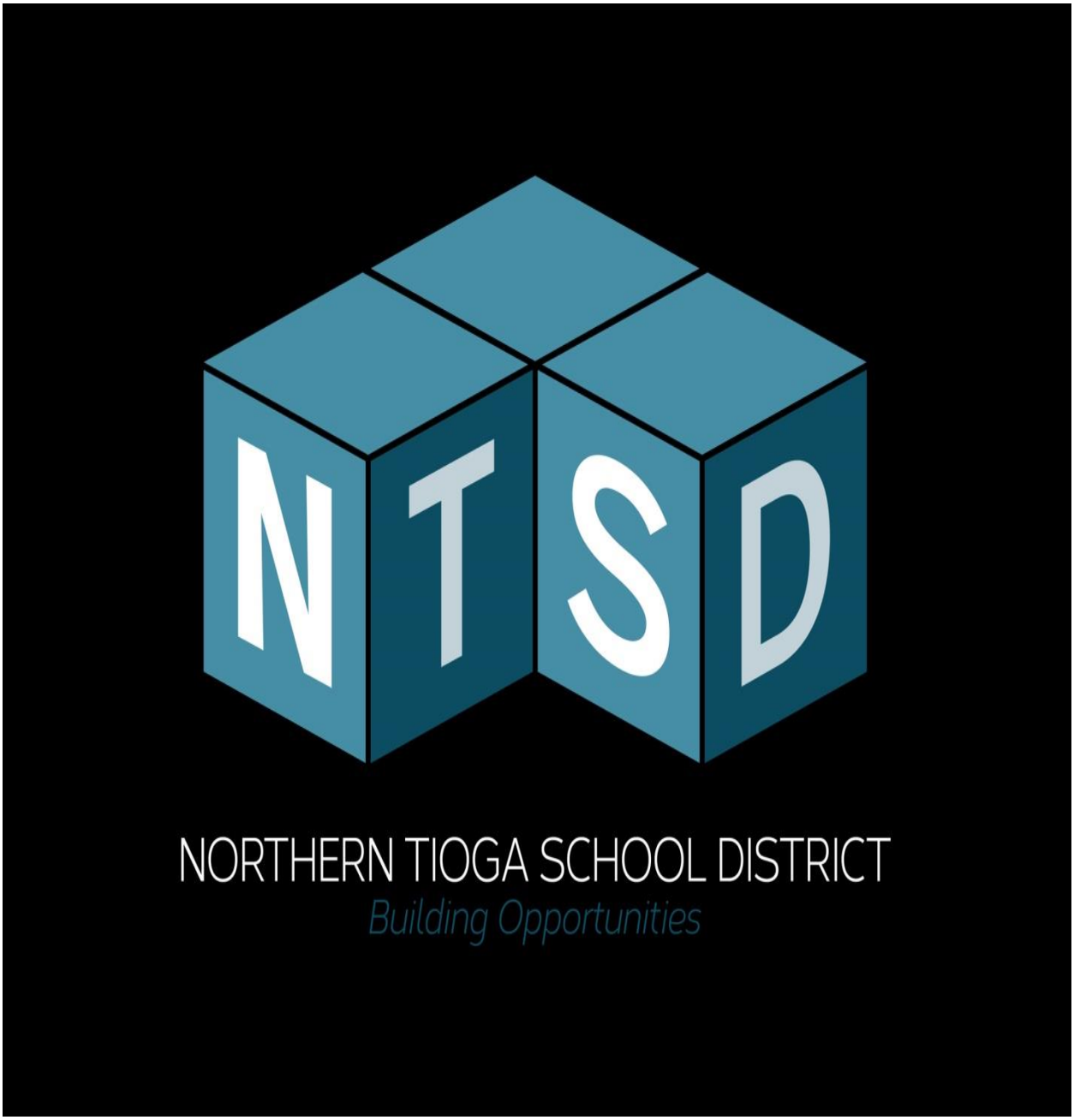

Student Code of Conduct

2026/2027

2026/27 School Year
Board of Directors

Rod Butler, President
Ed Bonham, Vice-President
Greg Cummings, Treasurer
Kimberley Strauser
Julie Preston
James Moyer
Craig Stage
Denise Mack
Allison D'Haene

Administration

Kristopher Kaufman, Superintendent
Rebecca Koehler, Director of Educational Programming
Morgan Lilly, Coordinator of Student Services
William Butterfield, Principal; Williamson Jr-Sr High School
Jesse Millard, Principal; Clark Wood Elementary School
Kathryn Slavinski; R.B. Walter Elementary School
Bonnie Walker, Principal; Westfield Area Elementary School
Matthew Sottolano, Principal; Cowanesque Valley High School

This brochure, published by the Northern Tioga School District, is designed to be used as a reference throughout the year.

The district values communication between home and school. Families are encouraged to share information with school personnel which may contribute to the most effective education for students. *Families are encouraged to use the ParentSquare app to communicate directly with teachers.*

Northern Tioga School District Schools

Williamson High School
33 Jct Cross Road
Tioga, PA 16926
(570) 827-2191
William Butterfield, Principal
Shelby Button, Asst. Principal
Christine Wilson, Guidance Counselor
Kevin Wilson, Social Worker
Morgan Lilly, Transition Coordinator

Clark Wood Elementary School
110A Ellison Road
Elkland, PA 16920
(814) 258-5131
Jesse Millard, Principal
Susan Groover-VanPelt, Social Worker

Cowanesque Valley High School
51 North Fork Road
Westfield, PA 16950
(814) 367-2233
Matthew Sottolano, Principal
Bonnie Walker, Asst. Principal
Beverlea Hamilton, Guidance Counselor
Kevin Wilson, Social Worker
Morgan Lilly, Transition Coordinator

R.B. Walter Elementary School
65 Jct Cross Road
Tioga, PA 16946
(570) 827-2171
Kathryn Slavinski, Principal
Amy Wood, Asst. Principal
Janine Young, Elementary Counselor

Westfield Area Elementary School
1355 Route 49
Westfield, PA 16950
(814) 367-2712
Bonnie Walker, Principal
Charrisse Wilson, Social Worker

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NON-DISCRIMINATION POLICY

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at, or in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory law enforcement or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the designated district report form attached to this policy for purposes of reporting an incident or incidents in writing; however, oral reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately

addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Pregnancy – the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.

Race includes all of the following:

1. Ancestry, national origin or ethnic characteristics.
2. Interracial marriage or association.
3. Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.
4. Hispanic ancestry, national origin or ethnic characteristics.
5. Persons of any other national origin or ancestry as specified by a complainant or in a complaint.

Religious creed includes all aspects of religious observance, practice or belief.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy. The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
        i. Length of relationship.
        ii. Type of relationship.
        iii. Frequency of interaction between the persons involved in the relationship.

    b. ***Domestic violence*** includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

    c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

    d. ***Stalking*****,** under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

        i. Fear for their safety or the safety of others.
        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 110 Ellison Road, Elkland, PA 16920
Email: Kristopher.kaufman@ntiogasd.org
Phone Number: 814-258-5642

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate conduct which may constitute discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to law enforcement, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for a violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

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, as well as properly making any mandatory police or child protective services reports required by law.

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 may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services

investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

<u>Appeal Procedure</u>

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

For more information about your rights or grievance procedures, contact Section 504 Coordinators, Title IX Coordinator and Compliance Officer, Kristopher Kaufman at 110 Ellison Road, Elkland, PA 16920, (814) 258-5642.

MISSION STATEMENT

The mission of the Northern Tioga School District is to equip all students with a foundation of critical thinking and problem solving tools essential for lifelong learning within local and global communities.

VISION STATEMENT

Empowering students to become productive citizens with a rural advantage.

JURISDICTION

School officials have authority for the disciplinary control of students:

1. While on school premises.
2. While on school buses to and from school and school sponsored field trips or extra-curricular activities.
3. While engaging in related school activities on or off school premises.

CLASSROOM PHILOSOPHY

School Responsibility

It is the responsibility of the school staff to provide for the educational needs of all students.

1. Maintaining an atmosphere conducive to good behavior and the development of good study habits.
2. Exhibiting a respectful and positive attitude toward students so as to encourage a positive, realistic self-image in each learner.
3. Implementing the accepted curriculum in a variety of ways so as to meet the needs of all learners.
4. Administering discipline in a fair and impartial manner so as to teach the principles of justice and citizenship by example.
5. Promoting a friendly, yet professional relationship with learners so they may see themselves as meaningful parts of the society in which we live.
6. Taking an interest in the life of the local community in order to better relate to the needs of the learners. This may include involvement in parent groups and awareness of community support services.

Student Responsibility

1. Being on time so that introductory instructions and materials will not be missed and class time can be used effectively.
2. Being prepared for class so that interruptions to the classroom procedure will be avoided.
3. Listening to what is said in order to acquire needed information and to avoid needless repetition by the teacher.
4. Participating in class activities in order to gain new knowledge, clarify vital information, and reinforce concepts learned.
5. Obeying school and class rules in order to contribute to a positive learning atmosphere.
6. Respecting the rights and property of self and others; thus practicing good citizenship.
7. Exercising self-control and good manners in order to develop positive relationships with others.
8. Respecting authority of school personnel so as to maintain good working relationships.

GRADE SCALE

93-100 = A
85 – 92 = B
77 – 84 = C
70 – 76 = D
69 – 0 = F

Honor Roll: 75% and below in a class is ineligible for Honor Roll or High Honor Roll
Honor Roll: 88 – 94 % overall average
High Honor Roll: 95% and above overall average

High School Course Selection Guides are available on the district website and at your school guidance office.

CARE OF SCHOOL PROPERTY

Textbooks and Materials

The following are general conditions for the acquisition, use, and care of books and other materials by the student:

Parents or guardians of students who have lost, damaged, and/or destroyed a textbook or materials will be financially responsible for the replacement of the textbook or materials. The school principal or his/her designee will be responsible for billing the parent or guardian for the cost of replacement of the book or materials.

Buildings and Property

Students are responsible for assisting in the maintaining of school buildings and school property. Students and/or parents will be financially accountable for any destruction or defacing of school property.

NETWORK ACCEPTABLE USE & INTERNET SAFETY

The Northern Tioga School District recognizes that our students live in a world of increasingly sophisticated technology and greatly enhanced communication. We further recognize that the availability of an ever-present and virtually unlimited information resource has profound implications for instruction. We therefore believe that it is imperative to provide computer network and Internet access to our students and staff.

Definition

District technology resources are defined to include telecommunications systems, WAN/LAN computer networks, Internet access, electronic mail, computer hardware, personal digital assistants, handheld computers, wireless technologies, text paging systems, computer software, and other technologies that align in these categories.

The Network Acceptable Use and Internet Safety Policy detailed here is designed to articulate the appropriate use of these technologies and the district computer network (including the Internet) in the instructional setting of our schools. This document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. NTSD user compliance with these rules will help ensure a safe and appropriate learning environment. This policy is applicable to internal network use as well as external electronic communications. This policy will serve as a guide for acceptable use of district technology resources as well as an Internet Safety Policy (ISP). As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). This policy may be revised or amended subject to School Board approval.

Authority

The Northern Tioga School District establishes that use of technology resources by its staff and students is a privilege, and not a right. Inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action. To this end, the district will employ reasonable technology solutions, including Internet filtering software, to restrict access to objectionable material. Internet access by students will be monitored by district staff and/or software at all times. However, the ultimate responsibility for complying to this AUP lies with all NTSD technology users.

Guidelines

Network and Internet Access

All students and employees are eligible to have "network user" accounts and to access the network resources in our school buildings. Except in cases involving specific class projects, students are not permitted to access chat rooms, online messaging systems, or other forms of direct electronic communication in school.

Parents/Guardians who would like their children to be denied access to the Internet in school should notify each child's building principal in writing at the beginning of each school year for which they would like this access to be denied.

Internet privileges of any NTSD user may be denied, suspended, or revoked as a consequence of violation of the provisions of this Network Acceptable Use and Internet Safety Policy. Furthermore, Northern Tioga School District administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

Code of Conduct – District Network and Internet Resources

1. Network users must be aware that there are materials on the Internet that maybe defamatory, abusive, obscene, profane, sexually oriented, threatening, racially or sexually offensive, or illegal. These materials include graphics, sounds, digital film clips, text, and other forms of media. Users of the Northern Tioga School District network agree not to use school district resources to download, copy, upload, transmit, forward, or display any such materials. district technology resources will not be used for illegal activities, transmitting offensive materials, distributing hate mail or discriminatory remarks, or obtaining, transmitting or communicating indecent, profane, obscene or pornographic material that is harmful to minors.

2. Technology resources will be used to support the functions of the Northern Tioga School District, its curriculum, the educational community, projects between schools, and communication and research for school district administrators, teachers, and students. Network access is also provided to support the curriculum and operations of our district. Any other use, including use of the network for inappropriate personal, political, or commercial purposes is prohibited.

3. Network users are expected to respect all applicable state, federal, and local laws. Particularly, users agree to abide by copyright laws. Material retrieved from the Internet may not be plagiarized for any purpose. Material that is to be republished in any format may only be used with the permission of the copyright holder. Commercial software may not be downloaded, copied, installed, transmitted, uploaded, or forwarded. Violation of copyright or other laws is prohibited and will be referred to the proper authorities.

4. Network accounts are to be used only by the authorized owner of the account only for purposes acceptable within this policy. A user will not use another person's account, pretend to be someone else, or attempt to conceal his/her identity on the network. Users will not give others access or permission to use their accounts. Users will not re-post personal communications without the author's consent. As minors, student safety is always a priority. Students will not give out personal information such as their real name, address, phone number, social security number; send other users pictures of themselves; or agree to meet with people encountered online. Exceptions to avoiding such sharing of personal information may occur only within the context of projects directed by and under the supervision of a teacher. The unauthorized disclosure, use or dissemination of personal information regarding any district staff member is prohibited.

5. The district network shall not be used to disrupt the work of others. Any interference with the normal operations of the network will not be permitted. This includes vandalism or removal of computer hardware, installation or use of unapproved software, the unauthorized changing of network software settings, attempts to circumvent security or Internet filtering software, and the installation, copying, uploading, transmission, propagation, or creation of computer viruses of any kind. Any attempt to gain unauthorized access to information or data on the network is prohibited. Users shall likewise not attempt to access areas or resources on the network that the network systems administrator has not directly given them access to utilize.

6. E-mail user accounts will be provided for school district staff only. The use of non-district "web-based" e-mail accounts (such as Hotmail) by anyone through district Internet access is prohibited during normal working hours. Staff electronic mail and other communications are not a private matter. School administrators have the authority to inspect e-mail that is transmitted through the district's network. The district reserves the right to monitor all electronic communications. E-mail use that contradicts provisions of the Network Acceptable Use and Internet Safety Policy will be handled appropriately. Specifically, illegal activities will be reported to law enforcement personnel, and unacceptable communications can result in network privileges being denied, suspended, or revolted as well as other discipline. A diligent effort must be made by district staff to delete mail routinely from their district mail directories to avoid

unnecessary use of file server disk space.

7. Users are expected to follow generally accepted school network etiquette guidelines. The use of technology resources for entertainment purposes is strictly prohibited. To minimize unnecessary bandwidth use district computers, networks, or Internet should not be used for playing or distributing computer games, downloading music or other similar non-school related files. All streaming audio and video access must be approved through the Technology Department.

8. A diligent effort must be made by all NTSD users to periodically delete obsolete files from their own network user folders accessed through their user name. Uploading, downloading, installing, or using unauthorized games, programs, files or other electronic media is prohibited. Following these rules will assist the district technology staff in maintaining a healthy computer network with a higher level of anti-virus protection.

Employees' and students' personal technology devices brought onto the school district's property or that are present at school district events or connected to the school district's network or containing school district or student data, or school district procured software programs may also be inspected and/or accessed to ensure compliance with this Policy and other school district policies, to protect the school district's resources, and to comply with the law. Users may not use their personal computers to access the school district's intranet, Internet or any other technology resources unless approved by the Superintendent of Schools or his/her designee either individually, by policy, or by written procedure. The school district intends to strictly protect its technology systems against outside and internal risks and vulnerabilities. Consequently, users are required to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent of Schools or his/her designee.

1. Northern Tioga School District will not be held liable for any damage that may occur to the personal device as a result of connecting to the network or AC power source.

2. Northern Tioga School District will not be held responsible for any physical damage, loss or theft of the device.

3. Any person using a personal-computing device on the network must have a signed and approved Acceptable Use Policy on file in the school district.

4. Northern Tioga School District will reserve the right to inspect any personal-computing device for the purpose of ensuring network stability and adhesion to the Acceptable Use Policy.

5. Personal-computing devices will only be connected to the network via the guest wireless network.

6. Northern Tioga School District will not be obligated to supply AC power access where such access does not already exist.

7. Any use of personal-computing devices within the Northern Tioga School District is subject to the provisions of the Northern Tioga School District Acceptable Use Policy (AUP).

8. All personal technology items must be registered with Northern Tioga School District technology department prior to connecting to the network.

<u>Disclaimer</u>

The information gathered from the Internet does not reflect the views of the Northern Tioga School District. The district does not endorse the veracity or utility of any materials obtained using its equipment or access to network resources. The school district is not responsible for the consequences of receiving or using advice or information from an Internet source. Neither is it responsible for the consequences of any disruption or changes in services of its network or Internet connection, nor for loss of data stored on its systems.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet by its staff or students. The Northern Tioga School District may terminate the availability of the Internet and district network accessibility at its sole discretion.

<u>Monitoring Notification</u>

1. No form of electronic communication is guaranteed to be private. Network users may expect reasonable security for their user folders but must realize these folders will be accessed by the technology staff for routine server management.

2. Northern Tioga School District retains the right, but not the duty, to randomly or specifically monitor without prior notice any staff member or student's use to ensure that the technology resources are being used properly, to ensure that they are used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the technology resources. This monitoring includes district users' network folders and communication systems (e-mail/voice mail).

3. All communication systems, communications, and stored information whether transmitted, received, or contained in the school district's information systems are the school district's property and are to be used solely for school or educational purposes.

4. Again, the Internet, district networks, and e-mail are not guaranteed to be private. People who operate the systems do have access to all e-mail and files. Messages relating to, or in support of, illegal activities may be reported to the authorities when appropriate.

5. The Northern Tioga School District, at its discretion, reserves the right to log Internet use in terms of time and content and to monitor file server disk space utilization by users.

6. From time to time, the Northern Tioga School District will make determination on whether specific uses of the Internet and network are consistent with this policy and notify users of the same.

CIPA-COMPLAINT INTERNET SAFETY

It is the policy of Northern Tioga School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Northern Tioga School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Northern Tioga School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the district Technology Coordinator or designated representatives.

The district Technology Coordinator or designated representatives will provide age-appropriate training for students who use the Northern Tioga School District Internet facilities. The training will be designed to promote the Northern Tioga School District's commitment to:

1. The standards and acceptable use of Internet services as set forth in the Northern Tioga School District's Internet Safety Policy;

2. Student safety with regard to:

    a. Safety on the Internet;

    b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

    c. Cyberbullying awareness and response.

3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that s/he received the training, understood it, and will follow the provisions of the district's acceptable use policies.

Technology Protection Measure

The term **technology protection measure** means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene** as that term is defined in Section 1460 of Title 18, United States Code.

2. **Child pornography** as that term is defined in Section 2256 of Title 18, United States Code.

3. **Harmful to minors** - the term **harmful to minors** means any picture, image, graphic image file, or other visual depiction that:

    a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.

    b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.

    c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

4. **Sexual act and sexual contact** - the terms **sexual act** and **sexual contact** have the meanings given such terms in Section 2246 of Title 18, United States Code.

User Agreement

All students who wish to use the technology resources and the Internet must sign an acknowledgment of receipt and agreement, with this policy. Student and parent/guardian signatures in the student handbook indicate both the student and parent(s)/guardian(s) agree to abide by the rules set forth by this policy and the acceptable use of technical resources throughout Northern Tioga School District.

Handbook parent/guardian and student signatures will be maintained in the office suite of each individual building.

Employees wishing to use district technology resources and the Internet must sign an Acceptable Use of Technology Agreement form, which will be kept on file in the Administration Building. Copies of this policy can be found in the employee handbook.

TRANSPORTATION RULES AND DISCIPLINE

Riding a school bus is a privilege, a privilege that will be denied when students do not follow bus regulations. Students may be subjected to video monitoring while on school buses. Northern Tioga School District, as part of the district's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding school buses, shall utilize cameras having video/audio on buses transporting students to and from school.

Policy #810.2 refers to the use of video/audio cameras on school buses. Northern Tioga School District, as part of the district's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding school buses, shall utilize cameras having video/audio on buses transporting students to and from curricular and extracurricular activities.

School Bus Rules

1. Except for ordinary conversation, classroom conduct is expected.
2. Be courteous, use no profane or abusive language.
3. Do not drink or eat on the bus.
4. Keep the bus clean.
5. Enter and leave the bus through the front door. Rear doors are to be opened for emergency only.
6. Keep the aisle clear.
7. Do not damage or deface any part for the bus. Students and/or parents/guardian must repay the cost of repairing any damage or the student will be prosecuted.
8. Smoking and/or tobacco use is prohibited on the bus.
9. Stay in your assigned seat.
10. Do not extend any part of the body out of the bus window at any time.
11. The driver is in charge of the school bus except when a teacher is present.

Disciplinary Action

Misconduct-Infractions of school bus rules:

First Offense May result in a conference with driver/student/administration/parent/guardian and/or one day suspension.

Second Offense May result in a one (1) to thirty (30) day bus suspension by the administration based on the severity of the infraction.

Third Offense May result in suspension for the remainder of the school year by the administration.

School principals may use any of the more severe disciplinary actions without regard to the student's number of previous violations.

THE DRIVER OF THE BUS IS REQUIRED TO ASSIGN SEATS AND TO REPORT MISCONDUCT TO THE SCHOOL PRINCIPAL.

Smoking and/or tobacco use - Students will lose riding privileges as indicated below when driver observes the violation:

1. First violation: 10 days suspension from the bus and a state-mandated fine and court costs.
2. Second violation: 30 days suspension from the bus and a state-mandated fine and court costs.
3. Third violation: Suspension from the bus for the remainder of the school year and a state-mandated fine and court costs. Last day violation may be assessed the following year.

Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form and electronic cigarettes. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.

<u>Other Considerations</u>

There may be times when you wish your child to go to someone else's home after school. If your child rides a bus, and you wish him/her to get off the bus somewhere other than the normal place, it will be necessary to send written permission telling where you wish the child to go and the bus driver will accept such riders if room is available on the bus.

There may be other cases in which you wish your child to ride a different bus, or a child who normally walks may wish to go home with a friend who rides a bus. Again, written permission will be required and the bus driver will accept such riders if room is available on the bus.

All bus transportation changes MUST be in writing, signed by the parent/guardian and submitted to the main school office. **BUS CHANGES SHOULD BE MADE NO LATER THAN 10:00 AM.** Students will not be permitted to be discharged or picked up at any location which is not a current approved bus stop.

SCHOOL BUS ACCIDENT PROCEDURES

When a school bus accident occurs in the Northern Tioga School District and there is an injury, Emergency Medical Services (EMS) will be called to the scene. The Emergency Medical Services Officer will be in charge when he or she arrives at the scene.

Students will be transported to the UPMC Wellsboro Emergency Department. Students may be transported by ambulance or on a school bus/van depending on the seriousness of their injuries. An attempt will be made by emergency medical personnel on scene to accompany the students on the bus/van.
An emergency department physician or advanced practical provider will do a medical screening exam. If there are no injuries or abnormalities, the student will be released and there will be no charge. If further care is needed, the student will be billed for an emergency department visit, for tests, and all treatments as received. All students screened will generate a medical record.

Emergency department personnel will attempt to contact parents of the students who need treatment but will render care immediately for emergencies.
The students who have been screened and do not need care will be bused to their schools if the accident happens on the way to school. If the accident happens on the way home from school, the students will be picked up by their parents at the hospital.

The Northern Tioga School District Transportation Coordinator, the school principals, and secretaries will coordinate the communications among the accident scene, the schools, the hospital, and the parents. School personnel will meet the students at the hospital.

In the Commonwealth of Pennsylvania insurance regulations are established under the No-Fault provisions. Therefore, in the event of a school bus accident you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or just the bus itself is involved. There are no options to permit filing of a claim directly with the Northern Tioga School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim which you submit. If you have any questions concerning the No-Fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

DELAYED START, EARLY DISMISSAL, AND EMERGENCY CLOSING OF SCHOOLS

A decision to close schools for emergency reasons is made only after careful deliberation of the emergency situation. The decision to close schools reflects our concerns for the safety of children and the obligation to maintain the continuity of instructional programs. Announcements will be made over local radio and television stations when dangerous driving conditions or when other emergencies make it necessary to DELAY the starting time, DISMISS school earlier, or to CLOSE schools for the day.

PLEASE DO NOT CALL THE PRINCIPAL OR THE SUPERINTENDENT AS THIS ONLY TIES UP TELEPHONE LINES AND DELAYS REQUIRED ACTION.

CLOSING OF SCHOOLS

When school is to be closed there will be radio and television announcements to this effect by the District Superintendent. This will normally be done early in the morning, and will be announced over the following stations:

WKSB FM 102.7	-	Williamsport	WDKC FM 101.5	-	Mansfield
WINK FM 106.1	-	Corning	WCLI AM 1450	-	Corning
WNGZ FM 104.9	-	Elmira	WELM FM 106.5/ AM 1410	-	Elmira
WHGL FM 100.3/AM 1310	-	Troy	WILQ FM 100.9	-	Elmira
WLSV FM 100.3/ AM 790	-	Wellsville	Parent Square		
WENY TV			WETM TV		
Your News Now			WYOU TV		

Parents can also call (814) 258-5642 for a voice message of the closing or delay or check the district's website at www.ntiogasd.org.

DELAYED SCHOOL STARTING TIMES

The starting time for schools will be delayed 2 hours (120 minutes) on mornings when weather conditions make roads temporarily hazardous. Delayed school starting time broadcasts will also be announced early in the morning over the previously listed stations. Breakfast will be served on these days. Afternoon dismissal will be at the regular time for all students.

EARLY DISMISSAL

When hazardous weather conditions develop during the day, schools may be dismissed earlier than usual. When it is necessary to close all schools early, the superintendent will authorize dismissal of schools. Broadcasts of early dismissal, stating the approximate dismissal time for all schools, will also be announced on the previously listed stations.

When weather conditions deteriorate during the day, parents should anticipate an early dismissal. Parents are urged to make plans in advance to care for children who will be arriving home from school at an earlier hour.

Arrangements will be made to care for children who are usually picked up by their parents until the parents arrive at the early dismissal time.

SPECIAL CIRCUMSTANCES
ROAD CONDITIONS

It is entirely possible that school may be in session when certain roads in the district will be deemed unsafe for the school bus to travel. It is district policy to have schools open when a large majority of the children are able to attend. When road conditions to your home are too hazardous for the bus, and you personally see that your children are driven to school, the responsibility for their return home is also up to you. If you desire, later in the day, you may call your bus driver to ask if he/she will return your child. If road conditions have improved, he/she should return the student. The decision in this instance will be made by the bus driver.

FIRE DRILLS

Fire drills are required. These are held at intervals throughout the school year and are checked accordingly as to the speed and order in which the building is emptied. A notice is placed on the bulletin board of each room indicating which door is to be used as a fire exit. You are to walk quickly and silently. Make certain you follow all directions. Once outside of the building, remain with your class at least 50 feet from the building until the signal to return is given.

INSURANCE

The Northern Tioga School District does not carry insurance on students. However, parents may purchase low cost insurance at the beginning of each term. Each student will receive information within the first several days of the term detailing cost and the kind of coverage available.

MEDICATION

The guidelines to follow for the administration of legal drugs to students during school hours is as follows:

1. It is the parent's/guardian's responsibility to contact the school nurse to complete the permission form and physician authorization forms.
2. All medication shall be brought to school and delivered directly to the school nurse or administration by the parent/guardian.
3. Complete information for administration will be on the properly labeled original container dispensed by a pharmacist or attending physician.
4. All approved prescription medicine must be taken in either the nurse's office or the administrative office.

MEDICAL APPOINTMENTS

Parents are encouraged to make doctor and dentist appointments when school is not in session if at all possible. Students who must miss school for medical purposes are to present the doctor's excuse to the attendance officer upon returning to school. Prior notification to the school office is necessary.

STUDENT RECORDS

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education.
Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by district staff.

Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations and is approved by the Board.

The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents/guardians and eligible students of their rights and the procedures to implement those rights.
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.

7. Transferring education records and appropriate disciplinary records to other school districts.

Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.

The annual notice of rights shall inform parents/guardians and eligible students of the following:
1. The right to inspect and review the student's education record within forty-five (45) days of the district's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

    - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

MCKINNEY-VENTO/EDUCATING CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS PROGRAM

The Educating Children and Youth Experiencing Homelessness program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youth have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in the school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth, and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725 (2); 42 U.S.C. 11435 (2)): CHILDREN WHO LACK FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- are "DOUBLED-UP" or are sharing the housing of other persons due to loss of housing, economic hardship or similar reason;

- are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;

- are living in emergency or transitional shelters;

- have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason

RESIDENCY AND EDUCATIONAL RIGHTS:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended *or* the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I, other educational programs, and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance, and arrange transportation

- Provide required school supplies and other school related materials as needed

- Advocate for and support students and families

- Set clear expectations of student behavior, attendance, and academic performance

- Assist students/families with access to community resources

- Assist students/families with access to educational supports (including tutoring, special education, and English Language Learner services as indicated)

- Assist students so they can participate in sports, field trips, and other school activities regardless of their ability to pay or to provide their own transportation

For additional information, contact Northern Tioga Homeless Coordinator, Morgan Lilly at 814-258-5649 x-5; morgan.lilly@ntiogasd.org

NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Student Services Coordinator as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.

2. Are tailored to assess educational need and are not based solely on IQ scores.

3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

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 Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral

complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

STUDENT/SUBSTITUTE TEACHERS

Student teachers and substitute teachers are to be recognized as having the same authority of the regular member of the faculty. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the staff.

It is readily understood that substitutes face out-of-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Your total cooperation is expected.

ASSEMBLIES

Students are expected to maintain a high level of excellence in behavior. All rules and regulations that apply to a normal school day are in effect for all assembly periods. Students are to leave from their homeroom with their teacher when notified over the intercom. They are then to proceed to the assembly in an orderly procession to the auditorium or gymnasium (or other site of the assembly) and sit in the designated area for their grade level. Mannerly behavior is to be exhibited at all times.

VISITORS

Parents or community members must arrange in advance to speak with a teacher. No one is to go to classrooms unannounced, either during or after the school day. Adult visitors must first report to the Principal's office where they will be issued a visitor's pass. Students should show courtesy to visitors in the building by directing them to the appropriate office or extending any help that is needed. Anyone wishing to visit classes must get permission from the principal. Students are not permitted to bring a visitor into school.

EXTRA CURRICULAR ACTIVITIES

Student Responsibility

Extra-curricular activities shall include those functions which are conducted after school hours under the direction of authorized school personnel and where appropriate school administrators have jurisdiction over the students. Such activities shall include, but not necessarily be limited to, school sponsored events, clubs, field trips, athletic functions, and other similar activities.
Any student participating in such activities is responsible for following the rules of the school regarding behavior. If a student breaks any of these rules, he/she shall be subject to disciplinary measures by appropriate school personnel.

Extra curricular activities are a privilege and may be denied.

TOBACCO AND VAPING PRODUCTS

Purpose

The Board recognizes that tobacco and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products.

Definition

For purposes of this policy, tobacco product encompasses not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
    a. Tobacco, whether in its natural or synthetic form; or
    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

Authority

The Board prohibits possession, use, purchase or sale of tobacco products, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of tobacco products prohibited by this policy.

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

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the district's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters and by other efficient methods, such as posted notices, signs, on the district website, Code of Student Conduct, or district newsletter.

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco product, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Annual School Safety and Security Incidents Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco products by students to the PA Department of Education on the required form.

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco products by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco products shall be deemed a violation of this policy and subject to disciplinary action.

Students with Disabilities

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

Students smoking and/or possessing/using tobacco products (cigarettes, electronic cigarettes, cigars, pipes, snuff, chewing tobacco, etc.) will be required to give such to the professional staff upon demand and will be subject to the following:

1. One (1) day of discipline study hall and parental notification and a state-mandated fine and court costs. (1st offense)
2. Three (3) days of discipline study hall and parental notification and a state-mandated fine and court costs. (2nd offense)
3. Conference with the administration or designee and a state-mandated fine and court costs. (3rd and subsequent offenses)

Each school may provide appropriate counseling to help promote positive health habits in regard to tobacco product use and smoking.

SERIOUS ACTS OF MISBEHAVIOR

Acts which pose a continuing danger to person or property or disrupt the learning environment of the classroom or school, including but not limited to:

1. Making loud noises such as screaming, pounding on school furniture, and yelling
2. Using racial or ethnic slurs, such as name calling
3. Disruption in non-classroom areas, such as hallways, cafeterias, lavatories, athletic fields, etc.
4. Disruption of classroom procedure
5. Using profanity or obscene language, abusive or inappropriate language
6. Disrespect for school personnel, such as defiance of the valid authority of school personnel
7. Insubordination, such as refusal to perform assigned tasks, talking back, and refusing to conform to school and/or class rules
8. Academic and other acts of dishonesty, such as copying from another student's paper or submitting work of someone else as your own, lying
9. Leaving school without permission
10. Failure to report to the office when directed to do so
11. Participating in any groups whose goals are to instill terror in others (while on school property)
12. Fighting
13. Misuse of Pass
14. Defacing school property
15. Tardies

Administrative Actions

Administration may consider the following actions:

- Exclusion from class - the school administrator may elect to exclude the student from a class in which he/she has presented behavior problems until a parent/teacher/pupil conference can be held to resolve the problem(s).
- Denial of Privileges - the administrator may exclude the student from participating in activities or programs that are otherwise afforded to students.
- Discipline Study Hall
- Out-of-School Suspension
- Use of the Star Program

GROSS ACTS OF MISBEHAVIOR

Assault: Assault is the attempt to apply or the actual application of force to another student, a teacher, an administrator, or others with intent to do physical injury and with present means to execute the attempt. There may be an assault even though there is no personal injury inflicted.

Theft: Theft is the taking of property of another with intent to permanently deprive the owner of its use.

Arson: Arson is the crime for intentionally and maliciously setting fire to a building or other property.

False Alarm: The conveyance of threats of false information concerning the placement of explosive or destructive substances is a felony.

Extortion: Extortion is the process of obtaining money or other property by using threats.

Riots or Unlawful Assembly: There is an unlawful assembly when three or more persons assemble in a violent and tumultuous manner to do unlawful acts to the disturbance of others.

Destruction of Property: Destruction of property includes malicious injury, defacing or destruction of any building or fixture, and includes the willful writing, marking, drawing characters, etc. on walls, furniture, and fixtures. Parents/guardian may be held responsible for any damage performed by their children.

Possession or Use of Fireworks: Firecrackers, squibs, smoke bombs, signal lights, or any combustible or explosive substance or combination of substances or articles, which make for the purpose of an audible or visible effect.

Possession or Use of Alcoholic Beverages: The use, possession or distribution of alcoholic beverages in any form on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored and supervised activity.

Possession or Use of Weapons or Instruments Used as Such: The act of possessing (in violation of school policy), using or threatening to use any instrument as a weapon capable of inflicting bodily injury. "Weapons or instruments used as such" shall include the possession and/or use of any of the following enumerated items, but shall not be limited to, any rifle, gun, switchblade knife, hunting knife, straight razor, nunchakus, chain, lead pipe, metal knuckles, blackjacks, unauthorized tools, replicas of weapons, or any other implement that the school administrative staff reasonably finds could inflict bodily harm.

Possession, Use or Distribution of a Controlled Dangerous Substance: Unlawful possession, use or distribution of any controlled dangerous substance and/or controlled paraphernalia. Students who possess, use or distribute substances represented as or intended to be used as a controlled dangerous substance will be treated by the rules and regulations of the procedures in possession, use or distribution of a controlled dangerous substance even though the substance itself may ultimately be determined not to be a controlled dangerous substance.

* POSSESSION of such a substance implies that a student has same on his/her person or with his/her personal property, or has under his/her control such substance by placement of and knowledge of the whereabouts of same on Board of Education property, or other property on which he or she is presently, by virtue of being within the jurisdiction of school authorities.

* USE of such a substance implies that a student is reasonably known to have assimilated same (e.g. smoking marijuana, taking a pill, etc.) or is reasonably found to be under the influence of same while under the jurisdiction of school authorities.

* DISTRIBUTION of such a substance implies the transfer of such substance to any other person with or without the exchange of money or other valuables.

DISCIPLINARY PROCEDURES FOR GROSS ACTS OF MISBEHAVIOR

Students alleged to have committed acts of gross misbehavior may:

1. Be suspended for five (5) school days with possible extension of suspension
2. Be referred to the local and/or state police

3. Be referred to the Tioga County Probation Department
4. Be subject to expulsion
5. Be required to make restitution in cases of destruction of property or theft
6. Be referred to the Star Program

NOTE: Unmanageable students or those who present a clear and present danger to the safety of themselves or others will be subject to arrest and removal by a law enforcement officer.

Students alleged to have possession or use of weapon or instruments used as such will be subject to disciplinary actions in accordance with Board Policy.

Students alleged to have Possession of Alcohol, or Controlled Dangerous Substances or Controlled Paraphernalia will be subject to the following disciplinary actions:

1. Student Users

FIRST OFFENSE: Students found using alcohol shall be suspended from school for five days, by authority of the principal, unless other disruptive behavior is associated with such use, in which case they shall be recommended for long-term suspension. Suspended students may not be on school grounds for any activity during the suspension period. Students found using controlled dangerous substances may not participate in any extra-curricular activity for up to six (6) school months following the date of offense. At the time of suspension student(s)/parent(s)/guardian(s) will be advised to contact an appropriate community alcohol/drug education program or an accredited alcohol/drug treatment program to determine whether further assessment/treatment is needed for the student involved.

SECOND OFFENSE: Expulsion procedures shall be instituted in accordance with this Code, and if the student has been found to have committed a second offense under the provisions of this article, the student shall be expelled, notwithstanding any mitigating circumstances; excepting, however, that the Superintendent may rescind the expulsion if after the student's absence from the school for the length of one full semester the student exhibits documentation of satisfactory participation in an appropriate accredited alcohol/drug treatment program. The student may not attend or participate in any extra-curricular activity for six (6) school months following the date of offense.

If a student is readmitted after an expulsion had been rescinded in accordance with the hereabove conditions, and there is a further offense, there shall be no power in the Superintendent to rescind that expulsion.

2. Student Possessors

Students having in their possession alcohol/controlled dangerous substances in a small quantity (i.e., quantities typically for individual use) shall be subject to the disciplinary guidelines outlined for **student users**.

Students having in their possession large quantities of alcohol/controlled dangerous substances (i.e., quantities in an amount which could be reasonably inferred to be available for distribution to others, or likely subject to be sought by others, for distribution purposes - e.g., over 30 grams of marijuana) shall be subject to the disciplinary guidelines outlined for **student distributors** below.

3. Student Distributors

FIRST OFFENSE: Expulsion procedures shall be instituted in accordance with this Code, and, if the student has been found to have committed a first distribution offense under the provisions of this article, the student shall be expelled, not withstanding any mitigating circumstances; excepting, however, that the Superintendent may rescind the expulsion if after the student's absence from school for the length of one full semester the student exhibits documentation of satisfactory participation in an appropriate accredited alcohol/drug treatment program.

If a student is readmitted after an expulsion has been rescinded in accordance with the here above conditions, and there is a further offense, there shall be no power in the Superintendent to rescind that expulsion.

All students suspended for alcohol/controlled dangerous substance offenses are to be requested to reveal their source of the alcohol/controlled dangerous substance to the principal.

NON-SCHOOL ORIGINATING CRIMINAL CHARGES

Upon confirmation of the existence of a criminal charge or indictment and with the concurrence of the Superintendent, the principal is authorized to request the long-term suspension of any student indicted or charged as an adult with a serious criminal act if there is reason to believe that the presence of such student in the classroom may constitute either a clear and present danger to the student body or a threat exists that the schools' educational environment will be materially disrupted by said student's presence. The long-term suspension, if ultimately implemented in accordance with the procedures stated hereafter in the Code, shall continue until such time as there has been an adjudication on such indictment or charge by a court of competent jurisdiction. For purposes of clarification, "serious criminal act" shall be defined as any act which would be graded as a felony under the Pennsylvania Crimes Code. The Superintendent or his designee may, during the pendency of such suspension, authorize an alternate educational program to be implemented for said student.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or

2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Discrimination/Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged hazing.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization, together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Law Enforcement

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to law enforcement consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to law enforcement at every stage of the proceeding. The decision to report a matter to law enforcement should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with law enforcement in this regard.

Referral To Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with school safety and security reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.

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

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

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA Department of Education on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to Fifty dollars ($50) on each student determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to One hundred fifty dollars ($150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

SUSPENSION AND EXPULSION

Student's whose misbehavior exhibits a disruptive pattern to the academic process or poses a danger to person or property will be suspended or expelled from school. Expelled students may not attend or participate in any extra curricular activity.

Suspension	Exclusion from school for a period from one (1) to five (5) consecutive school days.
Extended Suspension	Exclusion from school for an additional amount of school days not to exceed a total (suspension and extended suspension together) of ten (10) days.

Suspension may be given by the principal or person in charge of the public school. No student shall be suspended until he/she has been informed of the reasons for suspension and given an opportunity to respond. Prior notice of the extended suspension need not be given when it is clear that the health, safety or welfare of the person and/or the school community is threatened. The parents/guardian and the Superintendent shall be notified immediately in writing when the student is suspended. Students have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board. Students will not be permitted to attend or participate in any extracurricular/after school activities during the suspension period.

Expulsion — Exclusion from school by the Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.

During the period prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in his/her normal class unless it is determined, after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of suspension. In that case, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

RULES AND REGULATIONS FOR DISCIPLINE STUDY HALL

GENERAL

1. All DSH placements will be at the discretion of the administration. This will include infractions of rules, regulations and expectations except those otherwise covered by the District's "Student Code of Conduct."
2. A student may be referred to the Guidance Department for an administrative conference after an DSH placement. Individual circumstances will determine the appropriateness of this action.

STUDENT RULES FOR DISCIPLINE STUDY HALL

1. Students will bring all books and instructional materials to the DSH room when their DSH placement begins.
2. Students will report directly to DSH from homerooms/breakfast. Locker privileges will be suspended while a student is in the SSH program.
3. Students will be excused to use the restroom at designated times.
4. Lunch will be consumed in the DSH room or any other designated area. Lunch may be purchased from the school cafeteria or a bag lunch may be brought from home. No glass containers are permitted in school.
5. Students will generally work on the same academic material they would have received in the regular classroom. Assignments will be generated by the regular classroom.
6. Silence must be observed at all times in the DSH room. Students must raise their hand and be recognized by the monitor before talking. In addition, students must remain alert, sit erect and not conceal their eyes from the monitor.
7. A behavior sheet will be maintained on all students in the DSH program. Negative points will be awarded for violation of rules and an accumulation of negative points may result in additional days, OSS, or treated as a separate offense.

RULES FOR OSS

1. Students are not permitted to attend or participate in any school functions nor are they to be on school property during the time of their suspension.
2. The student is responsible to make up any work missed while on OSS. The number of days of OSS will equal the number of days to make up work.
3. When a student is suspended for more than three days a conference with the parent, student, and administration will be scheduled prior to the student’s return to school.

ACADEMIC MATERIALS

1. Teachers will be notified in advance of the student's placement in the DSH program.
2. Teachers will be requested to prepare an appropriate assignment for their students who are serving DSH. These assignments will range from a one to five day assignment.
3. At the completion of the DSH program, the students will be responsible for submitting completed assignments to each of their teachers for credit.

DUE PROCESS

Suspension Procedure Requirements
For out-of-school suspensions not exceeding three (3) days and in-school suspensions not exceeding ten (10) days the following due process requirements are to be observed:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardian and the superintendent are notified immediately in writing.

NOTE: *There are recurring situations in which prior notice and hearing cannot be insisted upon. Students whose presence pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school in such cases: the necessary notice and rudimentary hearing will follow as soon as practicable. Determination as to whether a student's presence poses such a continuing danger shall be made by the school administration.

However, in all cases when an infraction of the policies and regulations under which the school is governed occurs that warrants consideration of denying the student the opportunity to participate in the educational program, then these procedures will go into effect.

Suspension Hearing - Three or More Days Out-Of-School

When a student is suspended from school for more than three (3) days, an informal hearing will be conducted with the student and parent/guardian. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

The following due process requirements are to be observed in regards to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. A student has the right to question any witnesses present at the hearing.
4. A student has the right to speak and produce witnesses on his/her own behalf.
5. The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

Expulsion Hearing

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student or the students parent or guardian
2. Notice of the time and place of the hearing
3. The hearing shall be held in private unless the student or parent requests a public hearing
4. The right to representation by counsel
5. Disclosure of the names of witnesses and the testimony they have made
6. The right to testify and present witnesses on the students behalf
7. The hearing shall be held with all reasonable speed
8. Recording of the proceedings
9. A copy of the transcript available at the student’s expense

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, regardless of whether the student's behavior is a manifestation of his/her disability.

A hearing officer may order removal of a student with a disability to an alternative setting for forty-five (45) days where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others.

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 and 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. No 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 Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to student, 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 s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the compliant.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

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

A school employee who suspects or is notified that a student had 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 fifteen (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 or no violation of the policy or with the corrective action recommended in the investigative report, s/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.

BULLYING/CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Discrimination/Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

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

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the school safety and security incident report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

ATTENDANCE

Purpose

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

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

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

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

Person in parental relation shall mean a:

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

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

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

Delegation of Responsibility

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.

3. Students attending college who are also enrolled part-time in district schools.

4. Students attending a home education program or private tutoring in accordance with law.

5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.

6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.

7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.

4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
    1. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
    2. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non-school-sponsored educational tours or trips, if the following conditions are met:
    1. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
    2. The student's participation has been approved by the Superintendent or designee.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability

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

Temporary Excusals –

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
    a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
    b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
    c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

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

<u>Unexcused/Unlawful Absence</u>

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

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

Parental Notification –

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

<u>Enforcement of Compulsory Attendance Requirements</u>

Student is Truant –

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

The notice shall:

1. Include a description of the consequences if the student becomes habitually truant;

2. Be in the mode and language of communication preferred by the person in parental relation and:

    a. Include notice that a habitually truant student may not transfer, during the school year, to a cyber charter school unless a judge determines that the transfer is in the best interest of the student;

    b. Include resources available to assist the student and the person in parental relation with returning the student to compliant compulsory attendance and opportunities for academic recovery in response to the truant behavior.

When **the notice is** transmitted to a person who is not the biological or adoptive parent, **it shall** also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

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

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIC:

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

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.

Student is Habitually Truant –

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

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

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

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

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

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

Unless a judge determines that it is in the student's best interest, a habitually truant student will not be permitted to transfer to a cyber charter school during the school year.

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

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

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

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

WEAPONS POLICY

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

Definitions

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

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

Authority

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

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

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

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with the law enforcement agency that has jurisdiction over the school's property, and the district's emergency preparedness plan.

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Reporting

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

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

Additional Parental and Employee Notifications -

The Superintendent or designee shall, in accordance with applicable law, ensure notification of an incident involving possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to employees and parents/guardians of students, as follows:

1. Incident occurring at a school building – Notification to parents/guardians of students enrolled in or attending that school building and school employees assigned to that building.

2. Incident occurring at a school building that shares a campus with other school buildings – Notification to parents/guardians of students enrolled or attending and school employees assigned to any building on the shared campus.

3. Incident occurring at a school-sponsored activity or on a public conveyance providing transportation to or from a school or school-sponsored activity - Notification to the appropriate population of parents/guardians and school employees. Notification is not required if the incident is not directly related to the school-sponsored activity or the students or staff involved in the activity.

Such notification(s) must occur within twenty-four (24) hours of the incident using a method of communication likely to reach designated parents/guardians and employees, unless the circumstances of the incident necessitate otherwise.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the PA Department of Education on the required form.

Guidelines

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, in accordance with law, who shall prescribe special conditions or administrative regulations to be followed.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Distribution means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression means verbal, written, technological or symbolic representation or communication.

Non-school materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while

on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.

2. Is libelous, defamatory, obscene, lewd, vulgar or profane.

3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.

4. Incites violence, advocates use of force or threatens serious harm to the school or community.

5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.

6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Distribution of non-school Materials

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Non-school Materials

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to noninstructional times.

The building principal may determine disciplinary action for students who distribute or post non-school materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

SPECIAL EDUCATION

The Purpose of Identification Activities

Northern Tioga School District is responsible for educating all children within its jurisdiction as each student is entitled to a free and appropriate public education.

Each student has particular learning needs that can be met in either a regular education class, a special education class or a special school.

Special Education Services and Programs

Northern Tioga School District, the Intermediate Unit and neighboring school districts are partners that provide the following services and programs for students needing special education support;

* Academics - Services for students whose primary need is assistance and/or enrichment with classroom learning.

*Autistic Support – Services designed primarily for students with developmental disabilities significantly affecting verbal and non-verbal communication and social interactions which adversely affect their educational performance.

*Multiple Disabilities Support – Services for students whose concomitant impairments result in such severe educational needs that they cannot be accommodated in educational program designed solely for one of the impairments.

* Life Skills - Services for students whose primary need is learning independent living skills.

* Emotional - Services for students whose primary need is emotional support and structure.

* Speech and Language - Services for students with speech and language impairments.

* Sensory - Services for students with vision or hearing loss affecting educational performance.

* Physical - Services for students who have physical disabilities. Both physical and occupational therapy are provided to enable students to benefit from education programs.

A student's need is determined by an Individual Educational Planning Team based upon the recommendation of a Multidisciplinary Evaluation. Specific criteria is used to determine eligibility for a special service or program.

The Screening Process

The Northern Tioga School District has a three level system in place to locate and identify children who may be eligible for additional supports.

Level I Screening involves periodic reviews of each student's files and school records. Level II Screening is provided by the school nurse through hearing and vision screenings, and a speech screening if necessary by the speech therapy staff. Level III Screening involves the review of data gathered through our Multi-Tier System of Supports (MTSS) program, which is designed to assist students who are found to be educationally or behaviorally at-risk. The team communicates ways to meet each student's needs through recommended interventions. The student's progress is closely monitored to determine if appropriate gains are being made or if special education services may be needed.

The school district provides these services throughout the school year. However, if as a parent, you feel a need to have your child screened for learning problems, possible exceptionalities, or would like to request a psycho-educational evaluation for your child, contact the principal of your child's school.

Contact People

Contact the following school personnel about:
Evaluations: Coordinator of Student Services
School Policies: Coordinator of Student Services
Your Child's IEP: Teacher or Coordinator of Student Services
Testing: School Psychologist
Student Records: School or District Office

Kristopher Kaufman, Superintendent - (814) 258-5642
Mrs. Morgan Lilly, Coordinator Student Services - (814) 258-5649
Ms. Kierstan Le, School Psychologist - (814) 258-5649
Ms. Allison Derrick, School Psychologist – (814) 258-5649
Mrs. Brooke Webster, School Psychologist – (814) 258-5649

Annual Notice To Parents
Chapter 15 Protected Handicapped Student

In compliance with state and federal law, the Northern Tioga School District will provide to each protected handicapped 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 handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students
(Revised May 20, 2009)

Notice to Parents
According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs), and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Supervisor of Early Intervention Services, BLaST IU #17.

Evaluation Process
Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Supervisor of Early Intervention Services, BLaST IU #17.

Consent
School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development
Once the evaluation process is completed, a team of qualified professional and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:
The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.
For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the school entity listed below. For preschool age children, information and requests for screenings or evaluations may be obtained by contacting the Intermediate Unit.

Northern Tioga School District
Office of Student Services
110 Ellison Road
Elkland, PA 16920
814-258-5642
Mrs. Morgan Lilly, Coordinator of Student Services

INTERMEDIATE UNIT
BLaST Intermediate Unit #17
2400 Reach Road –PO Box 3609
Williamsport, PA 17701
570-323-8561

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724
570-673-6001
Ms. Rebecca Swinehart, Director of Student Services

CHILD ABUSE

The Board requires district employees, independent contractors, and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.

Bodily injury - impairment of physical condition or substantial pain.

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.

Child - an individual under eighteen (18) years of age.

Child abuse - intentionally, knowingly, or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.

2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.

3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.

4. Causing sexual abuse or exploitation of a child through any act or failure to act.

5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.

6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

7. Causing serious physical neglect of a child.

8. Engaging in any of the following recent acts:

    a. Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child.
    b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
    c. Forcefully shaking a child under one (1) year of age.
    d. Forcefully slapping or otherwise striking a child under one (1) year of age.
    e. Interfering with the breathing of a child.
    f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
    g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.

9. Causing the death of the child through any act or failure to act.

10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular, or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control, or safety, provided that the use of force:

1. Constitutes incidental, minor, or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child’s control.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance, or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision, and control.

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program
5. An enrichment or educational program.
6. A troop, club, or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury, or impairs a child's health, development, or functioning:

1. A repeated, prolonged, or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

2. The failure to provide a child with adequate essentials of life, including food, shelter, or medical care.

Sexual abuse or exploitation - any of the following:

1. The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
    a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.

b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting, or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age.

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.

Delegation of Responsibility

The Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.

2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.

Certification requirements for volunteers are addressed separately in Board Policy 916.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers, and staff regarding the contents of this Board policy.

Guidelines

<u>Aiding and Abetting Sexual Abuse</u>

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state, or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.

2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.

3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.

2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.

3. District policy related to reporting of suspected abuse and sexual misconduct.

4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

Duty to Report

School employees, independent contractors, and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation, and the practice of a profession or through a regularly scheduled program, activity or service.

2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.

3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.

4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

Investigation

The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.

2. Exchanging notes, emails or other communications of a personal nature with a student.

3. Giving personal gifts, cards or letters to a student without written approval from the building principal.

4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).

5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.

6. Taking a student out of class without a legitimate educational reason.

7. Being alone with a student behind closed doors without a legitimate educational reason.

8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.

9. Sending or accompanying a student on personal errands.

10. Inviting a student to the adult's home.

11. Going to a student's home without a legitimate educational reason.

12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.

13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.

14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

15. Telling a student personal secrets or sharing personal secrets with a student.

16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.

17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.

18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation

The Title IX Coordinator shall promptly access, and address allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures for reports of discrimination or Title IX sexual harassment.

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

NO TOUCH POLICY

There will be no overt displays of affection at any time in school. Any infraction of this rule will be dealt with on an individual basis and may result in disciplinary action. This includes kissing and embracing.

LOCKERS

Lockers are the property of the Northern Tioga School District. Each student will be given a hall locker for his/her books and personal belongings. It is the student's responsibility to keep the locker in order at all times. Students are expected to carry materials needed for several classes. Going to your locker will not be an acceptable reason for being late to class. Do NOT leave valuables in lockers! The school is not responsible for any items stolen from lockers, including gym lockers. Lockers may be searched when there is reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) was created to identify and help students who are experiencing social, emotional, or physical problems that are detrimental to their success in school and to themselves as people. The program is designed to be an intervention, not a treatment or cure. It provides a means for teachers and school staff to help students through difficult times.

The focal point of the program in the "SAP Team" which is a group of specially trained professional educators. The members of the team may include the Superintendent, Principal, Guidance Counselor, Teachers, School Nurse, Drug and Alcohol Counselor, Mental Health Counselor, and Children and Youth Counselor. Their training has prepared them to help students in behavior areas such as alcohol and drug abuse, child abuse, eating disorders, suicide, pregnancy, peer pressure, personal loss, and dysfunctional families. Students may refer themselves or may be referred by anyone else in the district who has a concern for their well-being. The philosophy of the team is to be available to any student who may be in need to extra support. The purpose of the team is to identify and refer on an "as needed" basis.

SPECIAL FACILITIES

Student use of special rooms, weight room, gym, auditorium, universal gym, computer room, etc., as well as any classroom is restricted. All rooms must have adult supervision when in use by students and students must have permission and a pass from the appropriate teacher.

TELEPHONES

The phones in the main office are to be used only in case of emergency or if you are making the call for school business, or for calling parents or guardians.

LOST OR DAMAGED MATERIALS AND TECHNOLOGY EQUIPMENT

Textbooks, workbooks, library books, and technology equipment are provided to all students. It is the responsibility of the student to see that such books and equipment are properly cared for and returned after their use. The student or his/her parents will be financially responsible for lost or carelessly damaged materials and technology equipment.

MOBILE DEVICES/PERSONAL PROPERTY

The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees and in accordance with Northern Tioga School District.

Definition

"Mobile device" shall mean a personal mobile telephone or other portable electronic device capable of connecting to the Internet and enabling the user to access content on the Internet, that is not owned by a school entity or issued by a school entity to a student. A mobile device shall include a device with which a user could engage in a call; write, send or receive a message; send or receive data or an image; record, play or edit audio or video data; play a game; or watch a video. The term does not include a portable device that meets the definition of a device under 21 U.S.C. 321 (relating to definitions generally) or a dual use watch if the watch's Wi-Fi and data are disabled

Northern Tioga School District prohibits use of a mobile device by students during the school day, school bell to school bell, in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the district.

The Board prohibits use of mobile devices in locker rooms, bathrooms, health suites and other changing areas at any time.

Exceptions

A mobile device may be used by a student for the following reasons:

1. A Medical condition, documented by a medical provider, of the student or an immediate family member of the student..
2. An Individualized Education Program (IEP) or Section 504 Service Agreement in which a mobile device is part of the accommodations or services provided to the student.
3. An English Learner uses the device for translation or other English as a second language purposes.
4. Permission has been granted by a teacher to use a mobile device for educational purposes during instructional time, provided that
    1. A school issued device is insufficient or unavailable for the instructional purposes needed by the teacher;
    2. The principal determines that the use of a mobile device is appropriate for instructional purposes;
    3. The approval is for a limited circumstance and duration and does not permit the use of a mobile device as a regular part of instruction.

Exceptions to the policy will be submitted to the superintendent within five days of the occurrence of the exception. The written notification will include the following information: the purpose of the exception, the date, time, and duration of the exception, a description of to whom the exception shall apply. Any exception may not exceed one day.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's mobile device policy.

Guidelines

Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device requiring a parent/guardian or designee to pick up the device at the school office. Multiple offenses may result in additional loss or restriction of privileges or disciplinary action.

Laptop computers brought to school shall be restricted to classroom or instructional-related activities with principal's permission. Students shall comply with the guidelines set school administration for the educational use of laptop computers.

SUMMER SCHOOL POLICY

The Northern Tioga School District may provide summer school for students who fail courses. If the district does provide summer school then the following criteria must be met.

1. Cost of summer programs are the responsibility of the student/parent.

2. No summer school course may begin until after graduation/final day of school.

Whenever a student makes up a failed course, the course must be approved by and monitored by the Guidance Department and Central Office. A maximum of 2 summer school courses are permitted.

WORKING PAPERS

Students between the ages of 14-18 may be employed legally in part-time jobs provided such employment does not interfere with their school progress. Students under 18 years of age must obtain working papers if they wish to work after school hours, on weekends, or during vacation.

An application for working papers may be obtained in the principal's office. Those seeking working papers must submit a birth certificate, a "promise of employment" for completion by the employer, and have a physical examination.

DRESS CODE

Dress Code Purpose:

The Northern Tioga School District considered basic guidelines when determining appropriate school attire. These guidelines include:

1. Modesty.
2. Preservation of the educational environment.
3. Preparation of students for the work environment.
4. Safety.
5. Health.
6. Cleanliness.

We believe that the student dress and overall appearance should foster a positive and productive environment, as well as reflect pride in one's self as well as in our schools. We further believe that student dress and appearance is a shared responsibility of the home and the school.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which may cause a disruption to the educational setting. In the event the administration determines a student's dress is inappropriate for school in accordance with these guidelines, then the appropriate action will be taken. (Refer to Violations section.)

<u>General Provisions</u>

1. Under clothing may not be exposed.
2. Transparent clothing may not be worn. This includes mesh and fishnet items.
3. No hats, caps, hoods, bandanas, sunglasses, visors, or sweatbands are permitted to be used as a head covering, unless approved for special school days.

<u>Tops</u>

1. Shirts which are revealing may not be worn. Examples include but are not limited to: tank/spaghetti strap/halter/mesh tops, muscle shirts, sleeveless shirts and see through shirts. Shoulders are to be covered.
2. Tops may not allow the midriff, cleavage, or bare back to be exposed.
3. Outer garments that may be used to conceal, such as trench coats, are not to be worn in school.

Pants, Shorts, Skirts, Skorts

1. Pants, shorts, skirts, and skorts must be secured and worn no lower than the hips.
2. All shorts and skirts, and holes in pants must touch the bottom of the fingertips with arms fully extended when the student is in a standing position.

Footwear

1. Appropriate footwear must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted (i.e., shoes with wheels).
3. Slippers are not permitted unless they support an approved special school day.
4. Sandals and flip-flops are permitted unless prohibited by a specific course.

Jewelry

1. Jewelry must not be distracting, disruptive, or unsafe. Unacceptable jewelry includes, but is not limited to, dog collars, choker chains, and jewelry with spikes.
2. Chains are not permitted.

Offensive Dress

Clothing, patches, buttons, pins, jewelry, belt buckles, and backpacks are not permitted if they: have sexually suggestive writing or pictures; advocate violence; advertise or promote the use of tobacco, alcohol, or drugs; have double meaning words or obscene language/gestures; or are disrespectful in nature.

Health and Hygiene

Any apparel that is judged to be unhealthy or unsanitary is not permitted. This includes clothing and work boots that are heavily soiled and/or give off a foul odor.

Violations

Appearance which the administration feels is disruptive to the educational process may be deemed inappropriate.

Students found in violation of this policy will be sent to the office.

First violation - The student will be supplied with an appropriate article of clothing and will return to class. If the violation is due to a non-clothing item, the item in question will be retained in the office until collected by a parent/guardian or sent home with the student when deemed appropriate.

Second violation - The student will again be supplied with an appropriate article of clothing and will return to class. If the violation is due to a non-clothing item, the item in question will be retained in the office until collected by a parent/guardian or sent home with the student when deemed appropriate.

Third violation - The student will again be supplied with an appropriate article of clothing and will receive a day of in-school suspension. If necessary, a parental meeting will be arranged. If the violation is due to a non-clothing item, the item in question will be retained in the office until collected by a parent/guardian.

DANCES

All dances will be closed dances unless otherwise publicized and will have the following rules. These rules are instituted to support the goal of trouble free dances.

1. Sign Up Sheet

a. Any student who would like to invite someone who is not a member of the high school and is of high school age can use the sign up sheet in the principal's office (exceptions will be addressed by the Building Principal).
b. Students who sign up a guest are responsible for his/her behavior and the guest is to conform to school rules and regulations.

2. Student Behavior
a. Students will follow all school rules that are listed in the "handbook."
b. Students leaving the dance ARE NOT permitted to re-enter. Once a student leaves the dance, he/she is to promptly leave school property--no loitering around the school, parking lot, or other areas of school property is allowed.
c. No alcoholic beverages or drugs are to be brought, possessed, or consumed on school property. Violators will be turned over to the police for prosecution.

ATHLETIC POLICY

As a member of an athletic team in the Northern Tioga School District, the athlete will follow the rules as listed below, realizing that violation of these rules will result in suspension from participating on a team. The Building Athletic Eligibility Committee has the right to expel an athlete for the season or school year for a first offense.

1. Students smoking and/or possessing/using tobacco products, as defined in the Student Code of Conduct, will be subject to disciplinary actions described in the Student Code of Conduct.

2. Students found possessing or using alcohol will be removed from an in-season team. They will lose their letter for that sport for that season. The violator must also attend the District's Athletic Rehabilitation Program before competing in any future athletic programs.

3. An athlete that is not in season who violates the provisions of this code must also attend DARP. Failure to attend the rehabilitation program will result in that person being barred from future sports programs in NTSD.

4. Students found possessing or using controlled dangerous substances may not participate in any extracurricular activity for up to six months following the date of offense. The administration may recommend alternative consequences on a case by case basis.

5. As representatives of their school, athletes will conduct themselves as good citizens at all times. They will not show disrespect to any athletic official or personnel of their school or any other school. Any offense will result in the athlete meeting with the school athletic committee and may result in additional game suspensions.

6. Academic Eligibility for athletic activities based on the premise that academic performance is the keystone of the future and the standard against which participation is measured. Athletes will be passing in all subjects (70%). Grades will be checked on weekly basis.

    a. Eligibility lists will be collected on Friday on each week during the season and athletes and the Athletic Director will inform coaches on Monday. (If a student athlete is absent on Monday, it is the coach's responsibility to inform the athletes.)
    b. To remain eligible, athletes may not be failing more than one class.
    c. An athlete who is failing more than one class, becomes eligible when passing all classes or, at a minimum, all but one class.
    d. Ineligibility Time Period: Students are identified on Monday. They are ineligible from Monday through the following Saturday.
    e. Tutorial guidance will be made available to student athletes who request it from the Athletic Director.
    f. If an athlete is not passing an equivalent of four (4) credits, they will be suspended from all games for fifteen (15) school games as per P.I.A.A. regulations. Grades should be reported to coaches and Athletic Directors on the Monday following grade verifications.

g. An athlete who fails two (2) or more classes at the end of the marking period will be ineligible for five (5) days into the new marking period.
h. Athletes must fulfill all the regulations and requirements set forth by PIAA.
i. Athletes will be full time students. (carry a minimum of 3 block credits per semester).

7. Athletic equipment and uniforms issued to students are their responsibility. Athletes will be held financially responsible for their loss or damage.

8. When making trips to other schools, athletes will be expected to dress well and present a neat appearance.

9. Remember, the coach makes decisions concerning who plays, when, and how much. If athletes have questions concerning their status as players, they should discuss it with the coach privately.

10. Neatness of their locker area and locker room will be expected.

11. Athletes must ride the bus to away events unless other arrangements have been approved by the building principal. Athletes may ride home from "away" events with their parents if parents notify the coach and sign their child our from the event.

12. Any evidence of poor citizenship, inadequate academic standing, or infractions of school and community rules not specially named above will be dealt with on an individual basis by the Building Athletic Eligibility Committee.

13. Parents permitting their sons and daughters to participate in extra-curricular activities should be aware of the possibility of injury and are accepting the risk of student injury.

14. Parents and athletes will be required to sign the athletic code prior to participation.

15. Chain of Command – Whenever a problem or a grievance develops in an extra-curricular activity or sport, the following chain of command is to be followed by the person who has a problem or grievance.

    a. Level One – As soon as practical the person who has a problem or grievance will first attempt to solve the problem with the coach or sponsor involved. These communications are to be held at an appropriate time and in an appropriate location. During or after practice or immediately after a contest is not an appropriate time for such communications. Coaches/directors have other responsibilities at such times and there is not an opportunity for private and open communications. This Level I process shall be completed in a prompt and timely manner.
    b. Level Two – If the situation is not resolved at Level I, the grievant may appeal to the Athletic Director or Principal as appropriate.
    c. Level Three – Superintendent
    d. Level Four – Board of Education

If a problem or grievance cannot be resolved at lower levels of the chain of command, the final decision regarding any party of this policy shall be with the Board of Education.

It is the responsibility of the party in grievance (student, parents, or other person) to contact or meet with the coach first and then to follow the chain of command if the problem remains.

SEARCHES

1. School district administrators and building principals or designees have the right to search student lockers and student belongings when a reasonable, individualized suspicion exists that a student may be hiding contraband or evidence of a prohibited act.

2. Students' belongings that may be searched include, but are not limited to backpacks, books, pockets, handbags, or wallets. School authorities may seize any prohibited materials.

3. With authorization of the Superintendent or a designee, a trained dog, under the supervision of a specially trained handler, may be used for an inspection on or within school property to detect the presence of drugs, alcohol, or mood-altering substances.

4. Random searches will be conducted periodically, including school lockers and motor vehicles on school property.

FOOD SERVICE

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.

2. Meet the nutrition standards specified in law and regulations and approved by the Board.

3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.

4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.

CEP (Community Eligibility Provision)

All our school cafeterias operate using CEP (Community Eligibility Provision), which means all students receive a free breakfast and a free lunch each day. To help our district retain CEP, we ask that you visit www.compass.state.pa.us to see if your household qualifies for direct certification. If you do qualify, the information will be sent to the district from COMPASS. If you would rather apply in person, you can go to the Tioga county Assistance Office located at 11809 Route 6, Wellsboro, PA 16901; Toll Free: 1-800-525-6842.

The district shall continue to conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES). Direct certification shall be conducted:

1. At or around the beginning of the school year.

2. Three (3) months after the initial effort.

3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

Accommodating Students With Special Dietary Needs & Allergies

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs/allergies in accordance with applicable law, regulations and Board policy. If your student has special dietary needs/allergies please fill out a medical plan of care, found on our website, and return it to the school nurse.

School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall assign individual school meal accounts to each student for the purchase of extra ala carte items served in school cafeterias, which ensure that the identity of each student is protected.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a school meal account balance.

No A La Carte Items may be charged. A La Carte items are any foods that are not a part of the reimbursable meal for that day such as “snacks, or extras”.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

STUDENT ACCOUNT PROCEDURES FOR THE CAFETERIA

1. Students who choose to pack and want a carton of milk, will need to purchase the milk. The Meal Eligibility is for a reimbursable meal only.

2. Payment options for a student cafeteria account:
    a. Send cash or check to NTSD cafeteria with your child to school, give to the cashier in the lunch line
    b. Mail check made out to NTSD Cafeteria to your child's school.
    c. Pay with a credit card on www.myschoolbucks.com (there is a fee for using your credit card)
    d. You can use www.myschoolbucks.com to also track your child's spending and you can set up an alert to let you know when your child needs to add money to their account. These two options can be sued without using the credit card payment option. You can also allow your child to only get ala carte/extras on certain days of the week.
    e. Ala carte/extras are, for example, chips, ice cream, cookie, beef stick, water, slushie.

CAFETERIA MENUS

Menus are posted on the district's website www.ntiogasd.org , Facebook page and Parent Square.

INTEGRATED PEST MANAGEMENT

The Northern Tioga School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, custodial, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry. If you would like to be on this registry, respond in writing to the Superintendent's Office, Northern Tioga School District, 110 Ellison Road, Elkland, PA 16920.

SURVEYS

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.

Protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, books clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.

REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital

formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

EXEMPTION FROM INSTRUCTION

Guidelines

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused, including the reason(s) for the request.

2. The written request to be excused shall be sent by the parent/guardian or student who is eighteen (18) or older to the building principal.
   One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.

3. The written request must contain a statement that the specific instruction described conflicts with the sincerely held religious and/or moral beliefs of the student or of the parents/guardians.

4. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be substantially similar instruction that is consistent with the learning objectives set for the course.

5. The building principal shall determine where the student shall report during the time the student is excused.

6. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

NORTHERN TIOGA SCHOOL DISTRICT HEALTH REQUIREMENTS/SCREENINGS

Health requirements for specific grade levels:

- **Kindergarten/Entry to District**: Complete Immunization Record with the following vaccines **required for the first day of school**:
  - 2 properly spaced MMR and Varicella Vaccines
  - 3 properly spaced Hep B Vaccines
  - 4 properly spaced Polio Vaccines (one must be after the age of 4 years)
  - 4 properly spaced DTAP Vaccines (one must be after the age of 4 years)
- **Entry to District (This includes kindergarten/1st):** Physical Exam and Dental Exam
- **3rd**: Dental Exam
- **6th**: Physical Exam (Good time to get Tdap and Meningococcal Vaccines)
- **7th**: Tdap and Meningococcal Vaccines **required the first day of school**
- **7th**: Dental Exam
- **11th**: Physical Exam (Good time to get 2nd Meningococcal Vaccine)
- **12th**: 2nd Meningococcal Vaccine **required the first day of school**

Please note the following schedule for health screenings:

- **Height and Weight**: Grades Kindergarten through 12th
- **Vision**: Grades Kindergarten through 12th
- **Hearing**: Grade Kindergarten, 1st, 2nd, 3rd, 7th, 11th
- **Scoliosis**: Grade 6th and 7th (6th grade students should have spinal screen with 6th grade physical)

Vision, hearing, and scoliosis screenings are completed by the end of each school year. Parents/guardians will be notified if your student did not pass the baseline for these screenings and needs to be referred for further evaluation. If you receive notice, please follow up with your child's physician and return the form as soon as possible.

These screenings and health requirements are addressed in board policy 209 and Pennsylvania Code.
If you have any questions or concerns, please contact the school nurses by contacting your school office.