



**A.E. Oblock
Jr. High School
Parent Student
Handbook
2014-15**

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ADMINISTRATIVE ORGANIZATION

BOARD OF SCHOOL DIRECTORS

Mr. Sal Colella.....President
Mr. Joe Tommarello.....Vice-President

Mr. Kevin Dowdell
Mrs. Michele Gallagher
Mr. Tom McGough
Mrs. Michelle Stepnick
Mr. John St.Leger
Mrs. Loretta White
Mr. Richard Zucco

SUPERINTENDENT AND DIRECTORS

Dr. Tim Glasspool..... Superintendent
Dr. Guy Rossi.....Assistant Superintendent
Mr. Gene Marraccini.....Director of Business Affairs

JUNIOR HIGH ADMINISTRATION

Mr. Joseph Fishell.....Principal

GUIDANCE

Ms. Missy Markiewicz..... Grade Eight
Mr. Joseph MillerGrade Seven

PARENT-TEACHER STUDENT ASSOCIATION

Mrs. Susan Doyle.....President
Mr. Ken Lane.....Vice-President
Mrs. Danielle Fusco Secretary
Mrs. Corrine Dryburgh Treasurer

PHILOSOPHY AND GOALS

PHILOSOPHY

A.E. Oblock Junior High will provide a climate which promotes the well-being of the individual, positive exchange between students and teachers, and development of values consistent with ethical behavior. The faculty and administration will impress upon students the necessity for active participation in a democratic society as self-reliant, contributing members, and provide the basic skills to serve intellectual, vocational, and avocational needs relative to their roles within an ever-changing society.

Students are recognized as having individual needs and will be guided in seeking full realization of their potential. We recognize the need to educate, identify and intervene to provide for the needs of at-risk students. We will provide personnel and facilities to develop a healthy environment, to stimulate exposure in a variety of academic, cultural, and social areas, to provide experiences in the decision-making processes, and to encourage utilization of community resources. We will endeavor to prepare students to recognize their capabilities, to strengthen their weaknesses, and to provide standards by which they can assess their own worth. The community, administration, faculty, parents, and students will join in a partnership sharing resources, responsibility, and accountability in the pursuit of educational excellence.

GOALS

To implement our philosophy, we seek to provide models, experiences, curricula, and opportunities that will enable students to:

1. Communicate effectively.
2. Understand, develop, and demonstrate the principles of responsible citizenship that will enable them to work within the framework of a democratic society.
3. Develop a cooperative attitude toward society that will enable them to recognize and appreciate its multi-cultural and multi-racial heritage.
4. Understand the history of their nation and its role in a world of varied cultures and governments.
5. Cultivate a positive attitude that will enable them to recognize, accept, and appreciate their and others' potentials and limitations.
6. Understand and appreciate the values of society before modifying those values.
7. Acquire the attitudes, knowledge, and skills necessary to secure and maintain employment in a highly competitive job market.
8. Acquire appreciation, knowledge, and skills in the arts and humanities, science, and mathematics.
9. Formulate habits that contribute to optimal physical fitness and mental health.
10. Acquire attitudes and knowledge that reflect respect for our environment and limited natural resources.
11. Recognize that learning is a life-long process and does not end with their formal education.
12. Apply analytical thinking to the decision-making process.
13. Acquire knowledge and skills that will allow them to adapt to technological advancements.
14. Develop the skills and attitudes necessary for personal growth and family living.

FOREWORD

The faculty, staff, and administration welcome you to A.E. Oblock Junior High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, and the practice of regular attendance.

The goal of AEO is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents, and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at AEO encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student and parent should read this handbook and be knowledgeable of its contents. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation. Have a great year!

GENERAL INFORMATION

THE COMMUNITY:

Plum Borough, appropriately named by the first settlers because of the abundance of wild plums that grew along the banks of its many streams, is now the largest borough in Allegheny County and the second largest in the state. The borough encompasses 28.88 square miles of farmland, residential areas, and light industry. Plum's population approximates 30,000.

THE SCHOOL SYSTEM:

The system consists of five elementary schools, one junior high, one senior high school, and two Alternative Secondary Education programs (including both Technical and Vocational Education). Instructional programs include a wide variety of academic courses with supporting programs.

THE SCHOOL:

The original building, since its opening in 1969, received a major addition and major renovation in 2001.

STUDENT BODY:

The enrollment by grade level, as of August 15, 2014

Grade	Enrollment
7	302
8	310

SCHOOL COLORS AND MASCOT:

Purple and Gold--Mustangs

FAMILY EDUCATION RIGHTS & PRIVACY
(FERPA)

**The Family Educational Rights and Privacy Act (FERPA)
Parent Disclosure Form**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Plum Borough School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Plum Borough School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Plum Borough School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- School District Broadcast Media.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Plum Borough School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

Plum Borough School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

TECHNOLOGY

COMPUTER USAGE POLICY

Tampering, vandalism, or unauthorized use of Plum Borough School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR's, televisions, modems, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995).

Student violators will be subject to discipline including suspension and possible expulsion.

All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

INTERNET USAGE POLICY

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content nor does the district guarantee the accuracy of the information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

PLEASE REFER TO BOARD POLICY 815 FOR THE COMPLETE ACCEPTABLE USE OF INTERNET POLICY.

Parent Portal

The Parent Portal is an on-line progress-reporting system in which student grades and attendance can be accessed at any time. Usernames and passwords do not change from year to year. There is one username and password per family. Families who are new to the district will receive their username and password during the registration process. Difficulties with use of the system should be directed to the main office. Parents may only access records of their own children, as confidentiality is of utmost importance. Parents are highly encouraged to monitor progress on a regular basis. Questions or concerns can be directed to the attendance office, classroom teachers, and guidance counselors. The Parent Portal has replaced paper progress reports previously issued at the midpoint of each marking period. Any parents unable to access the portal may request progress reports through the guidance office.



SCHOOL POLICIES

DISPLAY OF STUDENT WORK

The Plum Borough School District is proud of our students' achievements. Student's work may be displayed in the classroom, school or any district broadcast media unless a letter of objection is received from the parent/guardian by the 15th day of school. After the 15th day, for any new student enrollment, a letter of objection must be received by the 15th day from enrollment. Typically, this work would include your child's name and grade/evaluation of the work

BACKPACKS

Students may carry backpacks and totes to and from school. Upon arrival at school, students will empty backpacks and leave them in their lockers. Students will be permitted to go to their lockers in the morning, before and after lunch, and at the end of the school day. Students may carry gym bags on days that they have physical education. No large totes/beach bags can be carried during the school day.

ABSENCES/ATTENDANCE:

The goal for each Plum Borough student is to have perfect attendance. However, the District understands that life often prevents this from happening. Despite this reality, students and parents are required to provide the District with written excuses for all absences.

State law and district policy require students to attend school. All absences from school are deemed unexcused until a note from the parent/guardian is submitted to the school. Excuses must be submitted to school within three (3) school days. Parents/Guardians can write a note to excuse a child from school for up to 10 absences. Any absence beyond 10 days will require a note from a doctor excusing the child from school.

Absences will be marked as unexcused, or unlawful, until the school receives a note from the parent/guardian. If the note is not received within three (3) days of the student's absence, then the absence will be permanently marked as **unexcused**.

If a student is ill for more than three (3) consecutive days, then the student is to submit a doctor's note in order for the absences to be deemed excused.

Truancy Elimination Plan

The school will be proactive and will work with students and families to ensure that students attend school. The school district will notify the parent/guardian of their child's absences initially via PLUM CONNECT. Students who continue to accumulate unexcused absences will also receive written notification. Should a student accumulate three (3) unlawful absences, the parent/guardian and student will be required to meet with an administrator to establish a truancy prevention plan. Any unexcused absence beyond three (3) days will be referred to the District Magistrate.

SCHOOL TARDINESS

Students not in their first period class when the 8:10 bell rings will be considered tardy. Any student entering the building after 8:15 must be signed in by a parent or guardian. Excused tardies include: **doctor's excuse, illness, religious reasons, and car problems**. All unexcused tardies will result in a lunch detention. You will **not** receive a mailing of the detention.

CLASS TARDINESS

Excuses for class are not obtainable from the administrative office. If the pupil is tardy from class and cannot obtain a written excuse from the teacher of the previous class, he/she will be given detention by the teacher of the class to which he/she is tardy.

TIME-OUT AND RESPONSIBILITY TRAINING

Time-Out and responsibility training allow the students to 1) evaluate their behavior, 2) learn responsibility for choices, and 3) develop skills to make more effective choices. The primary purpose of Time-Out is not to punish, but to remove students temporarily from the situation where a problem has occurred and provide guidance in helping replace ineffective, disruptive behavior with more responsible behavior

I. TIME-OUT PROCEDURES

A. TIME-OUT 1 (verbal commitment to follow class rules)

The teacher will deal with discipline problems on a one-to-one basis. This will include a discussion of the problem and a verbal commitment by the student to follow the classroom rules.

B. TIME-OUT II (written plan in the classroom)

The teacher will move the student to a designated area of the classroom, which will provide the student with the opportunity to write a plan for responsible behavior. This plan must be reviewed and accepted by the teacher. If the student remains in Time-Out II for one full period without preparing an acceptable plan or has been in Time-Out II on two previous occasions, then the student will be referred to Time Out III. The classroom teacher will notify the parent if a student is in Time-Out III.

C. TIME-OUT III (Time-Out Room)

The Time-Out Room separates the student from the classroom environment and requires him/her to write an action plan for responsible behavior with the assistance of the Dean of Students. The student is assigned to Time-Out III for the time period necessary to complete an acceptable plan. (However, after one full period in the Time-Out Room, the student's parents will be contacted by the Dean of Students.) (The classroom teacher will call the parents after the student has been out of class for three days.) The student is responsible for making up all missed class work. After the day of referral, missed classes are counted as absences according to the attendance policy.

II. Students are referred to the Time-Out Room for the following reasons:

- A. If the student is uncooperative in, or spends more than one full class period in Time-Out II.
- B. If the student has been assigned Time-Out II on two previous occasions.
- C. If the student's Time-Out II plan is unacceptable.
- D. If, in the teacher's professional opinion, the student's behavior demands immediate action or removal from the classroom.

III. Student responsibilities when referred to Time-Out III:

- A. Report directly to the Time-Out Room and discuss the referral with the Dean of Students.
- B. Remain in the Time-Out Room for that class period or until a plan has been developed.
- C. Write the plan for responsible behavior and obtain the approval of the Dean of Students before presenting your plan to the classroom teacher.
- D. Present the plan to the classroom teacher before being re-admitted to class.
- E. Make up all work missed while in the Time-Out Room (including tests) within the time requirement established by the classroom teacher.

IV. Time-Out IV (Time-Out at home)

When the Dean of Students determines that Time-Out III has not been effective in changing inappropriate or disruptive behavior, he/she may initiate Time-Out IV

at home. The student choosing Time-Out at home must stay home at least one day. While at home, the student will develop a plan for responsible behavior. The plan should be discussed with the student's parents/guardian. Upon completion of the plan with required signatures, the student may return to school accompanied by a parent/guardian. The Dean of Students and classroom teacher(s) must approve the plan before the student will be re-admitted to class.

PEER MEDIATION

Peer Mediation was established in 1996 by members of Student Government to give students the option to solve their conflicts in a non-violent manner. In mediation, two trained peer mediators lead two students in dispute to a resolution. Once a resolution is agreed to, it is formally written and then signed by both mediators and disputants. Students seeking the aid of Peer Mediation may obtain a referral form in the Time-Out Room. Those students in dispute may also be referred by members of the faculty, administration, and student body. Each fall, training is offered to students who may be interested in becoming mediators for the school year. Only a select number of mediators are chosen to be trained from each grade level.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. Extracurricular activities and assemblies are a privilege, and attendance for these will be predicated on positive behavior. Any student receiving an in school or out of school suspension, or a Time-Out IV will not be permitted to attend these special programs or activities for thirty calendar days following the official date of issuance. Any student who receives an in-school or out-of-school suspension is not permitted to participate in a sport or after school activity for that day and must go home upon dismissal.

If a student receives three lunch detentions in one day or a carry over to the next, they will serve a day of in-school suspension.

SECONDARY DISCIPLINE

Level 1

These infractions are usually first-time offenses that do not cause major disruptions to the established routine. They represent the mildest form of student misconduct. The discipline is handled by the staff member in charge or the one who observes the infraction. Disciplinary options elected at this level are at the discretion of the teacher and are intended to provide the student with personal and direct interaction with the teacher.

Procedures

- A. The student is disciplined by the staff member in charge or the one observing the infraction.
- B. When appropriate, a report is written and maintained by the teacher.

Strategies/Options

Disciplinary measures can vary from a personal conference to after-school detention. Administrative involvement and behavior modification are not included in the options.

- A. Personal conferences
- B. After-school detention
- C. Parental contacts
- D. Verbal reprimand
- E. Restrictions of privileges
- F. Teacher counseling
- G. Special assignments
- H. Behavioral contracts

Level II

The misconduct disrupts the established routine and requires administrative intervention. In most cases, the infractions are a continuation of those in Level I and occur when that level's disciplinary options fail to effect positive change. The misbehavior at this level does not represent a direct threat to the health and safety of others.

Procedures

- A. Teacher refers the student to an administrator and, when possible, personally informs him/her of the details of the incident. When appropriate, teacher documents the infraction.
- B. For infractions involving either a behavior modification or out-of-school suspension, the administrator will contact the parents by phone and/or letter. Out-of-school suspensions will be followed by a post-suspension conference if warranted.
- C. The administrator documents the infractions and informs the teacher of the disciplinary option applied.

Strategies/Options

- A. Behavior modification
- B. Modified schedule
- C. Temporary out-of-school suspension
- D. Referral to support personnel or agencies
- E. The options of Level I can be applied

Level III

The acts at this level are of a more serious nature that could be classified as criminal. Nevertheless, the school's policy and resources provide for the handling of most cases. The acts may be directed against others and/or personal property, but they do not pose a serious threat to personal safety. The nature and particulars of the incident will determine whether the case will be processed by the school or referred to other authorities.

Procedures

- A. An investigation of the infraction is conducted by the administration. The staff member or members who are directly involved with the case are consulted in the investigative process.
- B. The parent is notified of the situation, and a conference is arranged to review and discuss the matter.
- C. The administration writes a report of the particulars of the infractions, which is then maintained by the administration.
- D. Following the disposition of the infraction, the student is scheduled for counseling sessions with his/her guidance counselor if recommended.

Strategies/Options

- A. Behavior modification
- B. Temporary or complete removal from class
- C. Temporary or full out-of-school suspension
- D. Hearing at the Superintendent's level
- E. The options of Level I and II can also be applied

Level IV

The acts at this level are classified as criminal or may cause a clear and immediate danger to the student or others and may be referred for processing to other authorities such as a law enforcement agency, the School Board, or the office of the Superintendent.

Procedures

- A. An investigation of the infraction is conducted by the administration. The staff member or members who are directly involved with the case are consulted in the investigative process.
- B. The student is notified of the action of the school.
- C. The Superintendent is consulted and informed of the situation. He also receives a written report.
- D. The parent is informed of the situation and the course of action for processing the infraction.
- E. The infraction is referred to the proper authorities or office.

Strategies/Options

A temporary out-of-school suspension is assigned, and, in the interim, the case is referred as warranted to the appropriate authority or agency for review and action.

Action beyond the building level can result in the following:

- A. Expulsion
- B. Alternative School
- C. Extended suspension
- D. Modified suspension
- E. The options of Level I, II, III can also be applied.

DETENTION

Detention is assigned to students who do not follow the rules of the Parent Student Handbook, or who display unacceptable behavior in the classroom, at lunch, in the halls, or on the school bus. Lunch detention is held during regular school hours. For flagrant or continued misbehavior, a student may be assigned an after school two-hour detention. Parents will be notified when detention is assigned. An activity bus will be provided. Any student who skips a two hour detention will receive a suspension.

IN-SCHOOL SUSPENSION

In an attempt to provide a more constructive program and as an alternative to corporal punishment or out-of-school suspension, students with behavior problems will be assigned in-school suspension for breaking certain rules. This will provide students with an opportunity to receive credit for their academic work while being disciplined. If ISS fails to modify student behavior, out-of-school suspension may be used.

Students assigned ISS will not be permitted to eat in the cafeteria during their regular lunch.

After a student receives three in-school suspensions, parents will be requested to spend the day with the student, in class, to monitor behavior and/or meet with teachers and administrators to set up a behavior modification program.

PROCEDURES FOR STUDENT EXCLUSION OR EXPULSION FROM SCHOOL

Principal's Level:

Temporary exclusion: The office of the principal may suspend a student for a maximum of ten days for an act that violates Board policy, rules, and regulations. Such acts include, but are not limited to, the following types of offenses:

- A. Possession or consumption of alcoholic beverages on school grounds, school buses or while attending school activities.
- B. Under the influence of alcohol while on school grounds, school buses or while attending school activities
- C. Flagrant or disrespectful action or speech toward an administrator, teacher, school employee or fellow student.
- D. Possession of obscene literature.
- E. Vulgar, obscene or profane actions.
- F. Extortion.
- G. Any violation of any law of the Commonwealth of Pennsylvania or ordinance of the Borough of Plum.
- H. Any student caught in the theft of school property or of another person's property or money may be suspended up to ten school days and charges may be filed with the District Justice.
- I. Students may be suspended from school and its related activities for actions occurring outside the limits of the school if such suspension in the view of the administration is reasonable, necessary for the physical or emotional safety of the individual, or for the safety of other members of the school community.
- J. Violations of the Computer Security Agreement or the Internet Security Agreement.

POSSESSION OF WEAPON ON SCHOOL PROPERTY

Purpose

The Board recognizes that the possession of a weapon on school property, in school buses, or off school property at school-sponsored activities poses a risk of serious bodily injury and is, therefore, of concern to the Board.

Definitions

For the purposes of this policy, the following definitions shall apply:

"WEAPONS" shall include, but may not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, fireworks, firecrackers, and any other tool, instrument, or implement capable of inflicting serious bodily injury. "SCHOOL PROPERTY" shall mean all buildings and grounds owned or controlled for and utilized by the Plum Borough School District, including, but not limited to, schools, administrative offices, bus garage, indoor and outdoor athletic facilities, parking lots, school buses, other school vehicles, and any other public conveyance providing transportation to a school or school-sponsored activity. "SCHOOL-SPONSORED ACTIVITY" shall mean any activity, regardless of the location, sponsored by the School District or a student or parent organization.

Authority

This policy is adopted in accordance with the Gun Free Schools Act of 1994 and Section 1317.2 of the Pennsylvania School Code.

Prohibition

Beginning August 1, 1995, students are prohibited from bringing a weapon onto any school property or to a school-sponsored activity. Any weapon shall be immediately seized by school personnel and turned over to local law enforcement officials.

Penalties

Students violating this policy shall be expelled for at least (1) year. However, the Superintendent may recommend discipline short of expulsion on a case-by-case basis. In addition, students may be subject to criminal prosecution under 18 Pa C.S.A. 912, which provides that possession of a weapon in school constitutes a misdemeanor of the first degree.

Mace and "Look-Alikes"

The possession and/or use of mace and "look alike" weapons on school property are prohibited. Violations of this section will be treated as Level III or Level IV infractions under the Discipline Code for the elementary and secondary schools which may result in suspension or expulsion.

RADIOS, TAPE PLAYERS, GAMING and RECORDING DEVICES, AND CD PLAYERS

Radios, tape players, gaming and recording devices, and CD players are not to be visible or used in the building unless permission is granted by an administrator or by the teacher who requires such for a specific lesson. Radios, gaming devices, and players that are confiscated will be released only to a parent.

PERSONALLY OWNED DEVICES / CELL PHONES

Personally owned devices and cellular phones must be turned off and out of sight unless permission is granted by an administrator or by the teacher who requires such for a specific lesson. Phones are to remain turned off and out of sight at school-sponsored activities (dances, etc..) and on buses provided by the School District.

Violation of this policy will result in the following:

1st offense = lunch detention

2nd offense = 2 lunch detentions

3rd offense = In-School Suspension

Extreme caution must be exercised in regards to the content stored in students' devices. Serious level offenses and confiscation can arise with the possession of devices on school grounds containing inappropriate pictures/video clips, inappropriate or harassing text messages, and information stored for the purposes of cheating academically. Any device confiscated will be released only to the parent or when appropriate, to the civil authorities. Parents must pick the device up at the school. The school will not be held liable for any lost, stolen, or damaged devices.

PLEASE REFER TO BOARD POLICY 237 FOR THE COMPLETE ACCEPTABLE USE OF PERSONALLY OWNED DEVICES.

DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene, is distracting or disruptive in appearance, or is detrimental to the purpose or conduct of the school will not be permitted.

Shorts of an appropriate length, such as Bermuda shorts or walking shorts, are permitted. If there is a doubt as to the appropriateness of the length, skirts, shorts and skorts should fall below a student's fingertips. No pants, skirts or shorts with holes above where the finger tips fall are permitted. Halters, bare midriffs, tank top jerseys, and sleeveless jerseys are not permitted. Shirts must overlap pants, shorts, and skirts. If shirt length is questioned, the student will be asked to raise arms parallel to the floor while in a standing position. No bare midriffs or undergarments should be visible at any time. No excessively revealing clothes will be permitted. Bandannas are not permitted.

Uniforms will be required for all students in Physical Education. The uniforms can be purchased through the P.E. Dept.

Shirts with obscene or questionable printing on them will not be permitted. Shirts should not promote the use of alcohol or illegal drugs. Any type of gang-related clothing is prohibited. Shirts should not demean girls or boys by sexual innuendo.

Wearing hats during class or in the halls during change of classes is prohibited. Safety will be addressed with clothing or shoes when seen as dangerous. NO hee-ies or Flip-Flops.

OVERSIZE JACKETS AND TOPCOATS:

Upon entering the building, students will place oversize jackets and topcoats in lockers. Appropriate disciplinary action will be taken against violators of this dress code.

SCHOOL DANCE INFORMATION

All dances are exclusively for students who attend Oblock Junior High. Dances are held on Friday nights from **7:00-9:00 p.m.** and are listed on the school calendar. Any parent picking up a son/daughter should plan on arriving at **8:45 p.m.**, as the dance will promptly end at 9:00 p.m. Students must be present in school the day of a dance in order to attend the dance. Discussion often arises as to what is appropriate to wear to a school dance. As a general rule, students should follow the dress code as written in the Parent Student Handbook. However, some exceptions may be made depending on the theme of the dance. Guidelines were established through a discussion with the members of Student Council, the PTSA, and the Administration. Please review these with your child before each dance.

SCHOOL DANCE ATTIRE

- Costumes for the Fall Harvest Dance must have an appropriate theme
- Shoes must be worn at all times
- No tube tops
- No muscle shirts
- Appropriate undergarments must be worn (none showing)
- No bare midriffs
- Dress or shirt with thin straps is acceptable
- No backless attire (at least half of the back must be covered)

CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Students are to move to their assigned class.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Students are not permitted in the hallways or at their lockers during class time unless carrying a pass signed by their teacher.
5. No public display of affection.

END OF DAY DISMISSAL

Students are to leave the building promptly at dismissal time. No pupil may be in the building after 3:00 p.m. unless under teacher supervision. All practice sessions must be faculty supervised. Only students who are scheduled for evening activities under a teacher's supervision will be allowed in the school after dismissal time.

VENDING MACHINES

A soft drink vending machine will be available to students after 3:10 p.m. It is recommended that soft drinks be consumed in the immediate area of the vending machine. They are not permitted in any classrooms in the building.

FIGHTING

This form of behavior on school property, on the bus, or at the bus stop will not be tolerated. It will result in a three day in-school suspension for the first offense; a three day out-of-school suspension for the second offense; a five day out-of-school suspension for the third offense.

THEFT AND EXTORTING MONEY OR OTHER ITEMS

Students may be suspended for three days on the first offense of this nature; any recurrence of this act will be reported to the Board of Education for appropriate action.

PROFANITY

The administration and staff cannot approve of any profanity in or around the school. Disciplinary action will be taken when any student is caught using profanity. Repeated misconduct of this nature will lead to in-school suspension or temporary out-of-school suspension. Any profanity directed at a staff member or administrator will result in a temporary out-of-school suspension.

GRADING POLICY

Nine-week reporting periods and semester exams are graded on a percentage basis as follows:

<u>Percentage Interpretation</u>	<u>Letter Grade</u>	<u>Points</u>	<u>Quality</u>
90-100	A	4	Excellent
80-89	B	3	Above Average
70-79	C	2	Average
60-69	D	1	Below Average
*51-59	F	0	Failure

*Within each nine-week marking period, and for semester exams, the teacher has the option of recording a zero or any other percent less than 51% when the student has not met the teacher's requirement: i.e., major assignments such as term papers, book reports, programs and projects not submitted and/or a student makes an obvious effort not to participate. Otherwise, a 51% must be recorded regardless of the student's true average. A grade lower than a 51% requires guidance administrative approval.

NOTE: The grading scale will not apply when indications are that the student, once realizing a passing grade for the course, curtails his effort in the course to a less than satisfactory level. Such cases will be referred to the office of the principal for review, who will then decide if the student will receive a passing grade and credit for the course. If a student does not meet the requirements of a course (term papers, book reports, special class projects), he will fail regardless of his grade.

COMPUTING THE FINAL GRADE

Year Course

The final course grade is recorded as a letter grade by totaling the four reporting periods and the average of the two semester exams and dividing by five. This average is then converted into a letter grade equivalent.

Semester Course

The same procedure as with a full year course with the exception that the total of the two reporting periods and the semester exam are totaled and divided by two and a half.

HONOR ROLL

To receive this recognition, students must achieve a 3.0 average or higher, with no grade lower than a C recorded for any course during the report period. A 3.6 grade ratio or better will place a student on the high honor roll.

HONOR AWARDS

Academic Awards Night

The Junior High School will host an academic awards night in the spring of the year for students who earn a 4.0 grade average through the third grading period. All classes are used to calculate the average and are based on a 4 point grading scale.

Honor Awards Program

An awards program will be held in the spring of the year to recognize students who have attained academic success at AEO Junior High School or have excelled in specific areas. Students who have achieved a 3.4 grade average or higher through the third grading period or have achieved special honors in specific areas, or through group testing will be honored at this program. Unless receiving a special award, academic awards night honorees will not attend the honor awards program.

SCHOOL BUS BEHAVIOR

Students are expected to familiarize themselves with the "General Rules" for bus riders as printed in the School District Calendar. Acceptable behavior is to be practiced at the bus stop and on the bus. Misconduct will not be tolerated and can result in the loss of transportation privileges and/or suspension. In the event that the bus is late, students are expected to wait at least one-half hour beyond the normal arrival time. Students should use sound judgment in remaining past the required time. If the weather permits, students should wait for the bus. A student may be assigned a specific bus seat by the bus driver and will be required to occupy that seat.

NOTE: In certain situations, students will ride different buses home than the ones which they rode to school. The discharge point may not be exactly the same as the boarding point. However, it will be in the same neighborhood. Special coordination will be made with the students involved to minimize their inconvenience.

SCHOOL BUS SAFETY GUIDELINES

The safety of our children is our utmost concern. In addition to the school officials and parents, the children must be a part of this safety consciousness. They must follow certain guidelines to ensure their safety as well as the safety of their fellow students. For this reason, a set of rules and regulations for bus riding has been established.

1. Students are to be at their designated stop five minutes prior to the assigned pick-up time.
2. Students are to remain at the designated stop until the bus arrives. Students should wait at least ten feet from the edge of the highway at the designated stop. Boarding will take place single file with no pushing, once the bus comes to a full stop.
3. When students must cross the roadway before getting on the bus, these students must wait until the bus stops and the red lights are activated. The students must also look at the bus driver, and check both lanes of traffic before crossing the roadway, during loading and unloading.
4. Assigned seats will be done at the beginning of the school year. Seating arrangements can be adjusted when discipline problems arise.

5. All students must remain in their seats during the bus ride. No student is permitted to hang out the window or to throw anything out of the windows.
6. No student is permitted to open the emergency door, roof hatch, or window escape except upon the direction of the driver or in an emergency in which the driver is incapacitated.
7. Every student who rides a bus must get on and off at the bus stop assigned. Any student who wishes to ride a bus other than his regular school bus must have a written request signed by a parent and building principal. The same request is required if the student needs to get off at a stop that is not his regular bus stop. The bus driver has the right to refuse such a request if the request results in an overload situation.
8. Smoking is not permitted on the school bus. Screwdrivers and other hand tools, weapons, guns, knives, water guns, bats and balls, hockey sticks, skateboards, matches or lighters, and other items that can be a hazard or conceived as a weapon are not permitted on the bus.
9. No vulgar language or vulgarity of any kind shall be used on the bus or at the designated bus stop.
10. No eating or drinking is permitted on the bus.
11. Intentional carrying of snow or ice into the bus and snowballing of buses is not permitted.
12. Any unwarranted conduct not specifically covered in the preceding regulations but which is determined by the bus driver, the principal, or the director of transportation to be detrimental to the safe operation of the bus is not permitted.

**CONSEQUENCES FOR STUDENTS WHO VIOLATE THE BUS SAFETY GUIDELINES
ARE AS FOLLOWS:**

1. Verbal warning by the driver.
2. Conference between the driver and student. Driver informs student of consequences of further discipline problems. Seating arrangements may be altered at this time.
3. 1st Formal Write-Up: The building principal notifies the student and the parents that there is a danger of the student losing transportation privileges.
4. 2nd Formal Write-Up: The student and his/her parents are made aware that transportation privileges are suspended for an amount of time as determined by the building principal. Future incidents can result in a progression in the disciplinary assessments.
5. 3rd Formal Write-Up: The student and parents are notified that transportation privileges for the remainder of the school year are in jeopardy. Length of suspension will be determined by the building principal based on his/her investigation.

It is emphasized that riding a school bus is a privilege. Serious types of behavior such as vandalism and the disregard for the safety of the bus driver and the other students may result in immediate and indefinite suspension regardless of the number of times the student has been suspended. This is based on the building principal's investigation and assessment.

DEFACING SCHOOL PROPERTY

Defacement of school property such as doors, walls, desks, bulletin boards, and the like is a serious offense, and offenders will be dealt with sternly. Students will be required to pay for the damage to school buses or property which results from their actions, are subject to suspension, and may face the civil authorities.

DRUGS AND ALCOHOL

Any student who sells, transfers, possesses, uses or is under the influence of the above will be dealt with in accordance with the school district's Drug and Alcohol Policy.

TOBACCO USE (SMOKING/CHEWING)

It is the policy of the Plum Borough School District that all forms of tobacco use are prohibited on all school premises. For the health and safety of others, students, employees, and guests are required to refrain from all forms of tobacco use at all times while on school premises. Students violating this policy shall be subject to disciplinary action in the form of in-school suspension for the first offense, out-of-school suspension for the second offense, and summary prosecution before the District Magistrate for third and subsequent offenses.

ACT 145 OF 1996

A) Offense defined--A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

B) Grading--a pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs when a pupil is charged with violating subsection A), authorized under 24 PA. C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

C) Nature of Offense--A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reported as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

D) "Tobacco"--Shall be defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product and smokeless tobacco in any form.

EVACUATION ALARM SYSTEM

The activation of the alarm system for other than its intended purpose--emergency evacuation of the building--is a serious violation and will result in an immediate out-of-school suspension, charges filed with the police, and a hearing at Central Administration for review and for possible further action.

EVACUATION AND FIRE DRILL INSTRUCTIONS

The State Fire and Panic Act require all schools to conduct evacuation drills in the interest of public safety. These drills are conducted at random in accordance with this State Act. When the alarm sounds, all work should stop immediately. Pupils will follow the instructions for the room they are in at the time of the drill. Actual fire conditions shall prevail and students are to leave the building dressed as they are without stopping to get clothing from lockers. No person is to remain in the building during a fire drill. Proper student conduct is expected during any evacuation and/or fire drill. Failure to follow procedures will result in disciplinary action.

NURSE'S SUITE

The Nurse's Suite is located on the first floor in the vicinity of the cafeteria. Permission to report to the Nurse's Suite is given by the teacher in charge of the student. A slip is secured and signed by the teacher and is then presented to the Nurse's Suite. When the student is leaving the health room, the nurse will sign the slip, which is then to be turned in to the teacher by the student. Absence from class because of illness can be justified only if the student has reported to the Nurse's Suite. Only the Nurse's Suite or the school office can excuse a student from school due to illness during the course of the school day.

**PENNSYLVANIA DEPARTMENT OF HEALTH
CERTIFICATE OF IMMUNIZATION**

All students must have on file in the Nurse's Suite a completed Certificate of Immunization. Those students who have not satisfied this state requirement will be notified by the school nurse. Students will not be admitted to school without the certificate.

HOMEBOUND INSTRUCTION

In the event that a student is going to be absent due to illness (when verified by a doctor) for a consecutive period in excess of fifteen (15) days, the district will provide homebound instruction/tutoring. Parents should apply for homebound instruction through the principal or guidance counselor. After the application has been approved, five hours of instruction will be provided each week. Based upon the availability of instructors, arrangements will be made to schedule the instruction as soon as possible.

EARLY DISMISSAL FROM SCHOOL

Early dismissal will be granted for the same reasons allowable for legal absences. Students are encouraged to schedule appointments with their doctors or dentists other than during school hours. However, when emergency demands, the appointment should be made during study hall time or as early or as late in the school day as possible. To obtain an early dismissal slip, the student should bring in a written note signed by a parent or guardian requesting permission to leave and stating the reason for early dismissal. Permission slips should be turned into the office upon arrival.

SEARCHES OF LOCKERS AND PERSONS

LOCKERS

Each student will be assigned a locker. Students should only use their assigned locker and it should be kept locked at all times. All personal items and books, when not in use, are to be kept in lockers. A student should not tamper with another locker or give the combination to another person. Personal locks, combination type, are permitted. It is the student's responsibility to report to the office any broken lock or locker. All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against intrusion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school or the building itself. Student lockers are not private; they are the property of the District. Students should understand that they have no expectation of privacy within their lockers. If there is reasonable suspicion that a student is violating the law or school regulations, then random searches may be conducted. When it becomes necessary to search a student locker, the building principal or designee will conduct the search in the presence of another member of the school staff and, when necessary, in the presence of the police.

PERSON

Search of a student's person shall be permitted only when there is reasonable belief that said student has on his or her person items either in violation of federal, state, or local laws or in violation of School Board policy. Such a search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Any student who has violated the drug, alcohol, or weapons policy will be subject to random searches.

MAINTAINING THE STUDENT LOCKER

- A. Lockers are to be used only by students assigned.
- B. Materials, mirrors, posters, and other items are not to be taped to the exterior or interior of the locker.
- C. Lockers are to be kept neat and orderly.
- D. Personal locks on locker are not permitted, unless approved by administration.

CANINE DRUG DETECTION PROGRAM

In order for the school administration to perform the fundamental duty of operating this school as an educational institution, the administration retains the right to inspect on regular basis student lockers for tobacco, illegal drugs and alcohol. This right extends to inspecting vehicles parked on the school grounds.

The Plum Borough School District retains jurisdiction, control and access over all student lockers and maintains a confidential file of all lockers and the combinations thereof.

The Plum Borough School District also reserves the right to have trained narcotic dogs sniff student lockers and all cars parked on the school district property regularly and at any time, whether the student is present or not, for tobacco, illegal drugs and alcohol. If, as a result of a canine sniff of a locker or car, the Plum Borough School District has reasonable cause to suspect the presence of tobacco, illegal drugs or alcohol, the locker or car in question may be searched for the same.

CARE OF BOOKS

Students are responsible for the texts that are assigned to them at the beginning of the year. These books will be collected at the end of the year and should reflect normal usage. If the books are in any other condition, the student will be assessed a fee accordingly. All assigned texts must have covers.

LOST AND FOUND

Articles that are found during the course of the school year are to be turned in to the office. These items may be claimed by the owners upon proper identification in the office. Textbooks that are turned in to the office will be returned to the classroom teacher of the student.

CLOSING SCHOOL IN EMERGENCIES

It has been necessary to close school on various occasions during the course of the school year as a result of conditions beyond the school's control. Inclement weather during the winter months, when travel by any means is restricted, accounts for the majority of closings.

When it becomes evident that there is a possibility that school may be closed because of the weather, students or parents are not to call the school, individual school administrators, teachers or School Board members. School closings and delays will be announced on the District web site, Electronic Mustang, Alert Now, **KDKA, WTAE, and WPXI**.

Parents are encouraged to sign up for the Alert Now telephone notification. Information on signing up are located on the District Web Site under the District tab.

MAKE-UP WORK

It is always the responsibility of the student, upon returning, to ask teachers for make-up work. When a student is absent for two school days, it is recommended that assignments and homework be obtained by telephoning the guidance office. Requests for assignments should be made prior to 10:00 a.m. Students will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed and specific dates will be established for the work to be completed.

Make-up work required by an excused absence may be made up with NO penalty provided it is completed within the time allotted by the teacher. A student who is present when a test is announced is expected to take the test as scheduled or upon returning to school. In laboratory classes such as art, physical education, industrial arts, home economics, and science, which do not lend themselves to make-up work, the make-up procedure will be determined by the teacher.

CAFETERIA

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- 1) Always use a tray (complete lunches).
- 2) Keep milk cartons, food and waste paper on the tray.
- 3) Empty all debris from trays into the proper containers. Return trays, dishes, and silverware to the receiving window.
- 4) Seat no more than eight students at a table.
- 5) Keep tables, seats and floors clean.
- 6) Talk in a normal voice.
- 7) Keep the cafeteria lines orderly.
- 8) Never push or run. Students are to be seated (no standing).

- 9) Pick up and clean up any food which is dropped or spilled.
- 10) Eat all food at the table.
- 11) Respect cafeteria duty teachers' authority.

Breakfast is served from 7:45 to 8:08 a.m. Since time is limited, students electing breakfast are to report directly to the cafeteria upon arrival and are not to go to their lockers or homeroom.

TELEPHONE

Students will not be called to the office for personal phone calls; in case of emergencies, the message will be relayed to the student. Student use of the school telephone will be permissible for educational or health related reasons only.

VISITORS

Conditions do not lend themselves to the issuance of visitor passes to individual students from other schools. Oblock students are not permitted to meet with outside visitors in any area of the school grounds during the school day.

HALL PASSES

A student must have a hall pass, signed by a teacher or administrator, when he/she is in the halls during the assigned period.

LOITERING

Loitering in the washroom, other areas of the building, school grounds, or private vehicles on school grounds will not be tolerated. This includes standing in the hallways between class period.

<u>FIRST OFFENSE</u>	WARNING AND HOME NOTIFIED
<u>SECOND OFFENSE</u>	PARENTAL CONFERENCE WITH ADMINISTRATOR(S) AND STUDENT. STUDENT IS DENIED PRIVILEGE OF BEING EXCUSED FROM CLASS STUDENT IS REFERRED TO OFFICE FOR SUCH REQUESTS. STUDENT IS NOT PERMITTED IN WASHROOMS BETWEEN CLASS CHANGES. LUNCH DETENTION
<u>THIRD OFFENSE:</u>	IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION AND

PARENTAL CONFERENCE WITH SCHOOL ADMINISTRATOR(s).	
<u>FOURTH OFFENSE:</u>	OUT-OF-SCHOOL SUSPENSION AND HEARING AT CENTRAL ADMINISTRATION.

ASSEMBLIES

Various types of assemblies, plays, music productions, films, and presentations by outside groups will be presented either in the gym or auditorium. Every attempt will be made to have all students see the various programs. Seating arrangements will be announced. Regardless of the type of program, proper behavior is to be displayed. The privilege of attending school-sponsored assemblies carries with it the responsibility of the individual to conduct himself properly. Student conduct at these programs should be predicated on consideration for the interest of others. Anything less than that will not be tolerated and will result not only in the loss of future admission to assemblies but in strong disciplinary measures.

Pledge of Allegiance

Each student shall be required to salute the flag, recite the Pledge of Allegiance and observe a moment of silence during each day's exercises. If a student has conscientious objections, which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall be informed by the building principal, and the parent or guardian shall be required to furnish the school administration with a written statement of their child's conscientious objection.

LIBRARY

The library is located on the first floor of the building. Students having library-research admits should report directly to the library. These names will then be transferred to the library slip which is sent to the study hall teacher. At this time students from the study hall can also sign the slip to come to use the library facility. The number of students coming to the library for recreational reading will be determined by the number of research admits for that particular period. Students entering the library who do not do their work will lose all library privileges. The length of time depends on the offense.

GUIDANCE

Counseling service is available to all students. Many student problems, concerning both the student's school and personal life, can be helped by counseling with a competent person. The school counselor or the student's teacher will be happy to try to help him with any of these problems. Guidance appointments can be made by requesting a pass from the teacher, the office personnel, or the counselor.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is designed to identify and aid students who have demonstrated a noticeable change in their behavior, academic performance, or social habits, which may inhibit their growth.

Any sign that the student is falling short of possibly achieving the goals set forth by the Plum Borough School District is a reason for concern and cause to begin a positive plan for intervention.

As education is our primary concern, the Student Assistance Program takes a strong stand against anything that would disturb the learning environment of the school.

PARTICIPATION IN PROGRAM

- A. The program is available strictly for the benefit of the student. The program is largely voluntary, and the student may participate by recognizing his own problem, teacher referral, or referral by the student's parents.
- B. Compulsory Participation occurs when:
 - 1) The student is referred by the Magistrate to the CORE Team (a group of trained faculty volunteers). This occurs when the student is found possessing, consuming or transporting alcohol by the police. The student is then given a choice of paying a fine or joining the Student Assistance Program.
 - 2) The student violates the school drug and alcohol policy. NOTE: All student referrals are confidential.

SPECIAL EDUCATION PROGRAMS

Plum Borough School District provides a free, appropriate, public education (FAPE) to exceptional students consistent with the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004. Identification procedures ensure eligible students receive an appropriate program consisting of individualized special education and related services. The placement of students is assessed by a team process, in order to determine the level of services a student may need.

Support services at A.E. Oblock Junior High School include Learning Support, Emotional Support, Speech/Language Support, and Gifted Support.

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 offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The Board shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. This policy is available in the administrative office.

For information regarding civil rights or grievance procedures, contact Dr. Guy Rossi, Assistant Superintendent/Compliance Officer, at 900 Elicker Road, Plum PA 15239 (412-795-4880). For information regarding activities and facilities accessible to and usable by physically-challenged persons, contact Mr. Michael Brewer, Section 504 Coordinator (412-795-4880).

CONFIDENTIALITY

In order to insure the rights and privacy of both parents and students, the Plum Borough School district's policy has incorporated provisions from the Regulations of the State Board of Education of Pupil Records adopted July 12, 1974, and amended July 15, 1977; the Family Educational Rights and Privacy Act of 1974; the Confidentiality Section of P.L. 94-142; and the Confidentiality Standards for Special Education, Pennsylvania School Code, Title 22, Chapter 341.

The district's policy on student records which is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy Act of 1974 guarantees the following rights to parents:

- 1) To review, inspect and obtain a copy of the educational records.
- 2) To challenge the content of the records.
- 3) To file complaints with the Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, DC 20201.

If you wish to examine the records, contact the student's principal or guidance counselor.

SEXUAL HARASSMENT

A Sexual Harassment Policy was developed by a committee of teachers, students, parents and administrators during the 1993-1994 school year. This policy is available in the Guidance Office or Administrative Office. Students should be aware of the content of the policy and adhere to it. Students should feel free to consult the counselors if necessary.

No. 227

**PLUM BOROUGH
SCHOOL DISTRICT**

**SECTION: PUPILS
TITLE: CONTROLLED
SUBSTANCES**

ADOPTED: July 30, 1996

REVISED: March 25, 2003

<u>227. CONTROLLED SUBSTANCES</u>	
1. Purpose	The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole community. As the educational institution of this district, the schools should strive to prevent abuse of controlled substances .
2. Definition 35 P.S. 790-101 et seq 42 P.S. 8337 42 P.S. 8337	For purposes of this policy, controlled substances shall mean: <ol style="list-style-type: none"> 1. All dangerous controlled substances prohibited by law. 2. All look-alike drugs. 3. Alcoholic beverages. 4. Anabolic steroids.

<p>Pol. 210</p> <p>3. Authority SC 510 Title 22 Sec. 12.3.</p> <p>Title 22 Sec. 12.12 42 P.S. 8337</p>	<p>5. Drug paraphernalia.</p> <p>6. Tobacco and tobacco products.</p> <p>7. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.</p> <p>8. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy.</p> <p>The Board prohibits the use, possession, or distributing, and being under the influence of any controlled substance during school hours, on school property, or at any school sponsored event.</p> <p>The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by such release.</p>
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<p>4. Delegation of Responsibility</p> <p>42 P.S. 8337</p> <p>SC 1303-A</p> <p>5. Guidelines</p> <p>35 P.S.</p>	<p>The Superintendent or designee shall prepare rules for the identification, amelioration and control of substance abuse in the schools which:</p> <ol style="list-style-type: none"> 1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution. 2. Provide education concerning the dangers of abusing controlled substances. 3. Disseminate to students, parents and staff Board policy and district procedures governing student abuse of controlled substances. 4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances. <p>Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p> <p>No student may be admitted to a district program that seeks</p>
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intellectual development, and social growth. Because it is also our conviction that chemical dependence is a treatable illness, the Plum Borough School District has developed the policy that follows:

STATEMENT OF POLICY

The Plum Borough School District recognizes the misuse of drugs in our community. It is the goal of the district to provide the opportunity for students to develop to their fullest potential; therefore, they must be chemically free.

The policy states that students shall not use, distribute, or have in their possession any mood-altering chemicals in school, on school property, or at school related activities.

It is the district's intent to prevent and prohibit the use of any mood-altering chemicals by educating, identifying and intervening in order to protect the health, safety, and welfare of all concerned.

The policy will be implemented by faculty, administration, school employee groups, students, parents, bus drivers, and community agencies of the Plum Borough School District. In the event of a violation of this policy, a student shall be subject to discipline pursuant to the provisions and procedures outlined in this policy, and the Discipline Policy previously approved by the district. Disciplinary action may also result in suspension or permanent expulsion from school by the Board of School Directors after a hearing conducted in accordance with the provisions of the Pennsylvania School Code.

Students who are compliant with the mandates may re-enter school at the prescribed time. Failure to follow the guidelines will result in a School Board hearing for expulsion

DEFINITION OF TERMS

Controlled Substance - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood, mental and/or physical functions. Examples of the above include, but are not limited to, beer,

Cooperative Behavior - Cooperative behavior shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner complying with reasonable requests and recommendations by said staff.

Uncooperative Behavior - Uncooperative behavior shall be defined as any resistance or refusal, either verbal or physical, on the part of a student to comply with the reasonable requests or recommendations of a staff member.

Chemical Abuse Specialist - A certified addiction counselor with expertise in the area of chemical dependence.

Distribution - Deliver, sell, pass, share or give any alcohol, other drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

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

Drug Paraphernalia - Includes any utensil or item which in the school's judgment can be clearly associated with the use of alcohol, other drugs, or mood altering substances

Assessment - Includes both psychological and physiological examinations. Any costs involved are the responsibility of the student's parent(s) or legal guardian(s).

INTRODUCTION

The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance he or she would receive for any other illness. Early identification and referral of students evidencing a problem with chemical abuse or dependence will be a primary goal. Disciplinary procedures will be administered with the best interests of the student and the student body in mind. Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents. The School Board reserves the

	<p>right to authorize the use of any measure deemed necessary to control chemical use in accordance with the Immunity Bill (Act 67 of 1984, 42 PA. C.S.A. Section 8337, eff. 6/30.84) passed by the General Assembly of Pennsylvania.</p> <p>.</p>
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**PLUM BOROUGH SCHOOL DISTRICT
POLICY 227 - CONTROLLED SUBSTANCES PROCEDURES/RULES INFORMATION**

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	DISPOSITION OF SUBSTANCE	DISCIPLINE	NOTIFICATION OF POLICE	STUDENT REFERRAL
Article I A student demonstrates symptoms of possible controlled substance usage (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.) This situation will be handled as a medical emergency.	All standard health and first aid procedures will be followed. The student will not be left unattended. The nurse will be summoned immediately and student will be monitored or taken to the nearest medical facility, as directed by the nurse, principal, or designee.		A parent or guardian will be contacted and the situation described. A parent will be required to report to the building principal as soon as possible for a meeting.	If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. The substance will then be sealed, documented, and submitted to the police for analysis.	First Offense -Minimum of 3 days out of school suspension. Student will be required to have a Drug and Alcohol assessment and is mandated to follow the recommendation of a licensed assessor. Maximum -School Board Expulsion.	Yes (if policy was violated)	If there is no confirmed drug with student illness, standard school health policy will be followed. If chemical use is confirmed, the student will be referred to the Core Team.
Article II A student is found with controlled substances for the first time in school or at a school function and is cooperative with investigation.	School personnel will confiscate substance, summon principal, or escort student to principal's office. Student will not be left unattended.	The principal or designee will require that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy. The student will not be left alone.	A parent or guardian will be contacted and the situation described. A parent will be required to report to the building principal as soon as possible for a meeting.	The substance will be sealed, documented and submitted to the police for analysis.	Minimum -3 days of out of school suspension. A Drug and Alcohol assessment is required and student is mandated to follow the recommendation of a licensed assessor. Maximum - School Board Expulsion.	Yes	The student will be referred to the Core Team.
Article III A student is found with controlled substance for the first time and is uncooperative with the investigation.	School personnel will confiscate substance, summon principal, or escort student to principal's office. Student will not be left unattended.	The principal or designee will require that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy. The student will not be left alone.	A parent or guardian will be contacted and the situation described. A parent will be required to report to the building principal as soon as possible for a meeting.	The substance will be sealed, documented and submitted to the police for analysis	Minimum -3 days out of school suspension and hearing to determine additional discipline. A Drug and Alcohol assessment is required and student is mandated to follow the recommendation of a licensed assessor. Maximum -School Board Expulsion.	Yes	The student will be referred to Core Team.
Article IV A student is found to be in possession of controlled substance for a second offense.	School personnel will confiscate substance, summon principal, or escort student to principal's office.	The principal or designee will require that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy. The student will not be left alone.	A parent or guardian will be contacted and the situation described.	The substance will be sealed, documented and submitted to the police for analysis.	Minimum -3 days out of school suspension and hearing to determine additional discipline. A Drug and Alcohol assessment is required and student is mandated to follow the recommendation of a licensed assessor. Maximum -School Board Expulsion.	Yes	The student will be referred to Core Team.
Article V A student is found to be in possession of a controlled substance when attending any school sponsored function on or off school property.	School personnel will confiscate substance, summon principal, or escort student to principal's office. Student will not be left unattended.	The principal or designee will require that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy. The student will not be left alone.	A parent or guardian will be contacted and the situation described. Local law enforcement will be contacted for student intervention.	The substance will be sealed, documented and submitted to the police for analysis. Incident will be reported to the building principal as soon as possible.	Minimum -3 days out of school suspension and hearing to determine additional discipline. A Drug and Alcohol assessment is required and student is mandated to follow the recommendation of a licensed assessor. Maximum -School Board Expulsion.	Yes	The student will be referred to the Core Team.
Article VI A student is found in possession of any paraphernalia associated with the use of drugs.	School personnel will confiscate substance, summon principal or escort student to principal's office. Student will not be left unattended.	The principal or designee will require that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy. The student will not be left alone.	A parent or guardian will be contacted and the situation described.	The apparatus will be confiscated and forwarded to local law enforcement.	Minimum- 3 days out of school suspension and hearing to determine additional discipline. A Drug and Alcohol assessment is required and student is mandated to follow the recommendation of a licensed assessor. Maximum -School Board Expulsion.	Yes	The student will be referred to the Core Team.
ARTICLE VII A student is found to be distributing or selling drugs, or their look-alikes, on or off school property.	School personnel will confiscate substance, summon principal, or escort student to principal's office. Student will not be left unattended. Local law enforcement will be contacted.	The principal or designee will require that the student empty pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy. The student will not be left alone. If applicable school personnel will be permitted to search student's vehicle.	A parent or guardian will be contacted and the situation described. Parent will be required to report to building principal as soon as possible for a meeting.	The substance will be sealed, documented and submitted to the police for analysis. The incident will be reported to the building principal as soon as possible.	Minimum - 3 days out of school suspension and hearing to determine additional discipline. A Drug and Alcohol assessment is required and student is mandated to follow the recommendation of a licensed assessor. Maximum - School Board Expulsion.	Yes	The student will be referred to Core Team.

ALL STAFF MEMBERS, ADMINISTRATORS, AND MEMBERS OF THE BOARD OF EDUCATION INVOLVED IN SUCH CIRCUMSTANCES ARE OBLIGED TO GUARD THE CONFIDENTIALITY OF THE STUDENT.

Plum Borough School District

SECTION: PUPILS
 TITLE: UNLAWFUL HARASSMENT
 ADOPTED: February 22, 1994
 REVISED: May 26, 2009

248. UNLAWFUL HARASSMENT

1. Purpose

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.

2. Authority
 43 P.S.
 Sec. 951 et seq
 Title IX
 20 U.S.C.
 Sec. 1681 et seq
 29 CFR
 Sec. 1606.8(a)

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals, vendors, and volunteers in the schools.

The Board encourages students 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 impartially, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. **Neither** reprisals nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions
 29 CFR
 Sec. 1606.8(a)
 66 Fed. Reg. 5512

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. Has the effect of substantially disrupting or interfering with the rights of other students.
4. Otherwise adversely affects an individual's learning opportunities.

29 CFR

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual

Sec. 1604.11(a)

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.

Student on Student Harassment

The Board recognizes that a certain amount of teasing is inherent among school age children. Therefore, verbal or physical actions that are not specifically defined as harassment, may be deemed harassment in particular situations, on a case-by-case basis, by the school principal under the following conditions:

1. **The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.**
2. **The warning shall be verbally issued and shall be confirmed in writing to the offending student and the offending student's parent/guardian.**
3. **The warning shall advise the student and parent/guardian that the school principal is available to further explain the purpose for the principal's warning.**

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

Determining whether or not student-on-student harassment has, in fact, occurred requires a determination based on all the facts and surrounding circumstances. School officials should consider the following:

1. **The nature of the behaviors;**

<p>4. Delegation of Responsibility</p> <p>Pol. 103</p>	<ol style="list-style-type: none"> 2. Whether there were past incidents involving same or other students; 3. Whether there were continuing patterns of behavior; 4. Relationship between the parties; 5. Context in which the alleged incident occurred; 6. How often the conduct occurred; 7. The race, national origin, religion, sex or age of the respective parties; 8. Whether the alleged perpetrator was in a position of power over the student allegedly subjected to harassment; 9. Number of alleged perpetrators; 10. Where harassment occurred; and/or 11. Whether the conduct adversely affected the victim's education or learning environment. <p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the district's Compliance Officer.</p> <p>The District shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of: publication in handbooks, presentation at an assembly, and/or posting of notice/signs.</p> <p>The district shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Assistant Superintendent.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student 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.
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5. Guidelines

4. Refer the complainant to the Assistant Superintendent if the building principal is the subject of the complaint.

Complaint Procedure – Student

Step 1 – Reporting

A student 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 has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Assistant Superintendent.

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 Assistant Superintendent. The Assistant Superintendent 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.

The Board recognizes that harassment law is continually evolving as a result of judicial decisions. Therefore, upon receipt of any complaint or report of harassment, the Assistant Superintendent shall consult with the solicitor to determine if any portions of this policy, including investigation and disciplinary procedures, are no longer lawful; or if additional procedures are required.

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.

The findings of the investigation shall be provided to the complainant, the accused, and the Assistant Superintendent. **In all cases where the complaint is founded and a decision has been made to take disciplinary action against the accused, the complainant may be informed as to the discipline only to the extent permissible by law.**

If the allegations remain indeterminate, unsubstantiated or unverifiable, the report shall carefully record the investigator's conclusions in writing, and shall document all the steps that were taken in an attempt to verify the allegations. The investigator shall also document the basis for his/her decision regarding the allegations. These results will be maintained by the Compliance Officer (Assistant Superintendent), separate and apart from any personnel or student file.

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. Corrective action may include educational activities, training, and/or counseling services related to unlawful harassment, as well as discipline..

Violation of this policy could result in student expulsion and termination of employment, as the case may be. 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.

In the case of student-on-student harassment and when appropriate, a reasonable attempt may be made to bring resolution to a matter between the complaining student and the alleged harassing student under the mediation of the principal or designee. Under no circumstances is mediation to be considered as a mandatory step. The principal or designee shall not propose mediation without the prior approval of the Assistant Superintendent. Mediation shall not be undertaken without the consent of both students' parents/guardians.

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

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Assistant Superintendent or designee within fifteen (15) days.
2. The Assistant Superintendent or designee shall review the investigation and the investigative report and may also conduct **further** investigation.
3. The Assistant Superintendent 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.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Federal Register – 66 Fed. Reg. 5512

Board Policy – 103, 806

**PLUM BOROUGH SCHOOL DISTRICT
HARASSMENT COMPLAINT FORM**

Name _____ Date _____

School _____ Grade _____

Position _____

I would like to make the following complaint: (Describe the problem, specifically including the date of the problem, what happened, who was involved, whether there were any witnesses, and anything else you believe is important for us to know.) Attach additional pages if necessary.

Describe how the incident you are complaining about has affected you.

How could this situation be successfully resolved?

What action have you taken to stop the offensive behavior?

I, _____, acknowledge that on _____ I made
(date)
a complaint regarding _____
_____. I acknowledge that _____ has

interviewed me concerning the substance of that complaint and that the above summary of that interview is true and accurate and contains all relevant information about my complaint.

(Signature)

PLUM BOROUGH SCHOOL DISTRICT
HARASSMENT RESPONSE FORM

Name _____ Date _____

School _____ Grade _____

Position _____

I have been informed that a charge of harassment has been made against me. The following is my response to that complaint; (Describe specifically your version of the incident, whether there were any witnesses, and anything else you believe is important for us to know.)

I, _____, acknowledge that on _____
(Date)

I was informed of a complaint regarding _____.

I acknowledge that _____ has interviewed me concerning the substance of that complaint and that the above summary of that interview is true and accurate and contains all relevant information about my response.

Plum Borough School District
Health Services Department

Health services are available in every building, staffed by health care professionals. These individuals provide first aid care, administer prescribed medication to a student in accordance with the written directions of a licensed prescriber, and monitor the health, safety and immunization status of all of our students.

In compliance with the Pennsylvania School Health Code, the Plum Borough School District mandates the following schedule of examinations:

Physical Examination	- Grades K, 6 and 11
Dental Examination	- Grades K, 3 and 7
Vision Screening	- Annually, All Grades
Hearing Screening	- Grades K, 1, 2, 3, 7 and 11
Scoliosis Screening	- Grades 6 and 7
Height, Weight and Body Mass Index	- Annually, all grades

○ **All examinations and screenings will be conducted in the nurse's office.**

Parents/guardians of students who are to receive physical and dental examinations shall be notified. The notice shall include the date and location of the examination and notice that the parent or guardian may attend or may have the examination conducted privately at the parent's expense. Students may be exempted from any of the above examinations or screenings if it is contrary to the parent's religious beliefs and the parent submits written notification to the school nurse.

A student that presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

**PLEASE REFER TO BOARD POLICY 209 FOR THE COMPLETE HEALTH
EXAMINATIONS/SCREENINGS POLICY.
FIRST AID**

When accidents occur, first aid is administered. First aid is defined as the immediate, temporary care given in case of accident or sudden illness. Usually first aid is administered by one of the following school personnel: nurse, nurse's aide, and/or principal. Further decisions and actions concerning the accident are the responsibility of the parent. The parent completes an Emergency Care Card for each child authorizing the school as to who should be contacted in the event emergency care is needed. Parents should keep this card up-to-date and inform the school of changes of phone numbers or persons listed.

ACCIDENT INSURANCE

- A Student Insurance Policy is available to each child for a nominal fee. This insurance covers medical, dental, and hospital expenses resulting from accidental injury that might occur during school hours and on the way to and from school.

**Plum Borough School District
Health Services Department**

Administering Medications to Students

Pennsylvania State Law governs the administration of all medications, including over-the-counter medications. The law forbids a nurse to administer any medication without a licensed prescriber's written order and signed permission by the parent or guardian. The Plum Borough School District recognizes that when students' health needs make it necessary for medication to be taken during school hours, certain procedures must be followed.

1. Written Order - Prescription medications, over-the-counter medications, nutritional supplements, or herbal supplements will not be administered without providing the school with a written order from a licensed prescriber (Physician, Certified Nurse Practitioner, Physician's Assistant, or Dentist). The pharmacy label does not suffice as this written order.

2. Written Parent Permission - The school must also be supplied with written parent or guardian permission in order to have any medications given at school.

**** If the order is for an Inhaler or EPI-Pen: parent must also complete and submit the corresponding forms:**

- | | |
|--|---|
| ✓ Self-Administration of Asthma Inhalers | ✓ Self-Administration of Epi-Pen / Epi-Pen Jr. |
| ✓ Student Asthma Action Plan | ✓ Information Regarding Student with an Allergy |

3. Types of Medications Given at School - Only essential prescribed medications will be given at school. Pre-planning will permit most medications to be administered at home. Self-medication by students is not permitted. Exceptions will be made for any student with asthma or severe allergy, whose parent has requested that the student carry and administer his or her inhaler or Epi-Pen / Epi-Pen Jr..

4. Prescription Medications – For prescriptions medications required at school, please request that your pharmacist supply a separate, properly labeled, pharmacy medication bottle.

5. Over-the-Counter Medications - Medications must be in the manufacturer's original packaging, and labeled by the parent with the student's name.

6. Personnel Administering Medications - Medications may be administered by the nurse, or a supervising adult.

7. Transporting Medications - Students should not carry medications to or from school. A responsible adult should bring medications to the health room.

8. Yearly Medication Order - For those medications that extend from one school year to the next, a new order from the licensed prescriber and new parent permission must be provided for each school year.

9. Noncompliance with the Above Policy - Noncompliance will result in the medication not being given at school.

- **If medication is needed at school, obtain from your School Nurse, or the District Web Site, the “Authorization for Medication to be Given at School” form.**
- **If an Inhaler or Epi-Pen or Epi-Pen Jr. is required, parent must ALSO complete the forms listed above in section # 2.**

218. STUDENT DISCIPLINE

REVISED: November 27, 1990

May 27, 2003

The Board acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment, and the effectiveness of the instructional program is, in part, reflected in the behavior of students.

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the Administration and to submit to disciplinary measures, appropriately assigned for infractions of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school.

The Board shall adopt a Discipline Code to govern student behavior.

Rules governing student conduct shall require students to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and the student may appeal the discipline determination to the Superintendent or designee.

Corporal Punishment

The Board prohibits the use of corporal punishment as a form of discipline for students in the district.

In situations where a parent or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall promulgate reasonable and necessary rules and regulations to implement Board policy governing student conduct which:

1. Are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
2. Do not discriminate among students.
3. Do not demean students.
4. Do not violate any individual rights guaranteed to students.

The Superintendent or designee shall designate sanctions for the infractions of rules which:

1. Relate in kind and degree to the infraction.
2. Help the student learn to accept responsibility for actions.

3. Are directed to ameliorating any harm caused by the student's misconduct.
4. Hold parents and guardians accountable for the actions of their students.

The Superintendent or designee shall prepare guidelines for actions against delinquent children which provide for:

1. Parental conferences
2. Sequential discipline
3. Psychological and medical examination
4. Suspension from school attendance in accordance with Board policy
5. Referral to juvenile authorities

The Superintendent or designee shall publish and provide to all staff, students, and parents the rules for student behavior contained in the Discipline Code and the sanctions that may be imposed for violations of those rules. A copy of the Code shall be made available in each school.

The Superintendent or designee may appoint a committee of staff members, students, parents, and/or community representatives to review periodically the Discipline Code and to recommend modifications.

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff members and other employees responsible for students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of this Board including the time required in going to and from their homes, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

BULLYING/CYBERBULLYING

The Plum Borough School District is committed to providing a safe, positive learning environment for district students. We recognize 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, we prohibit bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and substantially interferes with a student's ability to get an education, creates a threatening environment, or substantially disrupts the orderly operation of the school.

Bullying includes cyberbullying. Cyberbullying includes, but is not limited to, the misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or personnel employed by the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings(including blogs). All forms of cyberbullying are unacceptable and, therefore, when such actions are deemed disruptive to the educational process, students will be disciplined in accordance with the district discipline policy.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

- A. Endanger of physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled substance; or forced physical activity that could adversely affect the physical health or safety of the individual.
- B. Endanger the mental health shall include any activity that would subject any individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student is willing to unwillingly participate.
- C. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, parents, coaches, sponsors, volunteers, or district employees shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, parent, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

COMPLAINT PROCEDURE

- 1) When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal, assistant principal, or guidance counselor.
- 2) The principal or his/her designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
- 3) The principal or his/her designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
- 4) If the investigation results in a substantial finding of hazing by a student, the principal shall recommend appropriate disciplinary action as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
- 5) If the investigation results in a substantial finding by an employee, the matter shall be referred to the Superintendent immediately for appropriate disciplinary action.

CODE PURPLE

A.E. OBLOCK JUNIOR HIGH EMERGENCY RESPONSE PLAN

The emergency response plan will be implemented if a situation presents an immediate and obvious danger to the students and staff of the junior high school.

Parents will not be allowed to enter the building until permission is granted by the administration.

JUNIOR HIGH ATHLETIC ELIGIBILITY:

Any junior high student participating on an interscholastic athletic team must maintain academic eligibility. The student must not be failing one core class or a total of two classes to be eligible to participate. If a student is failing one core class or two total classes, they will be placed on probation for one week. If they are failing one core class or two total classes after the probationary period, they will be ruled ineligible. A student becomes immediately ineligible if they are failing two core classes or three total classes.

VOLUNTARY RANDOM DRUG TESTING:

Participation in the voluntary random drug-testing program requires parental consent. Parents may submit a signed release form authorizing their child's participation (forms are provided at school or on district website). Students between the ages of 12 and 17 will be eligible for the program. Students age 18 and older can voluntary enroll. Students will be selected for testing on a random basis throughout the school year. Testing will be conducted at the junior high and senior high schools. Testing will consist of a urinalysis. Test results will be forwarded directly to parents. The school district will **not** receive this information. Results are strictly confidential and will be managed by an outside independent agency (Compliance Oversight Solution Ideals; COSI). Parents may utilize school guidance services if they would like to discuss the testing results. Testing is free of charge to parents. Approximately 50 tests will be administered throughout the school year. To ensure randomness of the program, not all who enroll will be tested during the year. However, students may be selected more than once. All records are destroyed after two years by Compliance Oversight Solutions Ideals.

A.E. Oblock Junior High School
Alternate Physical Education Form

Student Name: _____

Class Period: _____

Medical Condition that necessitates waiver: _____

Doctors Excuse Attached

Length of Waiver: _____

Levels of Waivers*

- 1. Walk Time/Distance with Pedometer
- 2. No Physical Education-Written Work

*Level to be determined by above information

Agreed to by:

Date

Parent

Student

Teacher

Physician

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students")

Certain rights regarding our conduct of surveys, collection and use of information for Marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family.
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior,
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Plum Borough School District will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes.

Plum Borough School District will directly notify parents and eligible student of these policies at least annually at the start of each school year and after any substantive changes. Plum Borough School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

FAMILY POLICY COMPLIANCE OFFICE
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-4605

NUTRITION GUIDELINES:

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

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

Students are provided with an opportunity to purchase a breakfast and lunch each day. These meals are nutritious, include many food choices and are prepared by the district food service staff. A monthly menu is available to each student and may be accessed on the district website at www.pbsd.k12.pa.us, Channel 23, or in the Advanced Leader Newspaper

Ala Carte – Food/Snacks:

The following standards apply to all foods offered as ala carte:

- Portion sizes will not exceed the serving size or food served in the National School Lunch or School Breakfast Program and/or items will be packaged in single serving lunches.
- A selection/variety of whole grains will be available on a daily basis.
- A minimum of one fresh fruit and vegetable will be offered daily. A variety of fruits and vegetables will be offered from day-to-day.
- A variety of items that provide two grams of fiber per serving will be available on a daily basis (at least two items).
- Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.

In addition, the majority of items offered will:

- Not contain added sugar as the first ingredient.
- Provide minimal to no trans fatty acids.

Ala Carte – Beverages:

A minimum of 75% (100% for grades K – 6) of beverages offered will be:

- Water, unflavored (any size)
- 100% fruit juice (not to exceed twelve oz).
- Milk, 1% low fat or nonfat (not to exceed 16 oz), flavored or unflavored (not to exceed thirty grams of sugar per eight ounce serving, inclusive or naturally occurring sugar).
- Water, fiber-enriched (8 oz).

Marketing, pricing, and nutritional education strategies will be used to encourage the selection of the healthier foods and beverages listed above. Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.

FOODS FROM HOME

Parents/caregivers will be encouraged to promote their child's participation in the school meals program. If they or their child chooses not to participate in the school meal program, parents/caregivers will be strongly encouraged to provide the student with healthy alternatives. Lunch guests are always welcome and asked to enjoy the nutritional meal choices provided by the Food Service Department.

Please call in advance to order your meal.

NUTRIKIDS SYSTEM

The Plum Borough School District Food Service uses a computerized system for meal purchases. The system, Nutrikids, allows parents to pay in advance for meals and/or ala carte items. Students will be able to pay cash on a daily basis but will need to enter a PIN number. The system will know the meal status (free, reduced or full price) of the student and will deduct the money accordingly.

A complete explanation of the Nutrikids system, as well as frequently asked questions, is available on the District web site under the Food Services tab. Questions may also be addressed to the Food Services Department at (412) 795-1000 ext. 6367.

CLASSROOM PARTIES/HOLIDAY CELEBRATIONS

In order to facilitate healthy foods at classroom parties or celebrations, foods may be purchased from the food service department. The food service department is recommending snacks from the following list for parties and take home treats:

- Fresh fruits and vegetables
- Water
- Milk, lowfat
- Light fruit juice
- Lowfat bag snacks, cookies
- Maximum of 2-3 snacks that contain sugar as the first ingredient

Food sent in by parents should be pre-wrapped for take home in treat bag and will not be served during the party.

If you have any questions, please call the Food Service Department at (412) 795-0100 Ext. 6367.

Plum Borough School District Food Service Charge Procedures
Effective August 27, 2012

ELEMENTARY

Elementary school students (grade levels k-6) will be afforded the ability to charge 5(five) full lunches, up to \$10.75. When the charge level reaches \$10.75, the student will be supplied with a peanut butter and jelly sandwich, fruit and milk. This replacement lunch will be served until the charge is paid in full. Elementary students will be notified, at the point of service, they have entered into a negative balance. They will also be given a PINK charge slip at that time to be taken home.

SECONDARY

Secondary school students (grade levels 7-12) will be afforded the ability to charge 3(three) full lunches, up to \$7.50. When the charge level reaches \$7.50, the student will be supplied with a peanut butter and jelly sandwich, fruit and milk. This replacement lunch will be served until the charge is paid in full. Secondary students will be notified, at the point of service, they have entered into a negative balance. On April 15 of each school year, secondary students who have a negative balance will be denied a lunch. In addition, on this April 15 date, any student who has a zero balance in a lunch account or no cash “in hand” will be denied a lunch. Any student in the above referenced procedures who has an allergy to peanut butter and jelly will receive a cheese sandwich instead.

If you have any questions, please contact Maryann Lazzaro at 412-798-6367

Notice to Students and Parents Regarding the Use of Video and Audio Equipment

Video and audio recording equipment may be installed on school buses to monitor school transportation. Buses will be videotaped with audio and recorded at random during the school year. Buses may be equipped with video monitor boxes, in which video-recording devices with audio may be installed. Students will not be notified when a recording device has been installed on their bus. The Transportation Supervisor, a principal or a representative of Plum Borough School District may review tapes on a routine basis, and evidence of student misconduct will be documented. Students found to be in violation of bus conduct rules shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for District approved student transportation. Additionally, please be advised that the District has numerous videotaping cameras located throughout our premises for safety and security purposes and representatives of Plum Borough School District may review tapes on a routine basis. Parents, students and their representatives are not permitted to review recordings and all records are the property of the District.

For further information: Policy 810.2